

St FRANCIS XAVIER 6th FORM COLLEGE

MEETING OF THE FULL GOVERNING BODY

Thursday December 8th 2016, 6pm

MINUTES

PRESENT:

Mr C Garvey, Chair, Foundation Governor	Mrs S Flannery, Principal
Mr M Belfourd, Foundation Governor (6.13pm)	Mrs S Long, Staff Governor (non-teaching)
Mr N Sheta, Foundation Governor	Ms P Rowe – via voice conference call until 6.15pm
Ms P Cummings, Foundation Governor	
Mrs S Spazzini, Foundation Governor	
Miss C Ezekwe, Foundation Governor	
Mr R Vianello, Foundation governor (6.25pm)	

IN ATTENDANCE:

Mr A Taylor, Strategic Director Financial and Physical Resources

Mr G Thompson, Associate Principal, Curriculum

Mr C Graham, Associate Principal, Ethos

SAFEGUARDING TRAINING: Prior to the business of the meeting, Governors received a training briefing by Mr Graham, Associate Principal, Designated Safeguarding Officer updating and refreshing their understanding of current safeguarding procedures and requirements including the responsibilities of governors.

Discussion following the presentation included information about the number of cases that arise in the college, calculated to be about 100 over the course of a year. There are 15 students categorised as looked after children.

A copy of the presentation would be provided to all governors electronically after the meeting¹.

Mr Garvey opened the meeting at 6pm. It was quorate throughout.

- 1. OPENING PRAYER:** offered by Mrs Flannery
- 2. APOLOGIES FOR ABSENCE:** Had been received in advance of the meeting and accepted from Miss F Doran, Ms S Bannister, Mr R Cuthbertson; Miss A Ofori; Miss L Arogundade; Ms S Jones; Mr J Opara; Mr P Barber. Ms P Rowe (due to an unsuccessful telephonic conference link which was terminated at 6.15pm).
- 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.

¹ Uploaded to ShareFile portal on 9th December 2016



5. MEMBERSHIP:

- 5.1. **Ms Sharon Bannister:** elected Parent Governor was formally appointed (in her absence) to a 2 year term of office with effect from 8th December 2016.
- 5.2. **Miss Abigail Ofori-Manteaw:** elected Student Vice President / Governor in September 2016 was formally appointed to July 2017.
- 5.3. **Fr Will Hebborn:** resignation as foundation governor on 19th September 2016, was duly noted.
- 5.4. **Foundation Governors:** The reappointment of Mr Colin Garvey, Mr Paul Barber and Mr J Opara was announced. Each with effect from 19th September 2016 to serve a term of office of four years.

6. **MINUTES OF THE MEETING HELD ON 11th JULY 2016:** included in the papers and previously circulated on 27th July 2016 were agreed as a true and accurate record and were duly signed by Mr Garvey.

7. REVIEW OF ACTIONS FROM PREVIOUS MEETING:

- 7.1. Governors newsletter: had not yet been launched and would be taken forward to next term. **(Clerk / Chair / Principal)**
- 7.2. Review of timing of Remuneration Committee: Mr Garvey explained that more lead time was required between appraisal and the meeting. **(Clerk).**
- 7.3. Item 14.3.2 of meeting on 11th July 2016: Circulation of Jon Marks' report on the audit of assessment of student work had been requested. Fulfilled in the papers for this meeting.

8. **MATTERS ARISING (other than agenda items):** There were none.

9. **INFORMATION COMMUNICATED BETWEEN MEETINGS:** Governors acknowledged that the following documents / report / data had been circulated since the previous meeting:

- 7.11.16 HMI report on 2nd support and challenge visit to SFX on 11th October 2016
- 18.10.16 Summary of focus and reflection morning
- 12.10.16 SFX preferred option submission for ABR5
- 23.9.16 SFX college summary for submission to ABR4
- 8.9.16 Summer exam outcomes email with four attachments including commentary and RAG rated 1st year and 2nd year A Level results analysis
- 19.8.16 Email with headline results
- 10.8.16 letter from Ofsted to ACVIC regarding arrangements for inspection of Catholic ethos

10. **CHAIR'S ACTION:** None to report

11. **STUDENT GOVERNORS' REPORT:** The Student Governors had reported that they have worked more closely and successfully with Caterlink since the previous meeting.

