

St FRANCIS XAVIER 6th FORM COLLEGE

MEETING OF THE FULL GOVERNING BODY

Thursday December 14th 2017, 5.30pm

MINUTES

PRESENT:

Mr Colin Garvey, foundation governor, Chair	Mrs Sue Long, staff governor (non-teaching)
Mr Michael Belfourd, foundation governor, Vice Chair	Mrs Stella Flannery, Principal
Mr Nader Sheta, foundation governor	Ms Jess Town, staff governor (teaching)
Mr Richard Vianello, foundation governor	Ms Paddy Rowe, co-opted governor
Mrs Simona Spazzini, foundation governor	Mr Kevin Bonsu, student governor
Mr John Opara, foundation governor	Mr Emmanuel Siwoku, student governor
Ms Patsy Cummings, foundation governor, arrived 6.35pm	

NOT PRESENT:

Ms S Bannister, Parent Governor
Ms S Jones, Co-opted Governor

IN ATTENDANCE:

Mr A Taylor, Strategic Director Financial and Physical Resources
Mr G Thompson, Associate Principal, Curriculum
Mr C Graham, Associate Principal, Ethos / Designated Safeguarding Officer
Mrs E Lewis, Clerk to the Governors

TRAINING BRIEFINGS (prior to the business of the meeting):

Finances at SFX: Mr Taylor gave a "Financial Health Presentation" illustrating the financial position of the college; changes to the assumptions of the financial plan for 2018 – 19 and the downsizing strategies which would need to be continued in this current academic (financial) year to prepare operationally for the reduction in grant funding income in 2018 – 19 critically arising from the under-recruitment by 119 of students for 2017 – 18. The briefing outlined information discussed in November / December 2017 meetings with the Chair of Governors; Chair of the Audit Committee and Chair of the Finance & Resources (F&R) Committee and also the F&R Committee. Mr Taylor explained the key amendments being drafted to the financial plan. He concluded by setting the college financial position in the context of Governance & Financial Accountability drawn to the attention of governors in Mr Peter Lauener's letter of 17th November 2017 which had been included in the papers for the meeting.

Safeguarding, Prevent and Equality, Diversity & Inclusion: Mr Graham updated and refreshed governors' understanding of current safeguarding procedures; radicalisation; the Prevent Duty and Equality & Diversity at SFX. The presentation was summarised in a booklet and illustrated with examples from the VESPA¹ (growth mind-set culture) students' tutorial programme.

The meeting was formally opened at 6.15pm by Mr Garvey and was quorate throughout. Mr Garvey commended both presentations as being clear reflections of the levels of management expertise in those important areas of governors' responsibilities.

