

MEETING OF THE FULL BOARD OF GOVERNORS

Wednesday 22<sup>nd</sup> March 2017, 6.00pm

MINUTES

**PRESENT:**

Mr C Garvey, foundation governor, Chair	Mrs S Flannery, Principal
Mr P Barber, foundation governor	Ms S Jones, co-opted governor
Mr M Belfourd, foundation governor, Vice Chair	Mr R Cuthbertson, staff governor
Mr N Sheta, foundation governor	Ms P Rowe, co-opted governor
Mrs S Spazzini, foundation governor	
Mr J Opara, foundation governor	
Miss C Ezekwe, foundation governor	
Miss F Doran, foundation governor	

**IN ATTENDANCE:**

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

**The meeting was opened at 6pm by Mr Garvey and was quorate throughout. No declarations of interest were made.**

1. **OPENING PRAYER:** Offered by Mrs Flannery
2. **APOLOGIES FOR ABSENCE:** Had been received from Mr R Vianello; Mrs S Long; and Ms P Cummings and were accepted. [Apologies were received after the meeting from Fr G O'Shaughnessy]
3. **MEMBERSHIP OF GOVERNING BODY**
  - 3.1. Mr Garvey announced the appointment of Fr Gerry O'Shaughnessy as Foundation Governor on 3<sup>rd</sup> February 2017 to a four year term of office. Fr Gerry had already attended a meeting of the CSQ<sup>1</sup> Committee
  - 3.2. Governors noted that terms of office for Mr Michael Belfourd (seeking re-appointment) and Miss Francesca Doran, both foundation governors, would end on 9<sup>th</sup> June 2017.
4. **SAFEGUARDING, CHAPLAINCY & THE LIFE OF THE COLLEGE:** Mr C Graham, Associate Principal, Ethos and Welfare introduced his illustrated written Report to Governors presented in three sections: 1. Safeguarding; 2 Religious Education; 3 Chaplaincy.
  - 4.1. **Safeguarding:** Mr Graham reported staff and governor training had taken place including an online certified course for new staff. All staff are supplied with a copy of the current legislation for which they return a signed acknowledgement to Mr

---

<sup>1</sup> Curriculum Standards and Quality



Graham. A session on “prevent” had also been provided to staff by an external strategic prevent co-ordinator. Ms S Jones remains the Governor with responsibility for safeguarding and she reviewed her involvement with the college team describing the complexity of issues and support provided for the students. Statistical data from welfare and safeguarding records held on the Dashboard Pastoral Log were noted. Mr Graham described the nature of the range of circumstances experienced by the students of SFX. Mr Garvey stated that during her recent visit to the college Dr Anne Bamford<sup>2</sup> had reiterated safeguarding to be an undiminishing priority.

- 4.2. **RE report:** This section of the report had been prepared by Ms Ann Marie Flavin-Lees Head of RE. Her report noted the staff involved in the department and outlined the curriculum, including the general Religion & Philosophy course. Success and achievement for general RE (NOCN) and A Level Religious Studies was reviewed for 2015 – 16. Strengths in 2015 – 16 and Key Priorities for 2016 – 17 were reviewed in discussion with Mr Graham. Preparation for section 48 inspection was underway. Governors noted that students were being encouraged to read Theology / Philosophy at University.

In response to Mr Garvey, Mrs Flannery clarified that the general RE programme is funded from the study programme per capita grant. Mr Garvey asked whether the reasons for the unexpected dip in RS two year previously had become clearer. Mrs Flannery said this was attributable to those marking the papers and had been experienced by a number of institutions and also to fast tracking of A Level students which had been halted.

- 4.3. **Chaplaincy:** The Chaplaincy report was presented and illustrated in four sections: 1. Liturgy and Prayer; 2. Volunteer & Community Work; 3. Retreats and Formation; 4. Working With Others in College

Governors noted the range and variety of activities highlighted in the report and expressed their support to the efforts of the Chaplain to arrange confirmation services for six students who are being prepared.