12. SELF ASSESSMENT REPORT (SAR) for 2015 - 16:

- 12.1. **Draft College SAR:** An executive summary had been included in the papers for the meeting and was introduced by Mr Thompson, Associate Principal. Mr Garvey had attended the Quality Day on 30th November at which the grading judgements were made. Mr Thompson explained the process and rigour of self-assessment across the college and how this is condensed into the overall report. He confirmed that the full



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SAR document would be distributed to governors after the meeting².

The executive summary was organised into four parts: main findings of self-assessment; summary of grades awarded through self-assessment; the Quality Improvement Plan (QIP) for 2016 – 17 and key priorities emerging from self-assessment.

The graded judgements aligned with key aspects of the Ofsted Common Inspection Framework and four-point scale. Mr Thompson explained that whilst the QIP had been compiled in response to the self-assessment process for 2015 – 16, there was overlap with the Ofsted action plan.

The judgement for overall effectiveness had been graded “3, Requires Improvement”.

In presenting the summary, Mr Thompson reviewed strengths and reported what needs improving in each graded section A to D. He provided further detail on how the key priorities emerging from self-assessment would be addressed. Governors recognised that improvement remained to be seen in some areas that had already been on previous plans.

Mr Thompson explained the importance placed on Value Added measures compared with previous focus on success (now achievement). He explained that a student joins the college with a prior attainment score from which a prediction / expectation is calculated of what s/he should leave the college with. He identified a training need for some middle managers to develop their use of value-added data as a tool for improving learner outcomes to aspirational levels.

Mr Thompson announced that since the report had been published, progress measures for English and Maths had been positive although an increase in the percentage of high grades was still required. Ms Cummings was assured that teaching staff were appropriately expert in the GCSE qualifications they were teaching and were supported by the senior management team.

Development of the Learner Voice was agreed to be an important measure of quality and planned improvements to the effectiveness of the process were noted. A recent review of Maths teaching and learning by two former HMIs had yielded some encouraging feedback.

Mr Thompson told governors that the quality of Teaching, Learning and Assessment aspired to be outstanding but had been judged 2/3 in the self-assessment moderation process. He described work underway to support the improvement of setting and reporting to aspirational targets and the development of skills in giving supportive, instructional feedback / assessment to students about their work how to improve it. He explained an improved system of tracking progress against aspirational targets at five specific points in the year³. An upgrade to the student tracker Dashboard would show an improved, graphic “at a glance” RAG⁴ rating of whether students were on track to hit their aspirational grade or not.

Governors scrutinised examples of where progress is being made against action plans.

² Uploaded to Governors ShareFile portal on 9th December 2016

³ KAPP – Key Aspirational Progress Points

⁴ Red, Amber Green



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Ms Cummings cross-referenced to the Principal's report and identified subjects where results had not improved. Mr Thompson elaborated the strategies and plans in place to address those areas.

Mr Thompson reported how skill and confidence in providing progressive feedback to students was being developed to become more specific about what a student needs to do to improve his / work.

Mrs Flannery tabled and discussed the RAG rated "QAR data for 2015 – 16 by course" report which had been previously received at the Governors Focus morning session on 15th October 2016 - annotated with comment to support the detail of the discussion.

[Mr Vianello joined the meeting]

Feedback from lesson observations and a visit by the London Sixth form partnership had informed the focus for future observations and teacher INSET⁵. Post-Christmas INSET would concentrate on the promotion of independent learning and sufficient stretching of top end students.

Mr Thompson explained how making "live" in year predicted value-added data available to teachers would impact on early identification of and therefore prompt intervention with students whose progress profile started to drop below target.

The approach to developing awareness and recognition of employability skills was explained. Ms Cummings enquired about the extent and management of work experience for students. Mrs Flannery responded putting the logistics, value and cost into context of the aim and purpose for particular groups of students and the courses they would be following. A centralised system was being introduced to log and track employability data.

Governors noted that further opportunities to debate and explore British Values – already advanced within the mandatory Religion & Philosophy course – would be provided.

The collection of student destination information and how, in relation to students going on to employment, this might be used to shape the curriculum was debated. Mr Taylor confirmed that the overall destination data gathered by the college was very thorough.

