

MEETING OF THE FULL BOARD OF GOVERNORS

Tuesday 11th July 2017, 6pm

MINUTES

PRESENT:

Mr C Garvey, Foundation Governor
Mr M Belfour, Foundation Governor
Mr N Sheta, Foundation Governor
Mrs S Spazzini, Foundation Governor
Mr R Vianello, Foundation Governor
Ms P Cummings, Foundation Governor
Fr G O'Shaughnessy, Foundation Governor from
7.15pm

Mr R Cuthbertson, Staff Governor (teaching)
Mrs S Long, Staff Governor) non-teaching)
Mrs S Flannery, Principal
Ms P Rowe, Co-opted Governor

NOT PRESENT:

Ms L Arogundade and Ms A Ofori, outgoing student governors
Ms S Bannister, Parent Governor

IN ATTENDANCE:

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

The meeting was opened at 6.03pm by Mr Garvey and was quorate throughout

- 1. OPENING PRAYER:** Offered by Mrs Flannery
- 2. INTRODUCTIONS:** There were no new members to be introduced.
- 3. ELECTION OF CHAIR ELECTION OF CHAIR (as required by Conduct of Business, 2016 para 1 in accordance with Article 6).** During the election of the Chair, the Clerk acted as Chair in accordance with the agreed Conduct of Business.
Mr Colin Garvey was nominated and duly re-elected unanimously and unopposed as Chair of Governors to serve a third one year term as Chair of Governors from 1st August 2017. Mr Garvey said that the main objective of the governing body was to return the college to a grade 2 (Good) inspection judgement.

The Governing Body duly considered whether the elected term of office of Chair of Governors should be changed to 2 years to give some continuity. It was unanimously agreed that the term should remain at one year.

Mr Garvey resumed the Chair.

- 4. ELECTION OF VICE-CHAIR (as required by Conduct of Business, 2016, para 1 in accordance with Article 6):**
Mr Michael Belfour was nominated and duly re-elected unanimously and unopposed to serve a seventh one year term as Vice Chair of Governors from 1st August 2017.