Miss Doran voiced her belief that the report highlighted what represents added value for students of SFX and “makes the college the college”.

Mr Garvey commented that so much was going on all the time in the college. He commended the work of the Chaplain.

Governors expressed their thanks to the departments embraced in the report.

## 5. MINUTES OF PREVIOUS MEETINGS:

- 5.1. **8<sup>th</sup> December 2016:** Had been previously circulated on 26<sup>th</sup> January 2017 and included in the papers for the meeting. Agreed to be a true and accurate record they were duly signed by Mr Garvey.
- 5.2. **Review of Confidential Minutes:** It was agreed that the minutes of the confidential part two of 4<sup>th</sup> December 2012 remain confidential as they contain reference to two specific individuals.

6. **MATTERS ARISING (if not covered by agenda items):** There were none.

## 7. REVIEW OF ACTIONS CARRIED FROM PREVIOUS MEETINGS:

---

<sup>2</sup> Director of Education, Archdiocese of Southwark



INVESTOR IN PEOPLE

- 7.1. **Governors' newsletter:** the intention remains to produce a mid-term digest for governors. Governors confirmed that events, training opportunities, bulletins are passed on. **ACTION: Clerk**
8. **INFORMATION / DATA COMMUNICATED SINCE DECEMBER 2016 MEETING:** It was acknowledged that the following had been circulated:
- Monthly Management Accounts November 2016 – February 2017 inclusive
  - 26<sup>th</sup> Jan 2017 Draft minutes, full Board held 8<sup>th</sup> December 2016
  - 9<sup>th</sup> Feb 2017 Communique from CES re academisation for RC SFCs
  - Training and webinar notifications
9. **CHAIR'S REPORT /ACTION:** Would be incorporated in the business of the meeting
10. **STUDENT GOVERNORS' REPORT:** The Student Governors were not present
11. **PRINCIPAL'S REPORT TO GOVERNORS (no 73):** Mrs Flannery introduced her written report which had been distributed in advance of the meeting in hard copy and which was cross-referenced throughout to the Strategic Plan 2015 / 18. The report was indexed in 18 sections and supplemented with appendices.
- Introduction:** Set the context of reporting on progress against Ofsted objectives, GCSE English and Maths outcomes, performance indicators and value added. Noted that the provisional educational grant for 2016/17 had been received and confirmed a clean report of the internal audit assignment visit in January 2017.
- The introduction reminded governors that key data including value added outcomes would be found in the main body of the report.
- 11.1. **Performance Tables and Value-added Achievement – London Colleges:** The tables and commentary on comparable achievement were scrutinised. Governors noted the scores and rankings in the comparative tables and questioned the meaning and significance of an academic value added score of -0.3 and a point score of D+ in the table of London Sixth Form Colleges for academic (A level) outcomes. Using the tables and data in the report, Mrs Flannery explained to governors the calculation of the aspirational measures and challenging improvement targets they presented and the meaning of the new A level value and what difference they would make. Governors were advised that contextual disadvantage weightings - significant for SFX - were not taken into account.
- Vocational value added outcomes were discussed. Mrs Flannery highlighted the change in reporting terminology from vocational to "Applied General". Governors noted where an improvement in outcomes was specifically needed on some courses. Governors reviewed the Maths and English Progress Information tables and discussed the difference between reporting "progress value" and "Mides" as had been presented at the previous meeting.
- 11.2. **Commentary on A Level Courses for Improvement:** Mrs Flannery reviewed the commentary in her report on each under-performing course. Miss Doran confirmed with Mrs Flannery that a robust performance management plan was in place which correlated with the new performance pay scheme. Mr Thompson described how lesson observations are used in development with a re-observation process where the lesson is judged to be requiring improvement. Mr Opara asked about the frequency of observations and how the time frame for re-observations



INVESTOR IN PEOPLE

which would be within three weeks.

