

**MEETING OF THE FULL GOVERNING BODY**

**Wednesday 1<sup>st</sup> July 2020, 6pm**  
**To be held remotely via online video conferencing platform**

**AGENDA**

**In attendance:**

Mr C Graham, Associate Principal, Ethos and Student Welfare  
 Mr G Thompson, Associate Principal Curriculum & Quality / Principal Designate  
 Mrs E Lewis, Clerk to the Governors

**It is intended that this remote meeting will be recorded – the consent of the participants will be sought.**

6pm	<ol style="list-style-type: none"> <li>1. <b>OPENING PRAYER</b></li> <li>2. <b>INTRODUCTIONS</b></li> </ol>
6.05pm	<ol style="list-style-type: none"> <li>3. <b>ELECTION OF CHAIR (as required by Conduct of Business, 2018 para 1 in accordance with Article 6). During the election of the Chair, the Clerk will act as Chair in accordance with the agreed Conduct of Business.</b>          Nominations are invited from Foundation Governors. Colin Garvey has indicated willingness to stand again.</li> <li>4. <b>ELECTION OF VICE-CHAIR (as required by Conduct of Business, 2018, para 1 in accordance with Article 6):</b>          Nominations are invited from Foundation Governors. Michael Belfourd has indicated willingness to stand again.</li> <li>5. <b>APOLOGIES FOR ABSENCE:</b></li> <li>6. <b>DECLARATION OF INTERESTS:</b> Any interests in items of business should be disclosed before the meeting commences, please.</li> <li>7. <b>MEMBERSHIP OF THE GOVERNING BODY</b> <ol style="list-style-type: none"> <li>7.1. Farewell to: <b>Ms Daniella Araujo</b> and <b>Ms Angel Erhunmwusee</b> (outgoing Student Governors)</li> <li>7.2. Update on expiring terms of office of foundation governors</li> </ol> </li> <li>8. <b>MINUTES OF PART ONE of THE MEETING HELD ON 17<sup>th</sup> March 2020</b> – (Copy in papers. Previously circulated 27<sup>th</sup> April 2020) For review, agreement and signing</li> <li>9. <b>MATTERS ARISING (other than covered by agenda items):</b></li> <li>10. <b>REVIEW OF ACTIONS CARRIED FROM PREVIOUS MEETINGS:</b> Covered by agenda and committee reports</li> <li>11. <b>INFORMATION / DATA / COMMUNICATED SINCE MARCH 2020 MEETING:</b> <ol style="list-style-type: none"> <li>11.1. 18<sup>th</sup> March 2020: email follow up to full GB meeting on 17<sup>th</sup> March with draft dates for 2020 - 2021</li> <li>11.2. 19<sup>th</sup> March 2020: email "covid-crisis" re college closing</li> <li>11.3. 20<sup>th</sup> March 2020: email "subsidiary continuity plan (dedicated to Covid-19) strategy"</li> <li>11.4. 26<sup>th</sup> March 2020: email invitation to SFCA webinar on link governors, 1<sup>st</sup> April 2020</li> <li>11.5. 26<sup>th</sup> March 2020: email Maximilian March 2020 edition with information on <i>Firm Foundations</i> (Diocese) and <i>Formatio</i> (CES) online governor development programmes</li> </ol> </li> </ol>

