

St FRANCIS XAVIER 6th FORM COLLEGE

MEETING OF THE FULL GOVERNING BODY

Tuesday 6th July 2021

6pm – 8.15pm

To be held remotely via online video conferencing platform

College mission statement:

We at St Francis Xavier College aim to provide for the educational needs of our students in a Catholic environment that proclaims Jesus Christ, the Way, the Truth and the Life. We are committed to a community based on mutual respect where we recognise our responsibilities to ourselves and others.

July 2005

AGENDA

In attendance:

Mr C Graham, Associate Principal, Ethos and Student Welfare

Ms K Foan, Associate Principal Curriculum & Quality

Mrs E Lewis, Clerk to the Governors

		PAPER
6pm	<ol style="list-style-type: none"> 1. OPENING PRAYER 2. INTRODUCTIONS (please display full name and category on screen) 3. MEMBERSHIP OF THE GOVERNING BODY <ol style="list-style-type: none"> 3.1. Welcome to: <ol style="list-style-type: none"> 3.1.1. Foundation Governors: Ms Deborah Ohiwerek appointed 7th May 2021 and Mr Keni Thomas appointed 11th May 2021 both to a four year term of office 3.1.2. Student Governors: Nominated to be formally appointment for one year: Ms Joela Quarthey and Mr Roberto Lagnado 3.2. Farewell to: Ms Sandra Jones, Co-opted Governor, stepping down at end of term of office on 10th July 2021 – served as governor since 2004. 4. ELECTION OF VICE-CHAIR (as required by Conduct of Business, 2018, para 1 in accordance with Article 6): Nominations are invited from Foundation Governors. Michael Belfour has indicated willingness to stand again. The term of office to be two years from the start of the academic year 2021 – 2022. 5. APOLOGIES FOR ABSENCE: 6. DECLARATION OF INTERESTS: Any interests in items of business should be disclosed before the meeting commences, please. 7. MINUTES OF PART ONE of THE MEETING HELD ON 18th March 2021 – (Copy in papers. Previously circulated 12th April 2021) For review, agreement and signing 8. MATTERS ARISING (other than covered by agenda items): 9. REVIEW OF ACTIONS CARRIED FROM PREVIOUS MEETINGS: Covered by agenda and committee reports 	<p>YES</p>

	<p>10. INFORMATION / DATA / COMMUNICATED SINCE MARCH 2021 MEETING:</p> <ul style="list-style-type: none"> • Monthly Management Accounts: March, April, May 2021 • SFCA Governance webinar invitations and recordings • Maximilian March, April, May 2021 editions • 8th June 2021 invitation to “No Place for Racism and Catholic Social Teaching for Governors” Diocesan conference • 17th May 2021 College virtual open day and space for hire • 11th May 2021 AoC Governance Briefing • 6th May 2021 Volunteer Expo info from Paddy • 13th April 2021 notification of retirement of Director of HR • 12th April draft minutes, GB, draft dates and committee list with link governors • 26th March 2021 Working Options New Career Pathways Programme • 25th March 2021 Anti-Racism – the role of college boards <p>11. CHAIRS ACTION:</p>	
6.15pm	<p>12. PRINCIPAL’S REPORT TO GOVERNORS incorporating Freedom of Information and GDPR reports on activity and compliance Risk Management. ESFA Strategic conversation</p> <p>Governors are invited to submit questions on the report (via the Clerk) in advance of the meeting</p>	YES
7.00pm	<p>13. SAFEGUARDING, CATHOLIC INSPECTION and EDI: Mr C Graham</p>	
7.20pm	<p>14. STUDENT GOVERNORS’ REPORT: Ms J Quartey and Mr R Lagnado</p>	
7.30pm	<p>15. ORAL REPORTS FROM GOVERNORS COMMITTEES:</p> <p>15.1. Audit committee (met remotely on 4th May 2021): Draft minutes have been published on the college website and included in the papers for this meeting and will be taken as read. 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>15.2. Finance and Resources Committee (met remotely on 22nd June 2021): to include CFFR (College Financial Forecasting Return); updated Financial Regulations and Annual Health & Safety report. Draft minutes included in the papers for this meeting will be taken as read. Matters requiring decision / approval including the financial forecast will be presented by the chair of the committee.</p> <p>15.3. Curriculum Standards & Quality Committee (met remotely on 19th May 2021): 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.</p> <p>15.4. Appeal Committee: has not met since previous GB meeting</p> <p>15.5. Remuneration Committee (met remotely on 9th June 2021) to note that the committee met, chaired by Mr S Ebele and received reports and performance reviews as required and has reported to Chair of F&RC for budget. Reviewed Terms of Reference for the committee are proposed for approval.</p> <p>15.6. Governance Committee (met remotely on 9th June 2021) Matters for report or requiring decision / approval will be presented by the</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>

	chair of the committee. To include updated Conduct of Business (Standing Orders) and Code of Conduct - proposed for approval..	YES
7.50pm	<p>16. GOVERNANCE:</p> <p>16.1. Safeguarding Responsibility to receive any report / update from the governor with oversight, Ms S Jones</p> <p>16.2. Governor Training & Development Opportunities: Clerk</p> <p>16.3. Governors Focus & Self-Assessment morning / day: to confirm Saturday 9th October 2021</p> <p>16.4. Governor Engagement: feedback from governors on attendance at / participation in meetings / conferences / online development</p>	
8.00pm	17. SCHEDULE OF DATES & BUSINESS for 2021 – 2022: to affirm dates and ratify the schedule of business.	YES
8.05pm	<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. CHAIR’S CLOSING REMARKS:</p> <p>20. ANY OTHER BUSINESS</p>	

Staff Governors and Student Governors will withdraw from the meeting.

PART TWO – CONFIDENTIAL

8.10pm	1. MINUTES OF PART TWO of THE MEETING HELD ON 18th March 2021 – (Copy in papers. Previously circulated 12 th April 2021). For review, agreement and signing in due course	YES
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**Date of next meeting of the full Board of Governors:
Thursday 9th December 2021 (tbc)**

Focus Morning: Saturday 9th October 2021

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