1. **OPENING PRAYER:** offered by Mrs Flannery

¹ Vision, Effort, Systems, Practice, Attitude



2. **APOLOGIES FOR ABSENCE:** Received from Fr G O'Shaughnessy, foundation governor; Ms C Ezekwe foundation governor and Mr P Barber, foundation governor were accepted.
3. **DECLARATION / REGISTER OF INTERESTS:** Completed forms were collected. No declarations of interest were made in relation to items on the agenda for this meeting.
4. **ELIGIBILITY TO BE A GOVERNOR:** Completed forms were collected.
5. **MEMBERSHIP & INTRODUCTIONS:**
 - 5.1. **Ms Jess Town:** Had been duly elected as Staff Governor (teaching). Her appointment to a four-year term of office was confirmed to be effective from 14th December 2017.
 - 5.2. **Mr Kevin Bonsu and Mr Emmanuel Siwoku.** Had been elected Student President and Vice President respectively in September 2017 and were, therefore, appointed to serve as Student Governors for the academic year to 31st July 2018.
6. **MINUTES OF THE MEETING HELD ON 11th JULY 2017:** previously circulated on 3rd October 2017 and included in the papers for this meeting, were agreed to be a true and accurate record and were duly signed by Mr Garvey.
7. **REVIEW OF ACTIONS FROM PREVIOUS MEETING:**
 - 7.1. SFX email addresses for governors: Mrs Lewis confirmed these were now available and ready for use. The accounts would also provide log in to BYOD Wi-Fi for smart phone and tablet devices.
 - 7.2. Governors had been invited to fill vacancies on committees – this would be reviewed later in the meeting.
 - 7.3. There had been agreement in principle at the previous meeting to assign a governor with special responsibility for the religious life of the college: Mr Garvey proposed that he would take this role during the first few months of the new Chaplain, Sarah Boylan, being in post and this was agreed. Ms Boylan would join the college on 8th January 2018. Mr Belfour enquired whether there might be an expectation that the Priest governor would take on the role. To be reviewed at the next meeting.
 - 7.4. Introduction of Governance Committee – the inaugural meeting had been held on 5th December 2017.
 - 7.5. DBS clearances for governors. All governors, with the exception of Ms Bannister, had made applications and certificates were being presented to the HR team for entry on the central record of the college. Student governors were not being processed.
8. **MATTERS ARISING (other than agenda items):** There were none not covered under item 7 or on the agenda
9. **INFORMATION COMMUNICATED BETWEEN MEETINGS:** Governors noted that information had flowed with the circulation of the following documents / report / data by email since the previous meeting:
 - 17.07.17: email from Clerk summarising meeting on 11th July 2017
 - various: Monthly management accounts for June, July, Aug, Sept, Oct 2017
 - 23.08.17: email from Mrs Flannery with preliminary results data
 - 29.08.17: email from Mrs Flannery with GCSE results data
 - 31.08.17: email update on GCSE results
 - 19.09.17: report on outcomes sent as email attachment with cover note from Mrs Flannery "SFX Examination External Assessment Outcomes 2017"
 - 09.10.17: collective letter to the Prime Minister regarding funding
 - 08.11.17: autumn newsletter from the Clerk
10. **CHAIR'S ACTION:** Mr Garvey reported that the Chair of Governors; the Chair of F&R Committee and the Chair of the Audit Committee had met with Mrs Flannery, Mr Taylor and Mrs Searle (Head of Finance) on 2nd November 2017 to review impact of under-recruitment on funding and the college financial plan.
11. **STUDENT GOVERNORS' REPORT:**

Mr Bonsu described his awareness of a general concern amongst students who were choosing university courses whilst uncertain about what their future career intention or opportunities would be. He suggested that a vocational careers event attended by professionals in a variety of jobs



would complement the HE fair and help students gain an insight into the job market.

Mr Garvey commented that this was a story of current times – there had been a shift from assumed progression from sixth form to university and then on to employment. He suggested that now the path was not so clear cut as students assessed the impact of student loans and the lack of certainty about securing the job they wanted after graduation. Mr Garvey said the college would develop strategies to help.

Mr Siwoku described how the new timetable had had an impact on social interaction amongst students. He particularly highlighted how a non-common lunchtime meant that students were no longer became acquainted with each other by sharing the same main break time. He described how the Student Union was working to counter this by devising events and plans that would nurture integration / social / friendship contact amongst the student body. As an example, Mr Siwoku mentioned the Christmas Jumper Day fundraising event taking place the following day to raise money for Save the Children.

Mr Bonsu recognised the confidential support available to students by the welfare team as a valued alternative to meetings with their teachers. He commented that the students were looking forward to welcoming the new Chaplain in January. Mr Bonsu had participated in the selection day and was positive about the appointment. He declared that the Student Union was committed to reinforcing the importance of the Chaplain’s position in the college. In response to an enquiry from Mr Sheta, Mr Graham confirmed how the new Chaplain would be introduced to students.

[Ms Cummings joined the meeting at 6.35pm]

Mr Graham commented that the trend had been for female students to consult the welfare officer more often than males. He emphasised that no promise of confidentiality could be made in matters of safeguarding but otherwise privacy was respected and appreciated. Mr Graham commended Mr Bonsu’s initiative to create a surgery-style area in the canteen where he could meet and talk with fellow students.

Mr Bonsu described recent, valued, participation in the London Sixth Form Partnership (LSFP) which had afforded him and other students the opportunity to visit other colleges and share ideas and experiences.