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5. **APOLOGIES FOR ABSENCE:** Received from Mr C Graham, Associate Principal, Ethos; Ms S Jones Co-opted Governor; Mr J Opara, Foundation Governor, Mr P Barber, Foundation Governor; Ms C Ezekwe, Foundation Governor and Fr G O'Shaughnessy (for late arrival) were accepted.
6. **DECLARATION OF INTERESTS:** No declarations were made and none had been disclosed before the meeting commenced.
7. **MEMBERSHIP OF THE GOVERNING BODY**
 - 7.1. **Mr Michael Belfourd:** The Clerk had been informed by the Education Commission on 10th July 2017 that Mr Belfourd had been re-appointed to a third four-year term of office as foundation governor. It was noted that the formal effective date of the re-appointment was 9th June 2017.
 - 7.2. **Miss Francesca Doran:** It was noted that Miss Doran's term of office as Foundation Governor had formally ended on 9th June 2017 and she had stepped down. Miss Doran had served as Vice Chair of the Finance & Resources Committee.
 - 7.3. **Mr Ross Cuthbertson:** Thanks and farewell were extended to Mr Cuthbertson, Teaching Staff Governor and member of the Audit Committee, who would be leaving his post at SFX on 31st August 2017 when his membership of the governing body would end.
 - 7.4. **Ms Sandra Jones:** It was noted that the current term of office for Ms Jones, Co-opted Governor, would expire on 11th July 2017. Governors were unanimous in confirming that Ms Jones' skills and expertise remained important to the Board and the committees she serves. It was resolved, unanimously, that she should be re-appointed to a further four-year term of office to commence on 12th July 2017. Ms Jones had advised that she would be willing to accept re-appointment.
 - 7.5. **Student Governors:** Elections for President and Vice President of the Student Council would take place at the beginning of the autumn. Students elected to those offices would also serve as Student Governors for the academic year, 2017 – 2018.
 - 7.6. **Ms Lara Grace Arogundade and Ms Abigail Ofori:** Good wishes were extended to the outgoing Student Governors. Mrs Flannery advised that Ms Arogundade had secured a place at RADA.
8. **MINUTES OF THE MEETING HELD ON 22nd March 2017:** Previously circulated 7th April 2017 and included in the papers for the meeting were reviewed, agreed to be a true and accurate record and duly signed by Mr Garvey.
9. **MATTERS ARISING (other than covered by agenda items):** there were none.
10. **REVIEW OF ACTIONS CARRIED FROM PREVIOUS MEETINGS**
 - 10.1. **Governors Newsletter:** first edition had been circulated by email on 16th June 2017
 - 10.2. **SFX email addresses for governors:** The Clerk advised that governors would be provided with a college email address in autumn 2017. The log ins for the ShareFile governance portal would be updated accordingly to operate with SFX accounts.
11. **INFORMATION / DATA / COMMUNICATED SINCE MARCH 2017 MEETING:** Governors acknowledged that the following had been circulated since the previous meeting of the full Governing Body:
 - 11.1. 23rd June 2017: Invitation to Deanery Autumn Mass and Reception for Schools and Colleges)
 - 11.2. 21st June 2017: May Management Accounts
 - 11.3. 21st June 2017: Invitation to information workshop on GDPR
 - 11.4. 16th June 2017: Governors Newsletter
 - 11.5. 13th June 2017: written resolution for vote on Michael Belfourd's membership of F&R Committee
 - 11.6. 17th May 2017: April Management Accounts
 - 11.7. 9th & 16th May 2017: SFCA election manifesto and Support Our Sixth-formers campaign
 - 11.8. 19th April 2017: March Management Accounts
12. **CHAIRS ACTION:** There had been none to report
13. **PRINCIPAL'S REPORT TO GOVERNORS (No 74):** Mrs Flannery introduced her written report which had been distributed in advance of the meeting in hard copy and electronic format. It was cross-



referenced to the Strategic Plan 2015 / 18 throughout. The report was indexed in 15 sections and complemented with appendices.

13.1. PROGRESS AGAINST OFSTED OBJECTIVES: Mrs Flannery reflected on the third support and challenge visit by HMI. The feedback letter had been included and was reviewed. Mrs Flannery discussed the agreed next steps referred to by HMI and described the implementation and impact assessment of the quality improvement plan and the data underpinning it. She noted the launch of a new initiative to encourage a culture of growth mindset for students which had been presented to staff the previous day. A new timetable with macro lessons would be introduced for the new academic year designed to facilitate more in-depth teaching and independent learning and reduce the level of “trapped time” (when students remain on site for several periods awaiting their next lesson). Risks had been assessed. Mr Vianello discussed with Mrs Flannery why the peer observations had been considered to be inconsistent. Mrs Flannery explained that a developmental strategy being rolled out to standardise observations which had changed from traditional observation and learning walks. Mr Taylor commented on the consistency of approach in the use of level three value added data to monitor student performance explaining that the rollout of the system had been slow with only a partial government system in place. Mr Garvey observed that the HMI feedback was quite positive. It was noted that the HMI might return for a final visit in the autumn to review outcomes. An inspection would be triggered before March 2018.

13.2. VALUE-ADDED

An extract from the Department for Education on value-added guidance had been included as an introduction to current methodology and terminology in value added data. Mrs Flannery explained the illustrative chart in the report which calculated the likely summative value added position for SFX for 2016 – 17 course by course (prioritised for improvement) using the level 3 value-added prediction tool (L3VA) compared with the previous year. Noting that the target is 0.0 the aggregated college-wide position was predicted to show an improvement from 0.3 to -0.1 for both A Level and Applied General. Scrutinising the RAG rated chart, the staff governor commented that it was a useful system for predicting the value added position. Mr Vianello discussed with Mr Thompson, Mrs Flannery and Mr Taylor why the prediction for Maths and Stats A Level did not show the same improvement as other prioritised subjects. Mrs Flannery reviewed the subjects rated red amongst the other A Level courses including Chemistry and Physics highlighted by Mrs Spazzini, reporting on the strategies and resources that had been invested in those subjects. Mr Vianello was advised that the UAL Art & Design general applied extended diploma course had no true comparator resulting in a distorted predicted value added. Mr Thompson reported that the outcomes had been declared and were strong. Mr Garvey said that the chart clearly showed improvement and where attention was required.