Mrs Flannery handed governors a set of progress record exemplars for the courses on improvement plans and explained the scoring / grading and assessment criteria. She confirmed that there are five key assessment points in the year (KAPP) and outlined the expectations of progress between the KAPP meetings. Each KAPP results in a written report. It was confirmed that students can see their own progress on the “Dashboard” (eStudent tracker) and that teachers maintain an ongoing dialogue with parents and students in addition to two formal progress review evenings. Miss Doran discussed whether management had access to the reports they need to monitor progress. Mr Taylor described the advantageous, responsive partnership relationship with the developer of the tracking system which supported close, meaningful monitoring and timely intervention.

**11.3. Progress against Ofsted Objectives and against College Improvement Plan**

**2016 – 17:** Mrs Flannery introduced the Key Priorities amalgamated summary table showing progress of the 25 key priorities against the QIP. The summary had been scrutinised by the CSQ at its meeting in February.

Mr Garvey reported a meeting between himself, Mrs Flannery, Mr Thompson, Mr Taylor, Mr Johnson (Deputy Director of Children’s Services, Wandsworth) and Dr A Bamford to discuss performance data.

Mr Garvey asked how management would be alerted to a department that was heading for poor results. Mr Thompsons said this would be a data-driven analysis of student progress reports; learner voice and lesson observations triggering intervention by Heads of School. Mrs Flannery confirmed that changes in the delivery of teaching would be made in response to students articulating their feedback.

Mrs Flannery described how progress against the improvement plan is monitored responsively at departmental level through the Heads of School to Heads of Department. Miss Doran asked how the progress monitoring is fed up to Senior Management and governors. Mrs Flannery said the CSQ Committee is the vehicle. Miss Doran discussed with Mr Thompson whether 25 priorities was too many and areas of overlap were noted. A visit to Stoke on Trent SFC reported in the summary was noted to have been useful in the development of making in-year predicted value-added data available to teachers and managers, linked to each student’s current progress grade. A move to L3VA had been made.

**11.4. KAPP System: Changes to Progress and Monitoring:** described the system referred to in 11.2.

**11.5. BTEC Quality and Monitoring Review (QMR):** a sampling of the three levels of BTEC courses had gone well.

**11.6. RE Programme: Quality Visit:** there had been a positive visit by the RE Adviser from the Diocesan Education Commission. Section 48 inspection had been discussed in the context of the NOCN programme as a good model for schools. No formal report is produced.

**11.7. Data Analysis of Prospective Student Body 2017 / 18:** Mrs Flannery referred to data analysis tables appended to the report and highlighted the trends and patterns shown in the tables. She made observations on the challenges with recruiting applications for the coming year and the tactics and strategies being used



INVESTOR IN PEOPLE

to boost the current slow numbers. It was noted that the college experience reflects a downward pattern across the sixth form college sector which had been reported by SFCA.

- 11.8. **Retention – In Year Progress:** Governors were advised on current retention levels by statistics tabulated and appended to the report. Students on level one and level two courses were the most difficult to retain.
- 11.9. **Area Based Review:** The London Central report had been published and would be sent out to governors by email following this meeting. **ACTION: Clerk.** A digest was provided in the Principal's report. Mr Garvey recounted the review process and commented that it focused on FE Colleges. He said that the strong financial health of the college had stood out.
- 11.10. **Strategic Planning:** Governors noted the update on progress with the in-year priorities of the plan including an update on the apprenticeship provision which is expected to meet the contract target. Appended to the report was a summary of the placements of the 30+ apprentices. Mrs Flannery noted that running the current sub-contracted apprenticeship scheme was not a particularly effective financial model.
- 11.11. **Timetable Reorganisation:** Mrs Flannery described the proposed changes to the timetable and outlined the benefits it was designed to bring to meet the demands of the emerging curriculum. Other SFCs have successfully adopted similar models.
- 11.12. **Destinations:** A summary report to date of 2016 destinations to education, employment and training had been appended to the report which Mrs Flannery reviewed with governors, noting that 91% of the cohort of completers had education destination outcomes. 95% of learners believed that their final destination outcome was linked to their previous course of study at SFX. Miss Doran discussed with Mrs Flannery whether a correlation could be drawn between universities with an existing relationship with the college and the number of students who progress there compared with other factors that come into play in their decision making. There is an emerging expectation that more students would be choosing to stay at home whilst at university
- 11.13. **Staffing Update:** Mrs Flannery reflected on the summary of staff changes appended to the report and her commentary on it.
- 11.14. **Update on the London Sixth Form Partnership:** Mrs Flannery reported that this partnership had helpfully provided a network of support and help for quality improvement. A digest of the activities of the partnership to date and ideas for the next stage had been produced by the Partnership Director and appended to the report.
- 11.15. **Sixth Form College Inspections:** The summary of outcomes of Sixth Form College inspections had been appended to the report and noted.
- 11.16. **Academisation:** Governors discussed with Mr Barber the current position with regard to academisation of Catholic Sixth Form Colleges. They had noted from the update by Christine Fischer<sup>3</sup> appended to the Principal's report that the position was to await legislative changes. Mr Barber said that assurance was also being sought that