12. SELF ASSESSMENT REPORT (SAR) for 2016 – 17:

12.1. Draft College SAR: Mr Thompson introduced the full draft SAR which governors noted from the papers. He explained that there were just some minor revisions to be made before it was finalised.

Mr Thompson outlined the process, begun departmentally in the summer term, that had led to compilation of the full SAR. Grading had followed the Ofsted scale and two internal validation panels had reviewed the SAR and the evolving Quality Improvement Plan (QIP). The process had culminated in a Quality Day on Friday 24th November 2017, attended by the co-chairs of the governors CSQ committee, at which overarching themes had been scrutinised. Mr Garvey commended the format of the Quality Day and applauded the standard of the presentations made by the four Heads of Faculty and representative Heads of Department and the quality of the analytical discussion.

Mr Thompson introduced the “SAR 2017 Executive Summary” paper which had been included in the papers for the meeting. He spoke to the report explaining the strengths and areas for improvement in each of the four aspects of overall judgement. Gradings were compared to 2016 and 2015, reviewed in each of the sector subject areas and accepted. Mr Thompson discussed with governors how the key aspect grades and overall effectiveness had been determined to be grade 2 and reflected on the trend of improvements recorded in the Principals report. It was agreed that the safeguarding of learners was effective. Taking account of the fifteen key priorities emerging from the SAR to form the Quality Improvement Plan for



INVESTOR IN PEOPLE

2017 – 18 and discussion on the data used to show consistent upward trends in outcomes and in-year progress, it was agreed that the overall grade 2 judgement was appropriate.

Governors concurred that the list of 15 key priority improvements compared with 25 the previous year (which had been monitored by the CSQ) provided a clear focus for specific improvement. The detailed QIP had been noted from the full SAR.

Ms Rowe introduced a debate on whether and how the pace of improvement could be described as “sufficiently rapid”. Tabulated achievement data in the Principal’s report showed two sets of outcomes since the 2015 data used in the last inspection. Measurable improvement could be seen as examples over two years in BTEC and in GCSE English. Also seen was a noticeable jump forward in Value Added in A level in 2016 which had not moved further in summer 2017, largely attributed to a significant shift in the A Level specifications and change from modular to linear assessment.

Ms Town explained how working with the KAPP (Key Assessment & Progress Point” framework and the facilities of the electronic student tracking “Dashboard”, flagged by Mr Opara, aided teachers’ confidence to identify, articulate and respond to the progress of individual students.

Mrs Spazzini enquired whether progression to HE was significant. Mr Thompson agreed that progression to HE was strong but emphasised that the key quality indicators were achievement and value added measurements.

12.2. **Governance Self-Assessment:** A report summarising the evaluation completed at the Governors’ focus morning and attendance reports for 2016 – 17 had been included in the papers for the meeting and were noted. Addressing attendance at meetings would be a focus for improvement in 2017 – 18.

13. **PRINCIPAL’S REPORT TO GOVERNORS:** Mrs Flannery introduced her written report, no 75, which had been posted to governors in advance of the meeting. A supplementary spreadsheet report “Qualification Achievement Rates 2016 / 17” had also been included in the papers for the meeting.
- 13.1. **Recruitment 2017 / 18:** Mrs Flannery summarised the recruitment of students for the current year illustrated with tabulated comparative and headline statistics. She explained that the number of acceptances had followed a pattern of lower applications throughout 2017 and into the extended recruitment period. Despite conversions holding up, the result was a lower number of enrolments and on enumeration day the roll was 119 (-8.45%) below target, creating a shortfall of £593k to funding in 2018 - 19. Mrs Flannery reported strategies which had been used and would be pursued for the coming year to support recruitment. The GLA Demographic projections and key features of enrolment for 2017 were discussed and reasons for the shortfall debated. Summary enrolment statistics for the three years to 2017 were discussed and analysed for patterns of recruitment noting that the number of Catholic students had dropped by 1%. Mrs Flannery reported under-recruitment nationally and commented that all A Level courses had dropped in numbers and explained how curriculum planning had been responsive to this.
- Mrs Flannery referred to Mr Taylor’s explanations of the financial consequences of the shortfall in student recruitment and reminded governors of the voluntary severance invitations which had been made available to support staff last year and teaching staff this year. She said there would be one further brief round of voluntary severance for support staff which would be followed by a review of what would need to happen next. Mrs Flannery explained the preference for negotiating with staff who expressed a wish to make life changes but highlighted that it would not always possible to achieve a perfect fit of savings in areas better able to take them. She confirmed that decisions would be made with compassion. Governors were unanimously in agreement with this strategy of voluntary and potentially compulsory severance.