	<p><b>11.6.</b> 2<sup>nd</sup> April 2020: email invitation to AoC Webinar - College Governance and COVID-19, Friday 3 April (link to recording circulated 7<sup>th</sup> April)</p> <p><b>11.7.</b> 9<sup>th</sup> April 2020: email Maximilian April 2020 edition</p> <p><b>11.8.</b> 20<sup>th</sup> April 2020: email AoC Governance briefing</p> <p><b>11.9.</b> 23<sup>rd</sup> April 2020: email forwarding SFCA Covid-19 Webinar recording</p> <p><b>11.10.</b> 29<sup>th</sup> April 2020: email March management accounts</p> <p><b>11.11.</b> 1<sup>st</sup> May 2020: email re fundraising and prayers for students' parents and a colleague at St Charles SFC – victims of the virus.</p> <p><b>11.12.</b> 12<sup>th</sup> May 2020: email invitation to attend CSQ meeting on 20<sup>th</sup> May 2020</p> <p><b>11.13.</b> 13<sup>th</sup> May 2020: email from Mrs Flannery with message from College Chaplain</p> <p><b>11.14.</b> 13<sup>th</sup> May 2020: email with covid-19 operational update note from Mrs Flannery</p> <p><b>11.15.</b> 15<sup>th</sup> May 2020: email from Mrs Flannery announcing appointment of Associate Principal. Curriculum &amp; Quality</p> <p><b>11.16.</b> 19<sup>th</sup> May 2020: email April management accounts</p> <p><b>11.17.</b> 19<sup>th</sup> May 2020: email invitation to SFCA Governance Webinar, Strengthening the Leadership of your Board, 3<sup>rd</sup> June 2020</p> <p><b>11.18.</b> 1<sup>st</sup> June 2020: email from Mrs Flannery, SFX Plans for Offering Some On-Site Provision for Students in First Year of Advanced Cohorts from June 15<sup>th</sup> 2020</p> <p><b>11.19.</b> 1<sup>st</sup> June 2020: email from Mrs Flannery with letter from widow of Bryan Snalune, RIP, former SFX Principal</p> <p><b>11.20.</b> 6<sup>th</sup> June 2020: email invitation to view "At Home" SFCA national online showcase exhibition of work by sixth form college students</p> <p><b>11.21.</b> 10<sup>th</sup> June 2020: email invitation to SFCA Governance Webinar, Developing Governance, 16<sup>th</sup> June</p> <p><b>12. CHAIRS ACTION:</b></p>
6.15pm	<b>13. STUDENT GOVERNORS' REPORT:</b>
6.25pm	<p><b>14. PRINCIPAL'S REPORT TO GOVERNORS</b> (in papers) incorporating Freedom of Information and GDPR reports on activity and compliance Risk Management</p> <p><b>Governors are invited to submit questions on the report (via the Clerk) in advance of the meeting</b></p>
6.55pm	<b>BREAK</b>
7.05pm	<p><b>15. ORAL REPORTS FROM GOVERNORS COMMITTEES:</b></p> <p><b>15.1. Audit committee (met remotely on 5<sup>th</sup> May 2020): Draft minutes have been published on the college website and included in the papers for this meeting and will be taken as read.</b> Matters requiring decision / approval listed in Chairs' Aide Memoire, including internal and external audit plans, risk register and Board Assurance Framework, will be presented by the chair of the committee.</p> <p><b>15.2. Finance and Resources Committee (met remotely on 23<sup>rd</sup> June 2020):</b> to include COVID-19 specific financial return from colleges and Budget 2020 – 2021 and Annual Health &amp; Safety report. <b>Draft minutes included in the papers for this meeting will be taken as read.</b> Matters requiring decision / approval listed in Chairs' Aide Memoire will be presented by the chair of the committee.</p> <p><b>15.3. Curriculum Standards &amp; Quality Committee (met remotely on 20<sup>th</sup> May 2020):</b> <b>Draft minutes included in the papers for this meeting will be taken as read.</b> Matters requiring decision / approval listed in Chairs' Aide Memoire will be presented by the chair of the committee.</p> <p><b>15.4. Appeal Committee:</b> has not met since previous GB meeting</p> <p><b>15.5. Remuneration Committee (met remotely on 10<sup>th</sup> June 2020)</b> to note that the committee met, chaired by Mr Sheta and received reports and performance reviews as required and has reported to Chair of F&amp;RC for budget.</p> <p><b>15.6. Governance Committee (met remotely on 4<sup>th</sup> June 2020)</b> Matters for report or requiring decision / approval listed in Chairs' Aide Memoire will be presented by</p>

	the chair of the committee. To include proposal of updated Conduct of Business (Standing Orders) for approval.
7.30pm	<b>16. SAFEGUARDING &amp; THE LIFE OF THE COLLEGE:</b> Mr C Graham
7.45pm	<p><b>17. GOVERNANCE:</b></p> <p><b>17.1. Admissions Policy</b> – routine review for 2020 admissions. Recommended by College Management Development Committee (CMDc). <i>In papers</i></p> <p><b>17.2. Safeguarding Responsibility</b> to receive any report / update from the governor with oversight</p> <p><b>17.3. Governor Training &amp; Development Opportunities:</b> Clerk</p> <p><b>17.4. Governors Focus &amp; Self-Assessment morning / day:</b> to confirm Saturday 10<sup>th</sup> October 2020</p> <p><b>17.5. Governor Engagement:</b> feedback from governors on attendance at / participation in meetings / conferences / online development</p>
7.55pm	<b>18. SCHEDULE OF DATES &amp; BUSINESS for 2020 – 2021:</b> to affirm dates and ratify the schedule of business. To note introduction of outcomes-centred meeting in September 2020 deferred to 2021.
8pm	<p><b>19. 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 EQUALITY, DIVERSITY, INCLUSION and BRITISH VALUES?</b></p> <p><b>20. CHAIR’S CLOSING REMARKS:</b> Mr Garvey</p> <p><b>21. ANY OTHER BUSINESS</b></p>

Staff Governors and Student Governors will withdraw from the meeting.

**PART TWO – CONFIDENTIAL**

8.15pm	<p><b>1. MINUTES OF PART TWO of THE MEETING HELD ON 17<sup>th</sup> March 2020</b> – (Copy in papers. Previously circulated 27<sup>th</sup> April 2020). For review, agreement and signing</p> <p><b>2. UPDATE From F&amp;R Committee held 23<sup>rd</sup> June 2020</b></p>
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<p><b>Date of next meeting of the full Board of Governors: Thursday 3<sup>rd</sup> December 2020</b></p>
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