---

<sup>3</sup> Assistant Director and Head of Legal, Catholic Education Service (CES)



INVESTOR IN PEOPLE

the time limit for applying for transition funding would be flexed so that it would remain available to Catholic SFCs.

11.17. **Funding:** Mrs Flannery and Mr Taylor apprised governors of the significant challenges in setting a balanced budget. The F&R committee were kept advised about the pursuit of funding streams and the extent of staffing costs. Financial health remains good but governors were advised that hard decisions would have to be made to keep the agreed financial plan on track.

11.18. **College Events and the Life of the College:** Mrs Flannery reviewed the trips, visitors and events that had taken place to enrich the students experience at SFX. She included a summary of CPD and highlighted the range of visiting trainers and developing culture of teachers teaching each other.

Mr Garvey thanked Mrs Flannery for her report and said that he had been impressed by the extent of outside links.

12. **AREA BASED REVIEWS:** The outcome of the reviews had been covered in the Principal's report. The full report would be circulated to governors with the draft minutes of this meeting. **ACTION, Clerk.**

13. **ORAL REPORTS FROM GOVERNORS COMMITTEES:** Governors received the summary reports of each meeting which had been appended to the agenda. Draft minutes of the Audit and the CSQ committees had also been published and included in the papers for this meeting.

13.1. **Audit committee (28<sup>th</sup> February 2017)** Mr Sheta reported that since the last Governors meeting the Audit Committee had:

13.1.1 Met on 28<sup>th</sup> February 2017, chaired by Mr Sheta.

13.1.2 Received the College Risk Register for spring 2017 supported by a verbal risk management monitoring report from Mr Taylor and Mrs Flannery. There had been an adjustment in the ranking of the control risks moving Non-Core Activity up one position to 7 and Health & Safety down one position to 8. Funding and Quality remained the joint first position risks on the register. Student Recruitment is in third position. A copy of the risk register had been included in the papers for information.

13.1.3 Reviewed the report of the Internal Audit Assignment in January 2017 with the Audit Manager from RSM UK. The assignment had produced a clean report on the areas reviewed (Key Financial Controls; Estates / Capital Build) with no recommendations. Recommendations from previous reports were also reviewed and confirmed to have been implemented in full. A copy of the reports had been included in the papers.

13.1.4 Revisited the two day contingency in the internal audit plan for 2016 - 17 and commissioned the Internal Audit Service (IAS), RSM UK to scope HR or the Apprenticeship programme, based on risk, for consideration this year or to roll over to next year.