Mr Taylor explained the cost implications of the demographics of the student population with lower per capita grants for those aged 18+ and the large number of students retaking GCSE



INVESTOR IN PEOPLE

English and Maths as a condition of funding. Mr Thompson described the challenges on teaching and timetabling.

Mrs Flannery reported an increase in the number of students from the borough of Wandsworth to 9% and commended good relations with Wandsworth schools and social services notably MASH (multi agency safeguarding hub).

Mr Taylor advised that the recruitment target would be reduced to 1297 for the 2018 intake and budgeting would be adjusted accordingly. He confirmed to Mr Vianello that the target of 1297 was in line with the number of students about five years previously having been on a steady upward path in recent years and it had been hoped that the level could be held static, however this was no longer considered to be realistic. A demographic rise was indicated in 2021.

- 13.2. **Achievement and Standards:** Mrs Flannery had set out the summary position on qualification outcomes and made observations on these. Governors were advised of the change in terminology from “success” to “achievement” rates. Referring to bar charts and data behind them Mrs Flannery analysed and compared the achievement, retention and pass rates using sixth form college and all college benchmarks to show where the impact of the drive in quality had been positive and where there was still work to be done.

Ms Rowe commented on the rapidity of improvement in pass rates. The drop in retention rates by almost inverse proportion was discussed. Mrs Flannery explained how the college was working to achieve a balance between not including students for failure or when they are not working or being disruptive to the learning of others. It was noted that the statistics were calculated using an ESFA formula.

A Level pass rates were analysed and noted to have fallen slightly against the previous year but retained improvement against 2015. High grade passes had held up but were noted to be below benchmark and this was discussed with Mrs Flannery who explained the impact of the introduction of linear exams and also emphasised the value added measure of progress that students will have achieved from their starting grades.

Strong outcomes in General Applied Advanced Diploma pathways were reviewed for BTEC and in particular UAL. The impact of tests was seen in level 2 Diploma outcomes which were above achievement benchmarks but without any distinction passes. Level 1 Foundation achievement was below all college but significantly above sixth form college benchmark.

Mrs Flannery reviewed the improvement in achievement rates in both GCSE English and Maths; position against benchmarks and illustrative comparative data showing value added progress from Grade D.

Achievement in RE & Philosophy at level 1 and 2 was noted to be outstanding and a commitment to the mission of the college.

Further graphical statistics showing achievement by age, gender, ethnicity, deprivation and high needs were examined for differentials and trends.

Governors noted that the DfE ratified level 3 value added report would not be published until January 2018, however Mrs Flannery presented and explained provisional measures for A Level, Academic and Applied General as three year trends of improvement.

- 13.3. **Destinations:** Mrs Flannery summarised the destinations report which had been included in full as an appendix. It was noted that 92% of completers had education destination outcomes. 82% of year 13 completers progressed to HE. Mrs Flannery referred back to Mr Bonsu’s point earlier in the meeting and pledged to extend the availability of information about careers with employers. She reported that overall 90% students confirmed a positive destination outcome after leaving SFX.
- 13.4. **Staff Changes:** Governors noted the staff changes appended to the report. Mrs Flannery commented on the increase in agency fees for providing staff to cover unforeseen absence



amongst teaching staff. She highlighted the engagement of a former student to lead an ALAM² project to raise fitness levels and healthy lifestyles amongst staff and students.