13.3. RAISE ONLINE (DfE DATA): Mrs Flannery explained the analysis of the RAISE online 16 – 19 programme value – added dashboard data set out in the report with tables and a commentary.

13.4. QUALITY IMPROVEMENT PLAN 2017 – 18: Mr Thompson introduced the summary of the 25 key priorities taken from the Quality Improvement Plan which had been reproduced in the report with a RAG rated update showing which priorities had been achieved or were in progress or had not been achieved. The full impact assessment document had been presented to the CSQ committee. It was noted that progress was being made or had been achieved on all points in the plan. Mr Thompson explained that part of the priority to prepare for new specifications had not been completed for NQF BTEC qualifications because the life of the old qualifications had been extended. The impact of the new timetable on student attendance and tracking of achievement would be monitored. The subject support sessions built in to lesson time would be used to discuss and monitor students’ progress against targets.



13.5. RETENTION: Analytical in-year and historic retention data for 2016 – 17, 2015 – 16 and 2014 – 15 had been set out in tables appended to the report. Mrs Flannery and Mr Taylor explained factors which had contributed to a drop in retention of 4% compared with the previous year and the strategies and resources that had been put in place to retain students. Governors noted retention by gender and ethnicity which highlighted those cohorts that would receive additional attention in the coming year.

13.6. ATTENDANCE: Mrs Flannery noted a drop in attendance by 1.4% against the previous year to 84.12%. Comparative data had been appended to the report. She reflected on the outcome despite the appointment of an Attendance Officer and targeted tracking during the year. Mr Vianello confirmed that it was across all levels and programmes. Mrs Spazzini commented that it was frustrating to see this with the efforts that had been put in to reduce absence. She asked what would be done to improve it attendance. The longer “macro” lesson sessions and slightly later start time being introduced through the new timetable was designed to improve attendance as had been shown in other colleges The students’ learning code would be updated to emphasise attendance and intervention would start earlier responding to first indications of an attendance issue. The expectation of inspectors is 90% - measured by presence in lessons.

[Fr G O’Shaughnessy arrived during this item, 7.15pm]

13.7. BTEC QUALITY AND MONITORING REVIEW (QMR); UAL MODERATION AND RE and PHILOSOPHY PROGRAMME: Mrs Flannery confirmed that BTEC moderation had gone well and affirmed that internal moderation was accurate. The University of the Arts (UAL) moderation visit for art and design had, subject to any post-visit adjustment indicated that students had achieved very well. R&P achievement rates were looking positive following the moderation visit for this subject and in line with previous high standards.

13.8. DATA ANALYSIS OF PROSPECTIVE STUDENT BODY 2017 / 18: Mrs Flannery reported the challenges of recruitment noting that accepted offers of a place at SFX were trailing 200 behind compared with June 2016. The recruitment activities were reviewed including recent focused events for new applicants; offer holders and year 10 pupils. Interviewing of applicants has been ongoing and would continue. Factors contributing to the lag in acceptances were increased choice and competition and prospective students leaving their applications later and later.

13.9. STRATEGIC PLANNING: Governors had received the Strategic Plan 2015 – 18 by email. Mrs Flannery noted that the three year plan would be revisited next year. She reported against the in-year objectives for 2016 – 17.

It was noted that the college had secured prime provider status for apprenticeships but for the present no additional apprentices would be recruited.