Mrs Flannery briefed governors on value added indicators using an example summative (post-qualification) report. She summarised that students on BTEC Diploma courses were getting very good value added whereas not enough A Level students were achieving their aspirational grades.

Mr Thompson emphasised the need to work with an in year Value Added mechanism to monitor current progress towards aspirational targets and take into account the results of internal exams. In response to Ms Cummings, governors heard how the learning code provided a framework of academic discipline and good work was rewarded by Principal's commendations.

⁵ In Service Training



Mr Garvey responded to the presentation and reflected on the results in summer 2015; the Ofsted inspection in January 2016; the progress seen since then and the ongoing determination by the leadership team to drive up improvement. He summarised that a lot had been achieved but more was to be done including governance.

Mr Garvey referred to the £55k invested in the post-inspection action plan and his expectation that the impact of that financial resource had been analysed. Mr Taylor outlined how resources would be used to support the improvement plan in a targeted manner and confirmed this was being monitored through report to the F&R Committee. Governors acknowledged the backdrop of improvement with a diminishing income. He reminded governors of the agreed strategic plan to downsize the overall staffing complement and supplement the funding by raising revenue through corporate income generating activity.

The Self-Assessment Report for 2015 – 16 and Quality Improvement Plan for 2016 – 17 were approved. The overall effectiveness grade 3 (requires improvement) was endorsed.

Thanks were extended to Mr Thompson.

- 12.2. **Governance Self-Assessment:** The summary self-assessment (compiled during the governors focus morning on 15th October 2016) and attendance reports which had been included in the papers were noted. By majority response, governance had been graded “good” but it was acknowledged that improvement is still needed and moderated to “requires improvement”. Mr Garvey referred to the item on governance later on the agenda when the external review of governance report would be received.

13. **PRINCIPAL’S REPORT TO GOVERNORS (no 72):** 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 12 sections and supplemented with cross-referenced appendices.

Introduction: summarised how the college is team is trying to work smarter and target resources where they are needed. This section also introduced a change in the format of the Principal’s report so that more summary data and key performance indicators were brought into the body of the report flagged as essential reading and data for governors – supplementary information and documents would be in the appendices.

- 13.1. **Recruitment 2016 / 17:** Mrs Flannery outlined and summarised the impact of changes in the enrolment system more centralised. She noted that target recruitment had been achieved with 1416 students on roll the key enumeration date of 13th October 2016. A conversion rate from application to enrolment of 28% was noted from the summary of key features of enrolment. Governors examined the tabulated three year enrolment statistics from 2014 to 2016. The number of (declared) Catholic students had dropped by 1% against the previous year. Mr Vianello enquired about a significant drop in the number of students recruited from Sacred Heart, former partner school which now has a sixth form of its own. The balance of Level 3 Diploma to A Level was reported to be 59% in favour of the diploma route without weighting to reflect that “BTEC” is one enrolment whereas an A Level is three.



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Mr Taylor commented that the volume of students retaking GCSE English and Maths created the biggest resource challenge and strain on the college and the curriculum. The section included commentary on demographic, age profile and deprivation. The percentage increase in the number of 18 year olds this year was corrected from 25% to 15%.

Detailed data tables and statistics were appended to the report and analysed in the discussions.

- 13.2. **Achievement and Standards:** Mrs Flannery introduced and explained the summary position on qualification outcomes presented in the report with charts and tables and accompanying commentary. The discussion was further informed by *ProAchieve* Classroom Learning QSR⁶ reports of success rates by programme types appended to the report.

Retention and Achievement data showed a fall in retention and achievement in line with the high benchmark of the Sixth Form College group.

- 13.3. **Focus for Improvement 2016 / 17:** Mrs Flannery highlighted a distillation of A Level courses which would be a focus for improvement in 2016 – 17 in terms of raw achievement. Achievement on Diploma Pathways was summarised and it was noted that the primary target for 2016 – 17 would be to increase the Level 2 passes with merit and distinction.

English and Maths outcomes and progress were analysed against key benchmarks and Mrs Flannery explained the picture reflected in the MIDES English report

- 13.4. **Value Added:** Mrs Flannery explained tabulated Alps strategic overviews for A Level and BTEC outcomes and how the data should be interpreted. She reported the college performance compared to the previous year.

Appended to the report was Alps valued-added by course for A Level from which governors could see the courses which Mrs Flannery had identified as causing most concern.