- 13.5. **SFX Football Academy:** Mrs Flannery highlighted the success of the Football Academy in its first term. Whilst recruitment of girls had not been sufficient to form a cohort governors were pleased to note that football is offered to girls recreationally and as part of the ALAM project.
- 13.6. **College Events and Student News:** Mrs Flannery reviewed recent and upcoming college events and student news including Open Day.
- 13.7. **Investors in People and Investors in Diversity:** Mrs Flannery reported recent reaccreditation at silver level for Investors in People and preparation for the upcoming Investors in Diversity review.
- 13.8. **Catholic Ethos:** Mrs Flannery referred to the appointment of a new Chaplain and expressed her gratitude for the involvement of the former Chaplains in the induction of new students into the values and ethos of the college at the start of term.

[Mrs Spazzini left the meeting at 7.55pm]

Mrs Flannery concluded with thanks to Mr Garvey and all governors.

The Principal's written and verbal report with appendices was accepted with thanks.

Mr Belfourd reflected on the briefing held for governors the previous week which had further focused on the impact governors had on quality and achievement at the college and understanding the measures for monitoring improvement and student progress.

14. **ANNUAL REVIEW OF STUDENT PROTECTION POLICY (SAFEGUARDING inc PREVENT):** Mr Graham presented the revised policy and explained the minor updates to personnel with specific responsibilities. **The policy was duly approved unanimously and signed by Mr Garvey as chair of governors.**

15. ORAL REPORTS FROM GOVERNORS COMMITTEES:

15.1 **AUDIT COMMITTEE.** Since the previous meeting of the full Governing Body, the Audit Committee had met on 21st November 2017. Draft minutes of that meeting had been included in the papers. Mr Sheta had chaired the meeting and, taking the draft minutes as read, reported that the committee had:

- 15.1.1 Revisited the Internal Audit Strategy / Plan for this year, 2017 – 18. The committee had decided to defer the 2 day audit of key financial controls in favour of using that time along with the 2 day contingency to commission a four day data protection assignment examining college processes and documents, prior to GDPR³ coming into effect in May 2018. **Duly approved.**
- 15.1.2 Prepared the annual report of the committee to governors and the Principal for the year 2016 – 17 which had been included in the papers for the meeting. Mr Sheta presented the report reminding colleagues that the contents should be noted in advance of consideration of the Financial Statements. **The report, with assurances therein, was duly acknowledged and accepted.** A printed copy signed by Mr Sheta would be retained in the records of this meeting and a copy forwarded electronically to the ESFA.
- 15.1.3 In joint session with the F&R Committee, received from, and discussed with, Buzzacott (Financial Statements Auditors) the Report and Financial Statements for the year ended 31st July 2017 and the **unqualified** post audit management report on the Financial and Regularity audits. Both reports had been included in the papers for this meeting. Mr Sheta reported that the financial out-turn generated a statutory deficit of £520k

² Active Lives Active Minds

³ General Data Protection Regulation



INVESTOR IN PEOPLE

(prior to the application of statutory pensions adjustments this represented an operating deficit of £168k).

Mr Sheta's recommendation, on behalf of the Audit Committee in conjunction with the F&R committee, that the Report and Financial Statements for the year ended 31st July 2017 supported by the post audit management report on the Financial and Regularity audits be **approved, signed and submitted to the ESFA to meet the deadline of 31st December 2017 was unanimously accepted and duly actioned.**

- 15.1.4 Agreed, on the advice of the F&R Committee, that the letter of representation (subsequently modified at the request of Mr Belfour) **should be signed by Mr Garvey and returned to the auditors.**
- 15.1.5 Approved Mr Sheta to sign updated letters of engagement with Buzzacott (Regularity / Financial Statements Auditors) and RSM (Internal Audit Service).

The Audit Committee would meet next on Tuesday 6th March 2018.

