

**MEETING OF THE FULL GOVERNING BODY**

**Thursday December 5<sup>th</sup> 2019 at 6.15pm to 8.30pm  
To be held in the Board Room (part of the staff room)**

**5.45pm to 6.15pm: Essential training: Safeguarding & Prevent**

**AGENDA**

**In attendance:**

Mr G Thompson, Associate Principal, Curriculum  
Mr C Graham, Associate Principal, Ethos  
Mrs E Lewis, Clerk to the Governors

6.15pm	1. <b>OPENING PRAYER:</b>
	2. <b>APOLOGIES FOR ABSENCE:</b>
	3. <b>DECLARATION / REGISTER OF INTERESTS:</b> to comply with <b>Article 14</b> of the Articles of Government (2015), the Clerk must maintain a register of the interests of governors which have been disclosed. Please complete the declaration form to update the register and return it to the Clerk, at or before the meeting. Any interests should be disclosed before the meeting commences. ( <i>Form in papers</i> )
	4. <b>ELIGIBILITY TO BE A GOVERNOR:</b> to comply with <b>Instrument 6</b> of the Instrument of Government (2015), it is the responsibility of each Governor to notify the Clerk (or the Bishop for foundation governors) at any time during his/her period of office, if s/he has reason to believe that s/he is no longer eligible to continue as a Governor. Please complete the declaration form to confirm your current eligibility and return it to the Clerk, at or before the meeting. ( <i>Form in papers</i> )
	5. <b>INTRODUCTIONS &amp; MEMBERSHIP:</b> 5.1. <b>Ms Daniella Araujo and Ms Angel Erhunmwusee</b> , elected Student President and Vice President in September 2019 to be appointed as Student Governors to July 2020 5.2. <b>Ms Rachel Clarke:</b> elected Staff Governor (teaching) to be appointed to a four year term of office from 5 <sup>th</sup> December 2019. 5.3. <b>Ms Paddy Rowe:</b> nominated by Local Authority to be re-appointed to a third four year term of office as Co-opted Governor 5.4. <b>Mrs Sue Long:</b> four year term of office as Staff Governor (non-teaching) ends on 8 <sup>th</sup> December 2019. An election will be held in the new year. 5.5. <b>Mr Nader Sheta:</b> Reappointed as foundation governor for second four year term from 16 <sup>th</sup> May 2020.
6.20pm	6. <b>MINUTES OF THE MEETING HELD ON 3<sup>rd</sup> JULY 2019</b> – ( <i>in papers and previously circulated 2<sup>nd</sup> October 2019</i> ): For agreement and signing
	7. <b>REVIEW OF ACTIONS FROM PREVIOUS MEETING:</b>
	8. <b>MATTERS ARISING (other than agenda items):</b>
	9. <b>INFORMATION COMMUNICATED BETWEEN MEETINGS:</b> Governors to note that the following documents / reports / data have been circulated since the previous meeting:

	<ul style="list-style-type: none"> <li>• various: Monthly management accounts for June, July, Aug, Sept, Oct 2019</li> <li>• 15.08.19: email from Mrs Flannery level 3 results</li> <li>• 30.08.19; email from Mrs Flannery A level results</li> <li>• 06.09.19: email from Mrs Flannery vocational results</li> <li>• 10.09.19: forwarded email with letter from Eileen Milner, chief executive of the Education Skills Funding Agency (ESFA)</li> <li>• 13.09.19: email from Mrs Flannery GCSE Results and Contextual note</li> </ul>
	10. <b>CHAIR'S ACTION:</b> To note that a revised bank mandate was signed by Mr Garvey and Mrs Lewis to update signatories on the college account. This action was recorded in the minutes of the F&R Committee meeting held on 24 <sup>th</sup> September 2019.
6.25pm	11. <b>STUDENT GOVERNORS' REPORT</b>
6.35pm	12. <b>SELF ASSESSMENT REPORT (SAR) for 2018 - 19 - (in papers):</b> 12.1. <b>College SAR &amp; QUIP:</b> Presented by Mr Graham Thompson, Associate Principal. 12.2. <b>Governance Self-Assessment:</b> Summary & Attendance Reports ( <i>in papers</i> )
7.00pm	13. <b>ANNUAL REVIEW OF STUDENT PROTECTION POLICY (SAFEGUARDING inc PREVENT):</b> Mr Graham ( <i>in papers</i> )
7.10pm	14. <b>PRINCIPAL'S REPORT TO GOVERNORS (no 81)</b> Governors are invited to submit questions on the report in advance of the meeting
7.40pm	15. <b>ORAL REPORTS FROM GOVERNORS COMMITTEES: (See appendices and draft minutes for details – these papers will be taken as read and the chairs reports will focus on resolution or approvals).</b> The Audit Committee and F&R Committee will jointly propose that the audited Financial Statements and Post-Audit Management Report for the year ended 31 <sup>st</sup> July 2019 be approved and signed for submission to the ESFA. ( <i>in papers</i> ) 15.1. <b>Audit committee (19<sup>th</sup> November 2019).</b> To include the Annual Report 2018 – 19 from the Audit Committee to the Governors & Principal ( <i>report &amp; draft minutes in papers</i> ). 15.2. <b>Finance and Resources Committee (24<sup>th</sup> September 2019 and 19<sup>th</sup> November 2019)</b> ( <i>minutes of 24<sup>th</sup> Sept &amp; draft minutes of 19<sup>th</sup> Nov in papers</i> ) 15.3. <b>Curriculum Standards and Quality Committee (14<sup>th</sup> October 2019)</b> <i>Draft minutes in papers</i> 15.4. <b>Governance Committee (6<sup>th</sup> November 2019)</b> 15.5. <b>Appeal Committee:</b> met on 23 <sup>rd</sup> September 2019 15.6. <b>Remuneration Committee:</b> has not met
7.55pm	16. <b>GOVERNANCE:</b> Chair / Clerk 16.1. <b>Committee Membership:</b> for review (current membership <i>in papers</i> ). 16.2. <b>Governor Engagement: Feedback from meetings / conferences etc</b> 16.3. <b>Review of Focus morning, 12<sup>th</sup> October 2019</b> 16.4. <b>Vacancies on Governing Body</b> 16.5. <b>Appointment of Recruitment Panel</b>
8.15pm	17. <b>ANY OTHER BUSINESS</b>
	18. <b>ARE GOVERNORS 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?</b>

Refreshments will be available from 5.30pm

Date of next meeting of the full Board of Governors: Tuesday 17<sup>th</sup> March 2020