- 13.5. **Key Performance Indicators by Ethnicity:** Mrs Flannery referred to quality achievement rates by age and ethnicity appended to the report from which she highlighted that achievement by Black African students exceeds provider group and national rates.

The various KPIs were reviewed and discussed.

- 13.6. **Students Destinations:** The detailed summary report for 2015 / 16 was noted.

- 13.7. **HMI Support and Challenge Visit:** The summary was received again from the appendices; areas of progress and the primary focus on reducing the spiky value-added profile at A Level was noted.

- 13.8. **Staff Leavers (Autumn Term 2016):** Mrs Flannery had listed the names of those members of staff who would leave the college at the end of the current term. Governors reflected on the impact of the ongoing downsizing of support staff. Whilst this has been a voluntary process some areas had been affected more than others. The target reduction of 11 FTE overall in the financial plan had not yet been achieved and it was confirmed that the programme would continue.

⁶ Qualification Success Rate and Minimum Standards Reports for the Overall Qualification Success Rate



Mr Garvey expressed thanks to those staff who would be leaving – some of whom had served the college for many years.

- 13.9. **Additional Governance Matters: Area Review and Academisation:** Mrs Flannery confirmed that the recommendation agreed by the Central London Steering group was that SFX College should continue to remain as a stand-alone college on condition that the commitment to explore academisation be retained. She outlined the technical legislation required to facilitate such a conversion for Catholic Sixth Form Colleges. Progress towards this is awaited.
- 13.10. **Section 48 Protocol: the inspection of Catholic Sixth Form Colleges** Governors noted the complete protocol which had been appended to the report. Mrs Flannery introduced the protocol and set out outlined the background to the current review of the compatibility of some elements of Section 48 with the FE and Skills inspection framework and with governance in the Catholic Sixth Form Colleges instigated by ACVIC with the CES.
Governors expressed concern about what is being done regarding the issues that have been identified and raised and asked Mrs Flannery to urge ACVIC Principals to write formally to the CES about progress in this regard.
- 13.11. **Curriculum Enrichment (Appendix M)** the summary of events was noted
- 13.12. **Catholic Life of the College** Mrs Flannery reflected on the activities led by the new Chaplain.

Mrs Flannery was thanked for her full and detailed report.

14. **REVIEW OF STUDENT PROTECTION POLICY (SAFEGUARDING incl PREVENT):** Mr Graham introduced the revised policy which had been considered by the College Management Development Committee (CMDC). He explained that the policy had been drafted by Wandsworth local authority and slightly adapted to suit SFX.
The policy with a review date of October 2017 was approved and duly signed by Mr Garvey.
15. **AREA BASED REVIEWS:** Acknowledging Mrs Flannery's report, Mr Garvey confirmed that the outcome was a recommendation that SFX would remain as a stand-alone sixth form college with the possibility of conversion to an Academy in the future. Mr Garvey commented on the process, frequency and nature of the meetings in the context of the greater impact on bigger FE colleges where mergers and ongoing changes were taking place. Governors noted that the next stage of implementation of the recommendations would be monitoring of delivery of the financial plan that had supported the position of SFX. Mrs Flannery responded to Mr Vianello that the Implementation Group was expected to run for about 6 months. It was stressed that the recommendations are not binding and that an insolvency regime currently going through parliament was designed to protect learners from disruption to their courses.
16. **ORAL REPORTS FROM GOVERNORS COMMITTEES:** Governors received the summary reports of each meeting which had been appended to the agenda.
- 16.1. **Audit Committee:** Governors received the annual report of the Audit Committee to the Principal and Governors for the year 2015 – 16 which had been signed by Mr Sheta on behalf of the Committee.