INVESTOR IN PEOPLE

- 13.1.5 Started discussion on the Internal Audit Strategy Plan for 2017 – 18 to be scoped by RSM UK for decision at the summer meeting.
- 13.1.6 Reviewed the BAF<sup>4</sup> which will be re-ordered to map the risk register and to include assurances in place to counter cyber-attacks. Mr Sheta explained that the committee was now aware of that as an ongoing issue and the IAS would incorporate it in scoping future assignments. Miss Doran asked whether penetration testing had been undertaken – Mr Taylor confirmed that tests had been successful.
- 13.1.7 Undertaken a routine review of two college policies, The Anti-Fraud, Corruption and Malpractice Policy and the Confidential Reporting (“whistleblowing”) Policy. Both policies had been included in the papers for the meeting and **were unanimously approved for immediate adoption on the recommendation of the committee.** It was noted that the next routine review would take place in March 2019. Proposed by Miss Doran and unanimously agreed was an amendment for earlier review in response to a change in legislation or regulation.
- 13.1.8 Reviewed the performance of both Audit firms: Buzzacott LLP, Financial Statements and Regularity Auditors and RSM Risk Assurance Services LLP, Internal Auditors with complete satisfaction. **On the recommendation of the committee, the continued appointment of both firms was approved**

The Audit Committee would meet next on Tuesday 9<sup>th</sup> May 2017.

13.2 **Finance and Resources Committee:** With reference to the written summary appended to the agenda, Mr Belfourd reported that since the last Governors meeting the F&R Committee has cross referenced its business to the BAF and had:

- 13.2.1 Met on 7<sup>th</sup> March 2017, chaired by Michael Belfourd.
- 13.2.2 Reviewed feedback from a survey of other colleges on the matter of terrorism insurance and concluded that the cost was excessive but cover should be included in the scope of the invitation to re-tender the next three year insurance contract due commence for 2018 – 19 so that it could be re-visited then.
- 13.2.3 Noted that the LPFA fund valuation had confirmed category B and endorsed the decision to accept new favourable terms effective from April 2017 for three years which would reduce the salary element contribution from 17.3% to 15.5%.
- 13.2.4 Been updated by Mr Taylor on current and planned capital projects, accommodation and premises works.  
Subsequent to the previous meeting of the F&RC and, as advised to full Board on 8<sup>th</sup> December 2016, the committee had been consulted on the submission to the latest round of CIF funding for 2017 – 18 to undertake replacement and remedial roofing work. The bid included

---

<sup>4</sup> Board Assurance Framework



INVESTOR IN PEOPLE

options and the value was, therefore, between £300k and £450k. College contribution to the proposed project would be £60k using devolved capital grant from 2016 – 17 and 2017 – 18. The outcome of the bid would be known by late March / early April 2017. If successful, the work would be logistically challenging and would extend beyond the summer holiday period.

Discussed consultations which are underway regarding the possibility of investing, through a finance agreement or funding, in a multi-sport synthetic grass surface with floodlights. The project would benefit the students and would also enhance income generating lettings opportunities.

Reviewed the impact of the probability that the dementia care home development which had been put on hold would be re-started.

Mr Taylor summarised a meeting which had taken place (subsequent to the F&R meeting) on 21<sup>st</sup> March 2017 at the college attended by the Diocesan Advisor and Mr Garvey. He advised the parameters of a sum to be negotiated as a reasonable “right to light” compensation award on behalf of the college but said that there was no current definitive agreement that the project will go ahead.

The outcome of these negotiations and extent of the development project would probably have a bearing on the potential sports pitch refurbishment. The committee is to be advised of developments by email between meetings. **[BAF 7, 8, 10 & 13].**

Noted that an upgrade to staff toilets and provision of a toilet / waiting area for visitors was under consideration for 2017 – 18.

Further discussion and review would take place at the summer meeting in June 2017.

Noted progress with the annual programme of works for 2016 – 17.

- 13.2.5 Received the annual Health and Safety report. Mr Belfourd referred governors to the report which had been included in the papers for the meeting for information. **[BAF 7]**
- 13.2.6 Scrutinised and noted the monthly commentary; management accounts and cash flow of the college to the end of January 2017. Governors had been sent the monthly reports and had been invited to ask questions of the committee. The committee had noted and agreed a solution to relieve a short term cash flow shortfall triggered by the profiling of EFA payment, which Mr Belfourd explained to the satisfaction of other governors. **[BAF 13]**
- 13.2.7 Monitored investments and interest rates and agreed to re-invest a deposit of £513k maturing on 31<sup>st</sup> March 2017 for a further 12 months. Deposits currently total £1,573,359. **[BAF 13]**
- 13.2.8 Received a review of the banking arrangements with Allied Irish Bank (AIB) and noted that the loan facility has been amended to £200,000 from the original £300,000 facility.