Mr Vianello explored the merits of using undergraduates to assist with targeted teaching as reviewed under the *teach each other* objective and heard how they had been spread across subjects working predominantly on a one to one basis. The impact of this initiative would be seen in the examination outcomes but had been viewed positively by the HMI during his visit. Governors agreed that the objectives for the coming year, 2017 – 18 should remain largely the same following a consultation with staff. The headline priorities would be: Progressive Feedback; Live Within our Means; Attendance; Teach Each Other and Outreach.

13.10. SIXTH FORM COLLEGES’ ASSOCIATION BUSINESS: The campaigns and key achievements of the SFCA were summarised by Mrs Flannery. She would be meeting with Christine Fischer of the Catholic Education Service later in the month to discuss the position of Catholic Colleges in the Academisation conversion process. No legislation has yet been scheduled in the respect.

Mrs Flannery noted that the pay framework for teachers had settled on maintaining 1% cost of living increase.



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The SOS (Save Our Sixth Formers) campaign was an ongoing lobby led by SFCA which had been placed firmly on the map.

- 13.11. RISK MANAGEMENT:** Mrs Flannery referred to the Risk Management register and action plan and the Board Assurance Framework (BAF) - both documents had been included in the papers for the meeting and recently reviewed and scrutinised by the Audit Committee. The top three risks were Quality and Funding in joint first with Student Recruitment making the top three risks.
- 13.12. FREEDOM OF INFORMATION AND DATA PROTECTION 2016/17:** The written report on enquiries was noted from the appendices.
- 13.13. STAFFING UPDATE:** Mrs Flannery referred governors to the summary of staff changes appended to the report. She highlighted some long-serving staff who would be leaving including Ross Cuthbertson, Clare Stansfield and Patricia Read who had each served the college for more than ten years. Mrs Flannery paid tribute to Elizabeth O'Donovan, Assistant Principal, who would retire after 38 years teaching. Mrs O'Donovan had been amongst the staff team when the college opened in 1985.
- 13.14. COLLEGE EVENTS AND LIFE OF THE COLLEGE:** Governors noted the achievements and activities celebrated and illustrated in the report and appendices.
- 13.15. CATHOLIC LIFE OF THE COLLEGE:** Mrs Flannery informed governors that Dr Anne Bamford, Director of the Southwark Archdiocese Education Commission would be stepping down and moving to a new post in October. She also announced that the college Chaplain, Ian Farrington would be leaving in to relocate in September and commended his work and achievement at SFX. Fr O'Shaughnessy confirmed with Mrs Flannery that a new Chaplain would be recruited.
It was also noted that Fr Joe Owusu - Ansah who had regularly celebrated Mass at SFX, would be leaving Holy Ghost parish shortly.

Mr Garvey asked that thanks be passed on to the staff leavers on behalf of the governors. He further expressed thanks to Mrs Flannery for her report which encapsulated the effort and achievement of all staff in the college.

- 14. STUDENT GOVERNORS' REPORT:** No report had been submitted.
- 15. ORAL REPORTS FROM GOVERNORS COMMITTEES:** Governors received a summary of the business transacted by each committee appended to the agenda. Draft minutes of each meeting had also been included in the papers for this meeting.
- 15.1. Audit committee (met on 9th May 2017):** Mr Sheta reported that, since the previous meeting of the Governing Body, the Audit Committee had:
- 15.1.1.** Met on 9th May 2017, chaired by Mr Sheta. Mrs Flannery, Mr Taylor and Mrs Searle had been in attendance.
- 15.1.2.** Accepted the plan for year ending 31st July 2017 for audits of the Financial Statements of the College and its wholly owned subsidiary; the Regularity and the Teachers' Pension Scheme to be undertaken by Buzzacott. Estimated fees and billing profile for the audit work broken down by service would be £17,100 excluding VAT in total compared with £18,500 excl VAT the previous year including SORP & FRS 102 transition work and tax compliance including company tax returns). The financial statements would be drafted in accordance with the *Accounts Directions Handbook* – publication of which was awaited.
- 15.1.3.** Received the College Risk Register for summer 2017 and noted that the policy was unchanged. There had been no movement in the ranking of the risks since the previous term. "Funding" and "Quality" remained joint top risk.