The Audit Committee had met on 22nd November 2016. From the written summary report of the meeting it was noted that:



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- 16.1.1 Mr Nader Sheta had been elected to serve as Chair of the Audit Committee for a two year term.
- 16.1.2 Mr Richard Vianello had been re-elected to serve as Vice-Chair of the Audit Committee for a two year term.
- 16.1.3 The College Risk Register for Autumn 2016 had been received supported by a verbal risk management monitoring report from Mrs Flannery. The ranking of the control risks had had not changed. Funding and Quality remain the equal first risks on the register.
- 16.1.4 The Internal Audit Strategy / Plan for this year, 2016 – 17 commissioned with RSM (approved on 11th July 2016) had been revisited with Mr M Cheetham, Head of the IAS to consider how the two day contingency in it should be assigned. Having discussed some ideas, the Committee agreed to review this again at its next meeting
- 16.1.5 The committee had confirmed that the BAF provides assurance - in conjunction with the IAS assignments – for the end of year financial statements.
- 16.1.6 The final version of the College Regularity Self-Assessment report signed by the Chair of Governors and the Principal (Accounting Officer) as submitted to the auditors to form the basis of the Regularity Audit had been received.
- 16.1.7 The Committee had met in joint session with the F&R Committee on 22nd November 2016.
The joint meeting was reported to Governors by Mr Belfourd.

The Audit Committee will meet next on Tuesday 28th February 2017.

- 16.2. **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 had cross-referenced its business to the BAF⁷ and had:
 - 16.2.1. Cancelled the meeting scheduled for 20th September 2016 due to in-quoracy.
 - 16.2.2. Met on 22nd November 2016, chaired by Mr Belfourd.
 - 16.2.3. In joint session with the Audit Committee, received the FMCE (Financial Management Control Evaluation) questionnaire completed as a matter of choice by the College, noting the “outstanding” overall grading. Three areas of development under Area 1 “Accountability Arrangements – Operational Oversight” had been incorporated into an improvement plan. The FMCE is not mandatory and will not be submitted to the funding agencies. Completion is part of the Board Assurance Framework (BAF) in place.
 - 16.2.4. In joint session with the Audit Committee, received from and discussed with Buzzacott (Financial Statements Auditors) the Report and Financial Statements for the year ended 31st July 2016 and the unqualified post audit management report on the Financial and Regularity audits for the College and its Trading Subsidiary (both included in the papers for the meeting). The financial out-turn generated a statutory deficit of £217k (£135k deficit in 2015). Prior to the

⁷ Board Assurance Framework



application of statutory pensions adjustments this represented an operating surplus of £37k.

On behalf of both committees, Mr Belfour recommended the report and accounts for the year ended 31st July 2016 for signing and submission to the EFA to meet the deadline of 31st December 2016. **This recommendation was approved unanimously and the reports were duly signed by Mr Garvey and Mrs Flannery.**

- 16.2.5. Re-elected Mr Michael Belfour as Chair and Miss Francesca Doran as Vice-Chair for a term of two years subject to their respective re-appointment, or not, as foundation governors in June 2017.
- 16.2.6. Been updated by Mr Taylor on capital projects, accommodation and premises. The Condition Improvement Fund (CIF) 2016 / 17 “turnstile” project had been reviewed and noted to have reached practical completion financed through grant and devolved capital grant, without the use of any reserve funds as had been authorised by the committee.
A new round of CIF funding for 2017 – 18 had become available and a bid was being prepared to undertake roofing work and improve toilet spaces. The submission date was 9th December 2016. The committee agreed that some investment of the remainder of devolved capital funds (£29k) would be appropriate.
Since the meeting the committee had received an update on the detail of the bid from Mr Taylor which they were reviewing by email and responding. [Ms Cummings indicated her approval of that update]
Noted that much of the work had been completed on the annual plan of works for 2016 – 17 with no major variances.
Heard that the new dementia care home development which was currently on hold. **[BAF 7, 10 & 13]**
- 16.2.7. Noted that the Seal of the Governing Body had been properly applied to the CIF 16 / 17 turnstile project contract on 27th September 2016.
- 16.2.8. Received the updated Health and Safety Policy statement supported by the operational manual of procedures and fire action policy following annual review. The committee recommends the policy statement for signing to confirm that adequate procedures are in place. **Mr Belfour recommended the policy for approval. It was unanimously agreed and the statement was duly signed by Mr Garvey and Mrs Flannery. The letter of representation was also duly signed by Mr Garvey on the recommendation of the F&RC Committee.**
- 16.2.9. Noted that a new two year insurance contract was in place with Marsh which would run through to the end of 2017 – 18. Revisited the discussion regarding insurance cover for terrorism taking into account a quote for £20k which had not been allowed for in the budget for this year. The discussion was inconclusive and will be continue at the next meeting when further research and survey of other colleges would be available to take into account. The committee had noted that there is no change to guidance from DfE.
- 16.2.10. Scrutinised and noted the monthly commentary; management accounts and cashflow of the college to the end of October 2016. All governors