15.2 FINANCE AND RESOURCES COMMITTEE: Since the previous meeting of the full Governing Body, the Finance & Resources (F&R) Committee had met twice – on 19th September 2017, chaired by Mr Belfour (draft minutes had been included in the papers for this meeting) and on 21st November 2017, chaired by Mr Opara. Mr Garvey explained that he had attended the latter meeting and commented on the inexorable cuts that were being made to rebalance the financial plans brought into focus by the enrolment of 119 students below target. The committee had:

- 15.2.1 Sat in joint session with the Audit Committee, to receive from and scrutinise with Buzzacott (Financial Statements Auditors) the Report and Financial Statements for the year ended 31st July 2017 as reported by Mr Sheta.
- 15.2.2 Agreed updated terms of reference. These had been included in the papers for the meeting and were presented for adoption with immediate effect. **Approved.**
- 15.2.3 Agreed that a replacement, updated bid to undertake roof repairs should be resubmitted to the latest round of Condition Improvement Fund (CIF) funding closing on 14th December 2017. Subsequent to the meeting, the committee had endorsed and approved by email the submission and committal of £30k (7% of the total bid value) from the 18 / 19 Devolved Capital Grant. Submission of a bid to the HPCF (Healthy Pupils Capital Fund) to fund the MUGA pitch and floodlighting project (total value £150k) fully or partially committing a contribution of £7,500 (5% of the total bid value) from the 18 / 19 Devolved Capital Grant had also been approved. **Both bids were supported and ratified.**
Mr Taylor informed governors that the outcome was expected in late March 2018.
Mr Belfour reminded governors of the extent to which the college had benefitted from capital funding in recent years and how the estate had changed rapidly as a result.
- 15.2.4 Received the updated Health and Safety Policy statement supported by the operational manual of procedures and fire action policy following annual review. On behalf of the committee, Mr Belfour recommended the policy statement for approval to confirm that adequate procedures were in place. **Approved unanimously and duly signed by the Chair and Principal.**
- 15.2.5 Monitored investments and interest rates and agreed to re-invest £300k in a fixed term deposit account with the Allied Irish Bank which matured on 28th November 2017. Deposits currently total £1,573,549.
- 15.2.6 Scrutinised the monthly management accounts and financial reports. Mr Belfour reminded governors that a funding decline had been flagged over the previous three years and reflected accordingly in the financial plans. He reflected on how the impact of the shortfall in student recruitment for 2017 -



INVESTOR IN PEOPLE

18, which had become apparent to the committee in September, would require further reduction in outgoings. He stressed the importance of the Governing Body understanding clearly, and giving support to, moving through the options and stages of an adjusted financial plan, including if and when required – with care, consideration and compassion – a shift from voluntary staff severance to compulsory. **Agreed, unanimously.**

- 15.2.7 Accepted the recommendation from college management that the recipient of the 2017 Professor Keohane prize (£300) should be **Alexandre Dos Santos Duval** who had progressed to read Aerospace Engineering at Leicester University. **Recommendation endorsed.**

The committee had been advised that the Keohane Fund is running out of funds. Mr Opara reported that alternative sources of sponsorship would be sought to enable awards to continue.

The F&R Committee would meet next on Tuesday 27th February 2018.

- 15.3 **CURRICULUM STANDARDS AND QUALITY COMMITTEE:** Since the previous meeting of the full Governing Body Governors meeting the Curriculum Standards & Quality (CSQ) Committee had met on 26th September 2017. Draft minutes of the meeting were posted on the college website and had been included in the papers for this meeting. Subsequent to the meeting the Co-chairs had participated in the college Quality Day. Mr Garvey reported an informative, probing meeting which had scrutinised the examination results (released from mid-August as per the email information trail noted at item 9) in challenging depth at subject level enlightened by commentary and responses from Mrs Flannery and Mr Thompson. He said that progress and disappointments could be recognised in the SAR and in the plans for improvement. He announced that the committee had requested that a Head of Department attend the next meeting in the spring term. Mr Thompson suggested this would likely be the Head of English. Mr Belfourd commented that the draft minutes provided useful context to the results. Mr Garvey referred to the investment of resources in improvement strategies which had been authorised and monitored by the Governing Body, expressing hope that further budget would be made available as and where required to support the drive for quality improvement. Ms Cummings commented that it would be important to avoid staff severances in areas requiring improvement to retain quality.

