

**MEETING OF THE FULL BOARD OF GOVERNORS**

**Thursday 18<sup>th</sup> March 2021**

**6pm to 7.45pm**

**To be held remotely online**

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:**

Ms K Foan, Associate Principal, Curriculum

Mr C Graham, Associate Principal, Ethos

		<b>PAPER</b>
<b>6pm</b>	<p><b>1. OPENING PRAYER</b></p> <p><b>2. APOLOGIES FOR ABSENCE:</b></p> <p><b>3. MEMBERSHIP OF GOVERNING BODY:</b></p> <p>3.1. To welcome Mr Dave Navarro, appointed Foundation Governor to a four year term from 7<sup>th</sup> January 2021</p> <p>3.2. To note Mr Michael Belfourd's re-appointment as Foundation Governor to a fourth term of four years from 10<sup>th</sup> June 2021</p> <p>3.3. Declarations of interest</p>	
	<p><b>4. MINUTES OF PREVIOUS MEETINGS:</b></p> <p>4.1. <b>3<sup>rd</sup> December 2020, Part one:</b> <i>in the papers</i> and previously circulated 21<sup>st</sup> January 2021: for agreement to be signed in due course.</p> <p>4.2. <b>Review of Confidential Minutes:</b> The minutes of the confidential part two of 4<sup>th</sup> December 2012 remain confidential as they contain reference to two specific individuals. Other recent confidential minutes to be reviewed in part two.</p>	YES
<b>6.05pm</b>	<p><b>5. MATTERS ARISING (if not covered by agenda items):</b></p> <p>5.1. <b>From item 16:</b> invitation to Chaplain to speak to a meeting</p> <p>5.2. <b>From items 17.1.6.2 and 17.2:</b> update on filing of financial statements etc including extension of deadline will be covered by F&amp;RC report</p>	
	<p><b>6. REVIEW OF ACTIONS CARRIED FROM PREVIOUS MEETINGS:</b></p> <p>6.1. All governors completed and passed online safeguarding course and confirmed reading of KCSiE Part Two</p> <p>6.2. From item 18.3: fuller reporting on governor engagement will be covered under item 12.6</p>	

	<p><b>7. INFORMATION / DATA COMMUNICATED SINCE DECEMBER 2020 MEETING:</b></p> <ul style="list-style-type: none"> <li>• Monthly Management Accounts November 2020 – January 2021 inclusive</li> <li>• 9<sup>th</sup> March 2021 College Performance &amp; SAR 2020</li> <li>• Governor training / conference / briefings from AoC / ETF, SFCA</li> <li>• Maximilian December 2020 and January 2021 editions</li> <li>• 21<sup>st</sup> Jan 2021 Draft minutes, part one full Board held 3<sup>rd</sup> December 2020</li> <li>• 21<sup>st</sup> Jan 2021 Draft minutes, part two full Board held 3<sup>rd</sup> December 2020</li> <li>• 14<sup>th</sup> Jan 2021: Notification of appointment of Dave Navarro, with updated committee list, governors list and dates and schedule for current year</li> <li>• 7<sup>th</sup> Jan 2021: Covid Update from the Principal</li> <li>• 7<sup>th</sup> Jan 2021: FE Commissioners letter</li> <li>• 31<sup>st</sup> Dec 2020: Plans for the re-opening of college from Mr Thompson</li> <li>• 17<sup>th</sup> Dec 2021: Governors contributions to college foodbank collection</li> <li>• 7<sup>th</sup> Dec 2020: Follow up to meeting on 3<sup>rd</sup> December 2020 (action points and attachments) from Clerk</li> </ul>	
6.10pm	<p><b>8. CHAIR'S REPORT /ACTION:</b></p> <p>8.1. Letter of Representation updated and signed again by Mr Sheta, 23<sup>rd</sup> January 2021 as agreed by F&amp;RC</p>	
6.15pm	<p><b>9. STUDENT GOVERNORS' REPORT</b></p>	
6.20pm	<p><b>10. PRINCIPAL'S REPORT TO GOVERNORS</b> <i>in papers:</i></p> <p>10.1. <b>Presentation of Executive Summary</b>, Mr Thompson</p> <p>10.2. <b>Questions on report</b>, All</p>	YES
6.50pm	<p><b>11. ORAL REPORTS FROM GOVERNORS COMMITTEES: (See draft minutes in papers for details)</b></p> <p>11.1. <b>Audit committee (2<sup>nd</sup> March 2021)</b></p> <p>11.2. <b>Finance and Resources Committee (26<sup>th</sup> Jan and 23<sup>rd</sup> Feb 2021)</b> including confirmation of filing of financial record and an update on financial returns for year ended 31<sup>st</sup> July 2020</p> <p>11.3. <b>Curriculum Standards &amp; Quality Committee (2<sup>nd</sup> Feb 2021)</b></p> <p>11.4. <b>Appeal Committee:</b> has not met</p> <p>11.5. <b>Remuneration Committee:</b> has not met</p> <p>11.6. <b>Governance Committee:</b> has not met</p>	YES YES YES
7.10pm	<p><b>12. GOVERNANCE:</b></p> <p>12.1. <b>Admissions Policy:</b> annual review <i>in papers</i></p> <p>12.2. <b>Committees:</b> <i>in papers</i> update circulated 14<sup>th</sup> January included Mr Navarro appointed to CSQ and Audit Committee and shuffling of membership arising from appointment of Mr Sheta as Chair of Governors. Vacancy on Remuneration Committee</p> <p>12.3. <b>Vacancies:</b> 2 student governors, parent governor, 2 foundation governors</p> <p>12.4. <b>Tracking against governance improvement plan</b> <i>in papers</i></p> <p>12.5. <b>Schedule of meetings for 2021 – 22:</b> suggested provisional schedule for consideration <i>in papers</i></p> <p>12.6. <b>Governor Engagement: Feedback from meetings / conferences / webinars</b></p> <p>12.7. <b>Report / update from Safeguarding Governor:</b> Sandra Jones</p>	YES YES YES YES

7.25pm	<b>13. ANY OTHER BUSINESS</b>	
7.30pm	<b>14. 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 EMBRACES THE CATHOLIC ETHOS, PREVENT DUTY AND PROMOTES EQUALITY, DIVERSITY &amp; INCLUSION?</b>	

**Staff Governors and Student Governors shall withdraw from the meeting.**

**PART TWO – CONFIDENTIAL**

7.40pm	<b>15. Minutes of part two of meeting held on 3<sup>rd</sup> December 2020:</b> for agreement to be signed in due course.	YES
7.40pm	<b>16. Review of minutes classified as “Confidential”:</b> to consider whether the confidentiality should remain. (3 <sup>rd</sup> Dec 2020, 1 <sup>st</sup> July 2020 and 17 <sup>th</sup> March 2020).	

**Date of next meeting of the full Governing Body: Tuesday 6<sup>th</sup> July 2021**