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had been sent the monthly reports and invited to ask questions of the committee. **[BAF 13]**

- 16.2.11. Monitored investments and interest rates and agreed to re-invest a deposit of £300k which matured on 25th November 2016. Deposits currently totalled £1,572,823. **[BAF 13]**
- 16.2.12. Discussed and noted the annual summary of the Student council accounts for 2015 – 16.
- 16.2.13. Received a provisional triennial categorisation notification from LPFA pension that indicated no change from category B classification. **[BAF 13]**
- 16.2.14. Noted EFA written confirmation of Financial Plan to 2018 with an assessment of the financial health grade as good. **[BAF 13]**
- 16.2.15. Reviewed the remaining £100k loan facility and agreed with the college finance team that AIB should be asked to restate it with a view to closing down to £200k. **[BAF 13]**
- 16.2.16. Received a detailed written commentary and illustrative funding / financial projections update report from Mr Taylor – introduced by Mr Taylor and Mrs Flannery.
Key factors of the financial forecast for 2016 – 17 and 2017 – 18 approved by governors on 11th July 2016 had been explained. The committee reviewed progress with the planned reduction in staffing expenditure through the programme of downsizing the staffing complement.
[BAF 1]
- 16.2.17. Received a detailed written report and income summary of the activity and performance of the Trading Subsidiary, SFX Corporate Services Ltd, noting that a profit of £32k had been gift aided back to the college. The accounts had been audited and the annual financial statements for 2015 – 16 signed accordingly by Directors of the Company on 10th November 2016. It had been noted that income from the introduction of the apprenticeship scheme as sub-contractors of John Ruskin College would be included in corporate projected income going forward **[BAF 8]**
- 16.2.18. Noted that a cost of living rise for teaching staff had been settled at 1% from 2017 (not backdated). A settlement for support staff cost of living rises had been awaited. **[BAF 4]**
- 16.2.19. Monitored student enrolment and recruitment including feedback on Open Day. Target recruitment had been achieved with 1416 on roll on 13th October 2016. **[BAF 3]**
- 16.2.20. Accepted the College recommendation that Zaynab Obanibga who is now reading Theoretical Physics and Maths at Loughborough University should be the recipient of the £300 Professor Keohane award. **This was duly approved.**

The F&R Committee is scheduled to meet next on Tuesday 7th March 2017.

- 16.3. **Curriculum Standards and Quality (CSQ) Committee.** With reference to the written summary appended to the agenda, Mr Garvey confirmed that since the last



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Governors meeting the CSQ Committee had held the management team to account. He reported that, cross-referencing its business to the BAF, the committee had:

- 16.3.1. Met on 27th September 2016, Chaired by Mr Garvey. Draft minutes of this meeting had been published on the website and also included in the papers for this meeting.
- 16.3.2. Elected Mr Colin Garvey as Chair for a one year term
- 16.3.3. Elected Ms Paddy Rowe as Co-Chair for a two year term
- 16.3.4. Analysed the examination results for 2015 – 16 with Mrs Flannery who provided a report expanding the information circulated to all governors on 8th September. The committee scrutinised data, performance statistics, analysis and observations on the A2 (provisional); the AS (final); the Vocational (diplomas) and the GCSE (English and Maths) outcomes
- 16.3.5. Reviewed progress against the Post Inspection Action Plan including the Quality Improvement Plan in dialogue with Mr Thompson
- 16.3.6. Been informed about the formation of the London Sixth Form Partnership to assist the membership (including SFX) in the continuous improvement of teaching and learning within the overall quality of provision.
- 16.3.7. Received and reviewed the SFX Learner Voice report which comprised an overview, detailed summary and commentary of the learner voice surveys which would feed into departmental self-assessment reports.
- 16.3.8. Received a report on the Adult Learner experience summarising the community education provision for 2015 – 16 and showing overall satisfaction and enjoyment of the programme. Included in the report was a summary of the outcome of, and recommendations arising from, a quality review visit / observation of classes undertaken by a former HMI and Teaching and Learning expert.
- 16.3.9. Reviewed and approved three revised HR policies supported by the rationale for updating them. **The policies had been included in the papers for the meeting and, on behalf of the committee, Mr Garvey recommended the revised Staff Absence Policy; Disciplinary Procedure and Grievance Procedure for adoption with immediate effect. This was unanimously agreed.**
- 16.3.10. Considered whether the governing body should revise its position on gaining DBS clearance on Governors. Following previous risk assessments by the Governing Body, the current practice of appointment of governors does not include DBS clearance. The committee discussed new guidance introduced by an update to the DfE publication “Keeping Children Safe” (effective 5th September 2016). The committee reflected on advice in AoC Governance Briefing 08/16 and the key consideration of whether SFX governors would be engaging in regulated activity and concluded that there had been no major change in practice to include regulated activity.
The committee had resolved to refer review to the full Governing Body to this meeting for a risk assessed decision. Mrs Lewis confirmed that appointment of foundation governors by the Bishop’s officers at the Education Commission does not include DBS clearance – this would be the responsibility of the College. **The**