The CSQ Committee would meet next on Thursday 22nd February 2018.

- 15.4 **GOVERNANCE COMMITTEE:** Since the previous meeting of the full Governing Body, the Governance Committee held the inaugural meeting on 5th December 2017 chaired by Mr Garvey and had:
- 15.4.1 Agreed terms of reference which had been included in the papers for the meeting and were presented by the committee for approval and adoption. **Approved with the amendment of frequency from three to two meetings a year.**
 - 15.4.2 Discussed the process of appointment of governors and succession planning for chairs taking into account the skills balance. Mr Garvey stressed that the purpose of the committee was all aspects of governance – beyond “search”.
 - 15.4.3 Reviewed the membership of committees to ensure an effective balance of skills and numbers to ensure quoracy of meetings could be achieved.
 - 15.4.4 Discussed attendance at meetings and recommended a consultative review of the timing and scheduling of meetings to improve and maximise effectiveness, attendance and reporting. Mr Garvey invited governors to comment / make suggestions to the Clerk.

The date of next meeting of the committee was to be arranged



15.5 **APPEAL COMMITTEE:** Mr Garvey reported that he had chaired a panel with Ms Jones and Ms Rowe which had been convened on 5th December 2017 to hear an appeal against the outcome of a complaint raised by the parent of a former student. The parent had attended to present the case. The appeal had not been upheld.

15.6 **REMUNERATION COMMITTEE:** had not met.

16. GOVERNANCE:

16.1. **Committee Membership:** Current membership had been included in the papers for the meeting and vacancies on the F&R and Audit Committees were highlighted by the Clerk. Governors were urged to review their commitments and offer to join committees appropriate to their skills and expertise by volunteering to the Clerk. **ACTION: All.**

16.2. **Governor Engagement: Feedback from meetings / conferences etc:**

16.2.1. Ms Rowe and Mr Vianello reported their attendance with Mrs Lewis at an AoC London regional governance event. Mr Vianello recommended that the slides of the finance session be shared with all governors.

16.2.2. Ms Rowe and Mr Belfourd reported their attendance at an AoC London Parliamentary reception at the Houses of Parliament.

16.2.3. Ms Rowe reported her participation in the inaugural meeting of the London Sixth Form Partnership Governors Liaison Group and recommended it as a valuable network collaboration for sharing good practice and ideas with peers facing similar issues. Mrs Lewis had also attended. Ms Rowe announced the next meeting was scheduled for 18th January 2018 to be held at NewVic College in Plaistow. A training opportunity was being offered for governors outlining their responsibilities for GDPR earlier the same afternoon. Mr Belfourd noted that GDPR would have a significant impact.

16.2.4. Mr Garvey reported his attendance at the ACVIC⁴ annual conference for Chairs and Principals which Mrs Flannery had also attended.

16.3. **Review of Focus morning, 14th October 2017:** The event was confirmed to have been worthwhile with a valuable interactive session exploring how governors know what they should know; where they get and validate information and how they could demonstrate the impact of governance on college achievement and performance. The session had also undertaken the self-evaluation of governance. It would be included in the calendar for the next year.

16.4. **Vacancies:** Mrs Lewis noted that there was one current vacancy for a foundation governor. An applicant was being processed for appointment by the Diocesan Education Commission to fill the vacancy. Ms Cummings' term of office would expire in January 2018 – she had applied for re-appointment for a second term.

17. ANY OTHER BUSINESS:

17.1. Mr Garvey urged governors to volunteer, subject to their availability, to join the discussion meeting with the Ofsted Inspector when the inspection took place.

17.2. Mr Garvey expressed thanks to the senior team and all staff at the college for their hard work and wished governors and staff a happy and holy Christmas.

18. Governors unanimously confirmed that they were satisfied that the information received and all decisions taken at this meeting had been centred on improving the experience and levels of achievement of students at St Francis Xavier College in a safe environment that promotes British values, equality, diversity and inclusion.

The meeting closed at 8.30pm

SIGNED: _____

DATE: _____

⁴ Association of Catholic Sixth Form Colleges

