

Meeting of the Full Governing Body
Tuesday 2nd July 2024
6pm – 8.30pm
To be held in St Francis Xavier College
(refreshments from 5.30pm)

College mission statement:

St Francis Xavier Sixth Form College is an inclusive educational community rooted in the Catholic faith, that has Christ at its centre. Our aim is to provide a broad curriculum which emphasises the pursuit of excellence and focuses on career preparation, leadership and service to others. We are committed to preparing the whole person to lead a life of purpose and success in a just and sustainable world.

March 2022

Agenda

Governors:

Nader Sheta, Foundation Governor, Chair of Governors
Kate Bainbridge, Co-opted Governor
Michael Belfour, Foundation Governor, Vice Chair of Governors
Paul Barber, Foundation Governor
Dave Navarro, Foundation Governor
Gabrielle Hamer Williams, Co-opted Governor
Daniel James-Proffitt, Student Governor
Anna Mason, Staff Governor (non-teaching)
Isabella McGhee, Student Governor
Sarah Medicoff, Foundation Governor
Keni Thomas, Foundation Governor
Graham Thompson, Principal
Aaron Takyi, Staff Governor (teaching)
Chukwuweta Uraih, Foundation Governor

Invited to attend:

Karen Foan, Associate Principal, Curriculum
Ciaran Graham, Associate Principal, Ethos and Student Welfare
Clare Baskott, Clerk to the Governors
David Wright, National Leader of Governance

Time	Item	Paper
6pm	1. Opening Prayer 2. Introduction/Membership of the Governing Body <ul style="list-style-type: none"> • Welcome to Governors • Student Governors: Nominated to be formally appointed for one year: TBC • Farewell to: Students Governors: Danielle James Proffitt and Isabella McGhee 3. Apologies for absence 4. Declarations of interest: Any interests in items of business should be disclosed before the meeting commences, please. 5. Minutes of the meeting held on 19th March 2024. 6. Matters arising (other than covered by agenda items): 7. Information/Data communicated since the last meeting: <ul style="list-style-type: none"> • Monthly Management Accounts & ESFA Dashboard report: March, April, May 2024 • Invitation to the Confirmation Mass: May 2024 • Training/webinar opportunities • Accountability Agreement • College Financial Handbook • External Governance Review Questionnaire and interview dates • Skills Matrix 8. Chairs Actions: (if applicable)	Yes
6.15pm	9. Principal's Report to Governors – The Principal Governors are invited to submit questions on the report (via the Clerk) in advance of the meeting – by 2pm on Monday 1 st July	Yes
7.00pm	10. Safeguarding and Catholic Inspection: Ciaran Graham, Associate Principal, Ethos and Student Welfare	Yes
7.20pm	11. Student Governors' Report: TBC	
7.30pm	12. Oral Reports from Governing Body's Committees 12.1 Audit committee (held on Tuesday 7th May 2024): Draft minutes included in the papers for this meeting will be taken as read. Matters requiring decision / approval will be presented by the chair of the committee to include: <ul style="list-style-type: none"> • Board Assurance Framework 	Yes
	12.2 Finance and Resources Committee (held on 18th June 2024): Draft minutes included in the papers for this meeting will be taken	Yes

	<p>as read. Matters requiring decision / approval including the financial forecast will be presented by the chair of the committee, to include</p> <ul style="list-style-type: none"> • Updated College Financial Forecasting Return and 2024/25 budget • Financial Regulations • Travel and Subsistence Policy • Annual Health & Safety report • Treasury Management Policy • Senior Postholders Remuneration <p>12.3 Curriculum Standards & Quality Committee (held on 13th June 2024): Draft minutes included in the papers for this meeting will be taken as read.</p> <p>12.4 Appeal Committee: has not met since the previous FGB meeting</p> <p>12.5 Remuneration Committee (held on Tuesday 3rd June 2024) to note that the committee met, chaired by Keni Thomas, and received reports and performance reviews as required and has reported to Chair of F&RC for budget.</p> <p>12.6 Governance Committee (held on 6th June 2024) Draft minutes included in the papers for this meeting will be taken as read.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
7.50pm	<p>Governance:</p> <p>13.1 Academisation updates</p> <p>13.2 Link Governor updates including Safeguarding</p> <p>13.3 Committees: to review and agree membership for 24/25</p> <p>13.4 Governor vacancies update</p> <p>13.5 Tracking against Governance Improvement Plan</p> <p>13.6 Review the Governing Board's Standing Orders and the Committee's Terms of Reference (two-year review)</p> <p>13.7 Governor Training & Development Opportunities</p> <p>13.8 To review and discuss the Governing Body's Skills Matrix</p> <p>13.9 Governor Engagement: feedback from governors on attendance at / participation in meetings / conferences / online development</p> <p>13.10 External Review of Governance update</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
8.10pm	<p>14. Schedule of Dates and Business for 2024-25: to affirm dates and ratify the schedule of business.</p>	<p>Yes</p>

8.15pm	<p>15. Are Governor satisfied that all information received, and all decision taken at this meeting have been centred on improving the experience and levels of achievement of student at St Francis Xavier College in a safe, healthy environment that embraces the Catholic ethos and missions and values of the college, the PREVENT Duty and promotes Equality, Diversity, Dignity and Inclusion?</p> <p>16. Identification of confidential items</p> <p>17. Chair’s Closing Remarks</p> <p>18. Any other Business</p> <p>19. Close of meeting and closing prayer</p> <p>20. Dates of next meetings: Focus Morning: Saturday 8th October 2024 at 9:30am Tuesday 10th December 2024 at 6pm</p>	
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