INVESTOR IN PEOPLE

- 13.2.9 Noted the balance in the St Francis Xavier Friends Fund would cover two more Keohane & Egesi Fund Prizes.
- 13.2.10 Received a detailed written commentary and illustrative funding / financial projections update report from Mr Taylor – introduced by Mr Taylor and Mrs Flannery.  
From the report and discussion the committee noted that the operational deficit for the current 2016 – 17 year was now being predicted as -£104k compared with budgeted -£56k. Mr Taylor had explained the main factors contributing to the variance. Mr Belfour explained why the apprenticeships scheme would show an in year shortfall of £70k.  
Mr Taylor had outlined early information and key decisions to be taken in due course for 2017 – 18. The committee endorsed the importance of sticking to the financial plan in order to achieve the target of a break even financial position in 2017 – 18 and acknowledged that the budget would require cuts. Mr Belfour explained to the governing body that this would mean revisiting the redundancy programme. He clarified that redundancy costs are included in the salary costs and not shown separately.  
Financial plans, forecasts and budgets would be agreed at the summer term meetings. **[BAF 1]**
- 13.2.11 Received a detailed written report and income summary of the activity and performance of the Trading Subsidiary, SFX Corporate Services Ltd incorporating all non-core areas of income generation. Mr Taylor had noted that the profile and income of activity was down against the target for the year and had set out reasons for this. Mr Taylor advised governors that quite a lot of the Corporate Services staff resource had been diverted to apprenticeships and quality improvement. Due to a low cost base a profit of £30k was predicted. The Apprenticeship provision was noted to be under review.  
Community Education income was on profile but with teacher costs would show a loss. Mr Taylor and Mrs Lewis would review this programme for cost efficiency during the budget process. **[BAF 8].**
- 13.2.12 Approved the Charging Policy noting minor amendments to wording but no change in contributions. The policy had been included in the papers for the meeting. On the recommendation of the committee the policy was **approved for adoption for 2017 – 18.**  
Discussed fees for Community Education courses noting that they would be likely to rise as the result of a realistic commercial review for 2017 – 18 and aware of the risk an increase in fees may have on enrolments. Miss Doran commented that the fees had been at the lower end of the market. **[BAF 8].**
- 13.2.13 In considering risk, it was noted that the second term of office of Mr Belfour and Miss Doran would expire on 9<sup>th</sup> June 2017. **[BAF 12].**



INVESTOR IN PEOPLE

13.2.14 Mr Belfour advised governors that David Jeffrey (SFA<sup>5</sup> / EFA) had written to acknowledge receipt and review of the audited financial statements, finance record and assurance returns for the year ending 31<sup>st</sup> July 2016. The letter had confirmed the financial health grade was “good” and there were “no significant concerns with regard to the College’s financial control arrangements.”

The F&R Committee would meet next on Thursday 22<sup>nd</sup> June 2017.

