

MEETING OF THE FULL BOARD OF GOVERNORS

Tuesday 11th July 2017, 6pm – 8.30pm
To be held in the Conference / Staff Room
Refreshments available from 5.30pm in the staff room

AGENDA

In attendance:

Mr A Taylor, Strategic Director Financial and Physical Resources
 Mr G Thompson, Associate Principal Curriculum & Quality

Prior to meeting: Mrs J Houston, Director of HR and Support Staff will receive and check ID and DBS clearance applications.

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| 6pm | <p>1. OPENING PRAYER</p> <p>2. INTRODUCTIONS</p> |
| 6.05pm | <p>3. 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 will act as Chair in accordance with the agreed Conduct of Business. Nominations are invited from Foundation Governors. Colin Garvey has indicated willingness to stand again.</p> <p>NOTE: There was a suggestion in the external review of governance, July 2016 (page 14) , that the Governing Body should consider extending the term of office of Chair of Governors to 2 years to give some continuity.</p> |
| | <p>4. ELECTION OF VICE-CHAIR (as required by Conduct of Business, 2016, para 1 in accordance with Article 6): Nominations are invited from Foundation Governors. Michael Belfourd has indicated willingness to stand again (<i>subject to his re-appointment as foundation governor – currently awaiting approval by the Bishop</i>).</p> |
| 6.10pm | <p>5. APOLOGIES FOR ABSENCE: Mr C Graham, Associate Principal, Ethos; Ms S Jones</p> |
| | <p>6. DECLARATION OF INTERESTS: Any interests in items of business should be disclosed before the meeting commences, please.</p> |
| | <p>7. MEMBERSHIP OF THE GOVERNING BODY</p> <p>7.1. Update on re-appointment of Mr Michael Belfourd to further four year term of office as foundation governor</p> <p>7.2. To note that Miss Francesca Doran’s term of office as Foundation Governor ended on 9th June 2017 and she has stepped down.</p> <p>7.3. Farewell to Mr Ross Cuthbertson, Teaching Staff Governor, serving on Audit Committee.</p> <p>7.4. To note Ms Sandra Jones, Co-opted Governor current term of office expires on 11th July 2017 and to reconsider the process of her re-appointment</p> <p>7.5. Election of new student governors: term of office to July 2018</p> |



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| | 7.6. Farewell to: Lara Grace Arogundade and Abigail Ofori (outgoing Student Governors) |
| 6.15pm | 8. MINUTES OF THE MEETING HELD ON 22nd March 2017 – (Copy in papers. Previously circulated 7 th April 2017) For review, agreement and signing |
| | 9. MATTERS ARISING (other than covered by agenda items): |
| | 10. REVIEW OF ACTIONS CARRIED FROM PREVIOUS MEETINGS 10.1. Governors Newsletter: first edition circulated 16 th June 2017 10.2. SFX email addresses for governors: Clerk to update |
| | 11. INFORMATION / DATA / COMMUNICATED SINCE MARCH 2017 MEETING: 11.1. 23 rd June 2017: Invitation to Deanery Autumn Mass and Reception for Schools and Colleges) 11.2. 21 st June 2017: May Management Accounts 11.3. 21 st June 2017: Invitation to information workshop on GDPR 11.4. 16 th June 2017: Governors Newsletter 11.5. 13 th June 2017: written resolution for vote on Michael Belfourd membership of F&R Committee 11.6. 17 th May 2017: April Management Accounts 11.7. 9 th & 16 th May 2017: SFCa election manifesto and Support Our Sixth-formers campaign 11.8. 19 th April 2017: March Management Accounts |
| 6.25pm | 12. CHAIRS ACTION: |
| 6.30pm | 13. PRINCIPAL'S REPORT TO GOVERNORS (in papers) incorporating Risk management annual report Strategic planning Recruitment and retention updates Freedom of Information and Data Protection report on activity |
| 7pm | 14. STUDENT GOVERNORS' REPORT |
| 7.10pm | 15. ORAL REPORTS FROM GOVERNORS COMMITTEES: See appendices A, B and C for details. 15.1. Audit committee (met on 9th May 2017): draft minutes have been published on the college website and included in the papers for this meeting 15.2. Finance and Resources Committee (met on 22nd June 2017): to include proposal of Financial Plan Forecast and Budget for approval (in papers). <i>Draft minutes included in the papers for this meeting</i> 15.3. Curriculum Standards & Quality Committee (met on 6th June 2017): <i>Draft minutes included in the papers for this meeting</i> 15.4. Appeal Committee: has not met since last meeting |



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| | <p>15.5. Remuneration Committee (met on 7th June 2017) to note that the committee met and received reports and performance reviews as required and has reported to F&RC for budget.</p> |
| 7.40pm | <p>16. GOVERNANCE:</p> <p>16.1. External Review of Governance: to review progress against recommendations.</p> <p>16.2. Committee membership:</p> <p>16.2.1. Review of vacancies</p> <p>16.2.2. Establishment of (Search &) Governance Committee – response to terms of reference and consideration of membership and schedule of meetings</p> <p>16.3. Published arrangements for obtaining views of staff and students (Article 5 (2) (b): under review by CSQ Committee</p> <p>16.4. Vacancy for a foundation governor</p> <p>16.5. Safeguarding Responsibility to receive any report from the governor with oversight</p> <p>16.6. Governors Focus & Self-Assessment morning: to confirm Saturday 14th October 2017</p> <p>16.7. Governor Engagement: feedback from meetings / conferences</p> |
| 8pm | <p>17. SCHEDULE OF DATES & BUSINESS for 2017 – 18: to affirm agreed dates and ratify the schedule of business. Review timing of Remuneration Committee.</p> |
| | <p>18. 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?</p> |
| | <p>19. ANY OTHER BUSINESS</p> |

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

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