- 15.1.4. Noted that the Board Assurance Framework had been updated. The committee considers the BAF provides a good description of controls and assurances in place to identify and manage the risks faced by the College.
- 15.1.5. Received the “Annual summary of assignments completed” for 2016 / 17 report from RSM (Internal Audit Service) which had been included in the papers for this meeting for information
- 15.1.6. Examined the areas for review in the next internal audit cycle to be commissioned with RSM. Consideration of a strategy presented by Mr Lo, Audit Manager, had been included in the papers for this meeting and was accepted as a working plan to be finalised at the November meeting of the Audit Committee. Mr Taylor reported that training, preparation and planning for major changes in Data Protection law being brought in by the GDPR¹ in May 2018 were being built-in.

The Audit Committee would meet next on Tuesday 21st November 2017.

15.2. Finance and Resources Committee (met on 22nd June 2017): With reference to the summary appended to the agenda, Mr Belfourd reported that, since the previous meeting of the full Governing Body, the F&R had cross referenced its business to the BAF² and had:

- 15.2.1. Met on 22nd June 2017, chaired by Mr John Opara. Mr Taylor and Mrs Searle had been in attendance. The meeting had been technically inquorate as Mr Belfourd’s re-appointment as a foundation governor had not been confirmed. Draft minutes included in the papers for this meeting would be posted on the website in due course.
- 15.2.2. Received a detailed Accommodation and Premises update from Mr Taylor and accepted that the expenditure would be within the financial plan.
- 15.2.3. Scrutinised and noted the monthly commentary; management accounts and cash flow of the college to the end of May 2017 in discussion with Mrs Searle, Head of Finance. All Governors had received the monthly report.
- 15.2.4. Monitored treasury investments The next deposit would mature in November 2017 and would therefore be reviewed in the autumn. Investments currently total £1,573,532 with accrued interest.
- 15.2.5. Been updated on the renewal of the college insurance premium for the coming year and preparation for re-tendering the contract through the Crescent Purchasing Consortium framework in 2018 for three years. That process would include inviting quotations for terrorism and cyber-attack. An estimate for cyber-attack cover was being sought already in response to the heightened risk this poses.
- 15.2.6. Conducted the annual review of Financial Regulations and associated policies including the Treasury Management policy and Travel & Subsistence and accepted all changes. The updated policies had been included in the papers for this meeting. Mr Belfourd confirmed that the substance of the policies and delegation of responsibilities and levels of authority were unchanged.
On behalf of the committee, Mr Belfourd recommended the Financial Regulations; the Travel & Subsistence Policy and the Treasury Management Policy for approval – the updated policies to take effect on 1st August 2017. **Each policy was duly APPROVED.**
- 15.2.7. Received a written update on income generating activities including SFX Corporate Services Ltd (the trading subsidiary wholly owned by the college) and including Nightingales Nursery and Community Education. Mr Belfourd confirmed that the effect of income generation could be seen on the accounts. SFX Corporate was expected to be profitable in the current year. It was noted that recruitment to the apprenticeship

¹ General Data Protection Regulation

² Board Assurance Framework



scheme delivered under a sub-contract arrangement with another Sixth Form College had been paused.

- 15.2.8. Received and reviewed the financial plan / forecast for 2017 – 19 incorporating the college budget for the coming year 2017 – 18 as included in the papers for this meeting. Mr Belfourd reviewed the completed “Annex A” checklist (included in the papers for the meeting) with governors to inform their consideration of the financial sustainability of the college. Mr Belfourd and Mrs Flannery commended Mr Taylor’s paper on funding and financial projections as a comprehensive and clear commentary on the financial plans and objectives of the colleges. Mr Belfourd also referred governors to the AoC financial questions guidance included in the papers and advised that the committee would keep those under review in future meetings to ensure best practice in robust monitoring of the finances.