- 13.3 **Curriculum Standards & Quality Committee:** Ms Rowe reported that since the last Governors meeting the CSQ had cross-referenced its business to the BAF and had:
- 13.3.1 Met on 23<sup>rd</sup> February 2017, Chaired by Ms Paddy Rowe. Draft minutes of the meeting were posted on the college website [www.sfx.ac.uk/governance](http://www.sfx.ac.uk/governance) and had been included in the papers for the meeting. The committee had welcomed Fr Gerry O’Shaughnessy to its membership. Ms Rowe commented that it was good to develop and expand the membership.
  - 13.3.2 Received a presentation from the Head of Sociology about curriculum organisation and delivery; teaching and learning; assessment and adding value in her department. Ms Rowe commended this presentation and described how the department was trying new innovative ideas for making new linear qualifications more organic. Mr Garvey remarked how energetic the session had been. Miss Doran asked whether staff value the opportunity to talk governors. Mr Garvey emphasised that they were not put under pressure. The committee valued the opportunity to learn how departments are run and recognise the differences.
  - 13.3.3 Reviewed the procedure for processing DBS certification for Governors for the new academic year as agreed with the Governing Body in December 2016.
  - 13.3.4 Reviewed the progress of 25 key priorities in the Post Inspection Action Plan including the Quality Improvement Plan in dialogue with Mr Thompson and Mrs Flannery. Ms Rowe commented that the committee had interacted to ask questions of Mrs Flannery and Mr Thompson and had found the report to be honest. The results of the November Maths and English GCSEs had been celebrated. Ms Rowe told governors there were many challenges ahead but the committee was confident that staffing arrangements, with some new Heads of Department in post, were moving in the right direction to support students in their learning and achieve their targets.
  - 13.3.5 Reviewed recommendations made in the External Review of Governance (ERG) report (July 2016) with regard to establishing a committee to look at search and governance and also the issue of governors terms of office.
  - 13.3.6 Reviewed the summary of effectiveness of the committee.
  - 13.3.7 Considered risk and identified that retaining good teachers was a key factor in attaining good or better value added.
  - 13.3.8 Received the updated Governors Skills Audit

---

<sup>5</sup> Skills Funding Agency; Education Funding Agency



INVESTOR IN PEOPLE

The CSQ Committee would meet next on Wednesday 14<sup>th</sup> June 2017.

13.4 **Appeal Committee:** had not met

13.5 **Remuneration Committee:** had not met

#### 14. GOVERNANCE:

14.1. **Committees:** The current committee membership and ERG<sup>6</sup> (July 2016) report had been included in the papers for the meeting to support the ongoing consideration and implementation of recommendations made in the report.

14.1.1. **Establishment of Search & Governance Committee:** It had previously been agreed to establish a new committee to be operational in the new academic 2017 – 18 academic year. Governors received draft terms of reference. Mr Garvey proposed that membership should be Chair and Vice Chair and Committee Chairs and the Principal. The purpose of the committee, Mr Garvey said, would be succession planning of governors, chairs and the Principal; recruitment of governors; the operation of the Governing Body works; organisation and working of meetings. Miss Doran endorsed the membership of Chairs if they had the capacity to accommodate the additional meetings. Mr Barber expressed his support. He proposed that it should be called “Governance Committee”.

**ACTION: All Governors: to review the draft terms of reference including name, membership and frequency of meetings. Views to be sent to Mrs Lewis for decision at next meeting.**

It was established that there was variance between Dioceses regarding the maximum number of terms of office a foundation governor should ordinarily serve. Mr Barber informed governors that a national working party was reviewing governance in Catholic education. Instrument 7 excludes foundation governors from any rules or bye-laws made by a governing body concerning the number of terms of office a person may serve. Therefore, the number of terms of office for foundation governors is a matter for the Diocese to decree.

14.1.2. **Membership of CSQ Committee:** It was noted from the committee membership paper that the committee now has 6 governor members plus the Principal and the Associate Principal, Curriculum & Quality Improvement. Mr Garvey advised that membership would not include staff or student governors. It was agreed that the membership would be six governors with a quorum of three governors. The agenda for each meeting would be circulated to all governors and any of them (other than staff or student governors) could attend if they wished.

**ACTION: Clerk to revise Terms of Reference to take account of these changes.**

14.1.3. **Membership of F&R Committee:** The possibility of a vacancy on the committee arising from the end of term of office of Miss Doran was noted.