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unanimous decision of the Governing Body was to move to DBS clearance for all new governors as part of the appointment process from the new academic year, 2017 – 18.

ACTION: Mrs Lewis to consult the Director of HR.

- 16.3.11. Agreed that reflection and focus on the effectiveness of the Governing Body should be a central part of the Governors' morning on 15th October.
- 16.3.12. Reviewed governors training and development in 2015 – 16 and agreed that a training plan should follow the self evaluation at the focus morning.
- 16.3.13. Reviewed the current terms of reference of the committee which had been included in the papers for the meeting. On behalf of the Committee, Mr Garvey. **This was agreed. It was further agreed that the election of Mr Garvey as Chair of the Committee for a one year term would duly be converted to a two year term under the revised terms of reference.**

The CSQ Committee will meet next on Thursday 23rd February 2017.

16.4. **Appeal Committee:** had not met

16.5. **Remuneration Committee:** had not met

17. **GOVERNANCE:** Chair / Clerk

- 17.1. **External Review of Governance:** Mr Garvey introduced the report produced by Mr John Boyle NLG⁸, which had been included in the papers for the meeting. He recapped the background to, and process of, the two day review in July 2016. Governors discussed at length recommendations made in the report regarding substantial expansion of the membership of the CSQ committee and the establishment of a Search and Governance Committee. Mr Belfourd had attended the CSQ meeting in September 2016. Governors debated how the Terms of Reference (including the matter of quoracy) and size of the committee could be changed to underline the importance of governors receiving data and holding the Principal to account for education outcomes promptly after they are released – especially in the autumn term. Governors were agreed on the importance of reviewing the membership but the exact constitution would be reviewed for the next meeting. Mr Vianello volunteered to join the committee.

ACTION: Mr Garvey, Mrs Lewis, Mrs Flannery.

The review also recommended that a "Search and Governance" Committee be established. Mr Garvey outlined what the purpose of this and it was agreed it would be introduced for the new academic year, 2017 – 18.

ACTION: Mrs Lewis to draft a role description for the Chair of Governors and terms of reference for a Search and Governance Committee.

[Mrs Spazzini left the meeting at 8.55pm]

Mr Garvey asked governors to think about whether there should be a governor with a specific connection to the religious life of the college. Mrs Flannery commented that if section 48 inspection is applied there would be a need to have some governors ready

⁸ National Leader of Governance



to speak to the team.

- 17.2. **Committee Structure and Membership:** had been addressed and referred for further consideration under item 17.1.
- 17.3. **Governor Engagement:** There was no feedback from meetings / conferences
- 17.4. **Review of Focus morning, 15th October 2016:** had been covered under item 12.2. A summary had been emailed to all governors on 18th October 2016. The morning had also included an analytical presentation on enrolments for the academic year 2016 – 17.
- 17.5. **Vacancies:** Mrs Lewis announced that the Education Commission would nominate Fr Gerry O'Shaughnessy SDB, new Parish Priest at Sacred Heart, Battersea to be appointed to fill the vacancy for a foundation governor.

18. **ANY OTHER BUSINESS:** There was none.

19. 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 promotes British values, equality, diversity and inclusion?

The meeting closed at 8.59pm.

The date of the next meeting of the full Board of Governors: Wednesday 22nd March 2017

SIGNED: _____

DATE: _____



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