Mr Belfourd outlined key features of the financial forecast for the period up to 31st July 2019 noting that the end position for the current year 2016 – 17 predicted an operating surplus of +£97k against the +£205k surplus budget which had been set. The final statutory accounts position was predicted to be -£402k (-£299k).

The forecast financial position for 2017 – 18 would return an operating surplus of £+126k; with a statutory accounts final position of -£309k and for 2018 – 19 an overall operational surplus of £210k and statutory accounts deficit of -£240k.

Mr Vianello enquired why the college had borrowed money in 2014 -15 when there were reserves available. Mr Belfourd reminded governors that the loan had been tied to a capital project and was not for day to day expenditure, it provided the balance between the CIF monies and cost of the project. Mr Vianello asked for clarification of whether the repayment of the loan was on a fixed or variable rate and suggested a review if it was the latter. **ACTION: Clerk to refer to Head of Finance.**

Mr Vianello was assured that the loan had not had any effect on the “good” financial health rating. Mr Taylor reminded governors of the agreed strategic use of the reserves to invest in supporting the downsizing programme and curriculum improvement. He noted that the benefit of severance payments made to achieve downsizing would take two years to be seen. It was acknowledged that financial management of the college was currently very challenging and that key aims were to maintain good financial health and delivery of the financial plan submitted to the Area Review process.

The Financial Plan / Forecast for 2017 – 19 was duly approved by unanimous agreement for signing and submission to the ESFA.

The committee is scheduled to meet next on Tuesday 19th September 2017.

- 15.3. Curriculum Standards & Quality Committee (met on 6th June 2017):** With reference to the summary appended to the agenda, Ms Rowe reported that, since the previous meeting of the full Governing Body, the CSQ had:

- 15.3.1.** Met on 6th June 2017, chaired by Ms Paddy Rowe. Draft minutes had been included in the papers for this meeting. Ms Rowe confirmed that a scheme of delegation had been an ongoing action which would be subsumed into the business of the Governance Committee.

Ms Rowe confirmed that much of the discussion of the meeting had been covered in the Principal’s report earlier in the meeting.

- 15.3.2.** Reviewed progress against the post-inspection action plan / QIP. Ms Rowe described initiatives which had been introduced and developed including the KAPP³ cycle which had been successful in clearly showing where students are in relation to targets. She reported

³ Key Assessment and Progress Point



that the system of internal mock exams was working well to test student progress against personal targets. Mr Thompson described the VESPA⁴ growth mind-set initiative which would be embedded in the tutorial system with the aim of encouraging and supporting students to think positively and focus on their ultimate goal(s). The scheme would also support the development of independent and active learning. [An introduction to VESPA was noted from Appendix B of the Principal's report]

- 15.3.3. Discussed the Support and Challenge visit by the Ofsted HMI, on 12th May 2017. [The letter summarising the visit had been reproduced in the Principal's report]
- 15.3.4. Received a tutorial presentation from Mr Thompson about the L3VA⁵ data method of tracking and targeting value added progression showing how it was being used for faster targeted intervention. L3VA would replace the ALPS platform of benchmarking and performance monitoring (value added).
- 15.3.5. Been advised on the rationale and intentions behind a change of timetable to be introduced for the new academic year, 2017 – 18. Staff were being trained for the implementation.
- 15.3.6. Heard about "Teaching like a Pro" and other beneficial outcomes and networks of good practice being developed through the London Sixth Form Partnership (LSFP). The committee hopes the partnership will be extended to include a governors group.
- 15.3.7. Monitored the implementation of recommendations against the External Review of Governance (July 2016)
- 15.3.8. Commenced planning for the governance focus morning on 14th October 2017 and how this would be used for reflective evaluation of governance and preparation for re-inspection. Core *Ofsted* questions would be used as the basis of group discussion.
- 15.3.9. Reviewed and will revisit the published statement on arrangements for obtaining the views of staff and students on the preservation and development of the educational character and mission of the college.
- 15.3.10. Reviewed terms of reference of the committee. These had been included in the papers for the meeting and were proposed for immediate adoption by Ms Rowe. It was noted that governors (with the exception of students and staff) can attend meetings of the committee. Mr Garvey emphasised that the first meeting in the autumn term would be particularly appropriate as the main agenda item would be analysis of outcomes. Mrs Flannery hoped that forums would be built for members of the CSQ to meeting with students. **The revised terms of reference were approved.**
- 15.3.11. Reviewed two policies and agreed some revisions which had subsequently been incorporated in the versions included in the papers for this meeting. **The Pay Policy and the Reference Policy were proposed for adoption and both were duly approved to come into effect for the new academic year, 2017 - 18.**