**ACTION: Clerk**

---

<sup>6</sup> External Review of Governance



- 14.2. **Role description for Chair of Governors:** A draft role description had been included in the papers for the meeting. It was agreed that this should be a matter for the governance committee once operational. **ACTION: Clerk**
- 14.3. **Confirmation of date for Remuneration Committee, summer 2017:** The scheduled date for the committee to meet was noted to be Wednesday 7<sup>th</sup> June 2017. It was agreed that in order to facilitate preparation that there should be a minimum of one week between performance reviews and the committee meeting. **ACTION: Clerk**
- 1.1. **Processing of DBS clearance applications for Governors:** Mrs Lewis referred to the decision of the Governing Body, taken on 8<sup>th</sup> December 2016, that governors should apply for DBS clearance, the Director of HR would attend the meeting of the full Board on 11<sup>th</sup> July 2017 to explain the process, gather in the completed application forms and confirm identity. Prior to the meeting, forms would have been sent to governors with instructions for completion and a list of the documents required to verify identity. As governors are volunteers there would be no cost to the college or individual. **ACTION: Mrs Lewis to check conditions of portability.**
- 14.4. **Email addresses for governors:** Mrs Lewis advised that there had been a strong recommendation from Eversheds Sutherland LLP at the recent SFCA<sup>7</sup> Clerk's Conference that following recent case law the use of personal email accounts should be avoided and better practice would be that governors should use college email addresses. This was discussed and it was decided to adopt this practice to avoid the risk of breaching data protection regulations and exposure to searching of personal email accounts in response to requests lodged under the freedom of information act. **ACTION: Clerk**
- 14.5. **Dates of full governing body meetings for 2017 – 18:** A draft schedule had been included in the papers for the meeting and would be revised to include the new committee before confirmation and agreement at the summer meeting. The order of the Audit and F&R meetings in the spring term had been switched to allow discussion to inform the risk register and BAF. **ACTION: Clerk**
- 14.6. **Governor Engagement: Feedback from meetings / conferences:**
- 14.6.1. Ms Rowe had attended the AoC Governance Summit on 1<sup>st</sup> March 2017 and reflected on the workshops and keynote addresses she had experienced including governors skills and Ofsted.
- 14.6.2. Ms Rowe and Mrs Flannery had logged in to the AoC Preparing for Inspection Webinar on 7<sup>th</sup> March 2017. Governors noted that the webinar was still available to view<sup>8</sup>. Ms Rowe outlined some key points and ideas from the webinar and stimulated discussion on interaction between governors and teaching staff; understanding of clear, succinct data; ability to describe the strengths and weaknesses of the college and knowledge of the distance students have travelled at the start, during and at the end of the course. The suggestion that each governor should have a link with a curriculum area promoted in the webinar at and the summit was agreed to be a good idea to be developed. Governors should

---

<sup>7</sup> Sixth Form Colleges Association

<sup>8</sup> <https://www.aoc.co.uk/preparing-inspection-under-the-new-common-inspection-framework>



INVESTOR IN PEOPLE

have a good understanding of what students think and what feedback they give on the teaching they receive. Mr Cuthbertson said that he believed that he had colleagues who would be willing to talk to governors.

Mr Garvey made a particular recommendation to have a governor linked to RE, Ethos and welfare.

Ms Rowe and Mrs Flannery both took notes of the webinar and these would be circulated.

Ms Rowe supported a suggestion that governors from colleges in the London Sixth Form Partnership should meet to share good practice.

Mr Taylor suggested that governors might find a quick reference sheet / card a useful aid to calling strengths and weaknesses and key data to mind.

15. **ANY OTHER BUSINESS:** Mr Belfourd expressed his thanks to Miss Doran for her service on the F&R Committee as a member and as Vice Chair.
16. Governors confirmed that they were satisfied that the information received and all decisions taken at this meeting are centred on improving the experience and levels of achievement of students at St Francis Xavier college in a safe environment that embraces the prevent duty and promotes equality, diversity & inclusion.

**With thanks to all, Mr Garvey closed the meeting at 8.46pm.**

**Date of next meeting of the full Board of Governors: Tuesday 11<sup>th</sup> July 2017**

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



INVESTOR IN PEOPLE