The committee is scheduled to meet next on Tuesday 27th September 2016.

15.4. Appeal Committee: had not met since the previous meeting of the full Governing Body.

15.5. Remuneration Committee (met on 7th June 2017) Mr Garvey reported that he had chaired the meeting which had received reports and performance reviews as required and had reported to F&R Committee for awards to be included in the budget. **Revised terms of reference were recommended for adoption and duly approved.**

16. GOVERNANCE:

⁴ Vision, Effort, Systems, Practice, Attitude

⁵ Level 3 Value Added



- 16.1. External Review of Governance:** Progress against the recommendations of the report had been reviewed by the CSQ and would continue to be used as a reference.
- 16.2. Committee membership:**
- 16.2.1. Review of vacancies:** It was noted that at least one member was needed on the Audit Committee and the Finance & Resources Committee. It was agreed that volunteers should advise the Clerk of their willingness to serve either committee. **ACTION: all governors.**
- 16.2.2. Establishment of (Search &) Governance Committee:** It was agreed that the new committee should be called the Governance Committee. Membership would be the Chairs of Committees: Mr Garvey, Mr Sheta, Mr Belfour, Ms Rowe and the Principal, Mrs Flannery but it was agreed that this should be regarded as an initial constitution to launch the committee. Some comment had been received on the draft terms of reference (included in the papers for the meeting) and it was agreed that these would form the basis of an initial version. The inaugural meeting would be scheduled for the first half of the autumn term, 2017.
- Mr Garvey proposed that there should be a governor with special responsibility for the religious life of the college. It was agreed that this should be pursued after a new Chaplain had been appointed. Mr Belfour asked whether there was to be a section 48 inspection. Mrs Flannery said this was expected to be finalised for roll out towards the end of the Autumn term.
- 16.3. Published arrangements for obtaining views of staff and students (Article 5 (2) (b):** Noted to be under review by the CSQ Committee
- 16.4. Vacancy:** Two volunteers from local parishes had expressed an interest in filling the vacancy for a foundation governor. Their interest would be processed.
- 16.5. Safeguarding Responsibility:** There was no report.
- 16.6. Governors Focus & Self-Assessment morning:** The date had been confirmed as Saturday morning, 14th October 2017
- 16.7. Governor Engagement:** Feedback from meetings / conferences. Mr Belfour had attended a briefing at Buzzacott, auditors. Mrs Lewis had attended a sector update briefing at RSM auditors.
- 17. SCHEDULE OF DATES & BUSINESS for 2017 – 18:** The agreed dates were confirmed and the schedule of business was ratified. The timing of the meeting of the Remuneration Committee would be referred to the governance committee.
- 18. It was confirmed unanimously that governors were satisfied that the information received and all decisions taken at this meeting were centred on improving the experience and levels of achievement of students at St Francis Xavier college in a safe environment that promotes equality, diversity, inclusion and British values.**
- 19. ANY OTHER BUSINESS:** Mr Garvey expressed thanks to the governors and asked that thanks be passed on to the leaders and staff of the college.

The meeting closed at 8.30pm

SIGNED: _____

DATE: _____

**Date of next meeting of the full Board of Governors:
Thursday 14th December 2017**

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