

**MEETING OF THE FULL BOARD OF GOVERNORS**

**Tuesday 21<sup>st</sup> March 2023**

**6pm to 8.30pm**

**To be held in the Business Hub, St Francis Xavier College**

Refreshments available from 5.30pm

College mission statement:

*St Francis Xavier Sixth Form College is an inclusive educational community rooted in the Catholic faith, that has Christ at its centre. Our aim is to provide a broad curriculum which emphasises the pursuit of excellence and focuses on career preparation, leadership and service to others. We are committed to preparing the whole person to lead a life of purpose and success in a just and sustainable world.*

March 2022

**AGENDA**

**In attendance:**

Mr C Graham, Associate Principal, Ethos  
Ms K Foan, Associate Principal, Curriculum  
Mrs E Lewis, Clerk to the Governors

		<b>PAPER</b>
<b>6pm</b>	<ol style="list-style-type: none"> <li>1. <b>OPENING PRAYER</b></li> <li>2. <b>APOLOGIES FOR ABSENCE:</b> (Mrs Medicoff to attend remotely)</li> <li>3. <b>CHAIR'S WELCOME:</b></li> <li>4. <b>MEMBERSHIP OF GOVERNING BODY:</b> <ol style="list-style-type: none"> <li>4.1. To appoint Ms V Ramond to a two-year term of office as Parent Governor</li> </ol> </li> <li>5. <b>DECLARATIONS OF INTEREST:</b></li> </ol>	
<b>6.10pm</b>	<ol style="list-style-type: none"> <li>6. <b>MINUTES OF PREVIOUS MEETING:</b> <ol style="list-style-type: none"> <li>6.1. <b>8<sup>th</sup> December 2022:</b> <i>in the papers</i> and previously circulated 10<sup>th</sup> March 2023: for agreement and signing.</li> <li>6.2. <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 more recent confidential minutes to be reviewed in part two.</li> </ol> </li> </ol>	6.1 YES
	<ol style="list-style-type: none"> <li>7. <b>MATTERS ARISING (if not covered by agenda items):</b></li> </ol>	
	<ol style="list-style-type: none"> <li>8. <b>REVIEW OF ACTIONS CARRIED FROM PREVIOUS MEETINGS:</b> <ol style="list-style-type: none"> <li>8.1. <b>Governance Self-Assessment Report:</b> having been reviewed by CSQ is now included in the papers</li> <li>8.2. <b>Safeguarding Policy for 2022 – 2023:</b> was duly approved, adopted and published on 2<sup>nd</sup> February 2023</li> </ol> </li> </ol>	8.1 YES

	<p><b>9. INFORMATION / DATA COMMUNICATED SINCE DECEMBER 2022 MEETING:</b> Governors to note that the following documents / reports / data have been circulated by email since the previous meeting:</p> <ul style="list-style-type: none"> <li>• <i>Maximilian, June, July, “end of year” and September</i></li> <li>• <i>AoC briefings</i></li> <li>• <i>SFCA Governance Webinar invitations and subsequent links to recordings</i></li> <li>• Monthly management accounts: November 2022, December 2022, January 2023 (&amp; update).</li> <li>• Date for second Focus Morning</li> <li>• Agenda and invitation to attend CSQ meeting held 2<sup>nd</sup> February 2023</li> <li>• Safeguarding: policy approval; online training registration &amp; confirmation of reading KCSiE 2022</li> <li>• Mass dates in college for spring term</li> </ul>	
6.20pm	<b>10. CHAIR’S REPORT /ACTION:</b>	
6.25pm	<b>11. STUDENT GOVERNORS’ REPORT</b>	
6.35pm	<p><b>12. PRINCIPAL’S REPORT TO GOVERNORS (<i>in papers</i>):</b></p> <p>12.1. <b>Presentation of Executive Summary</b>, Mr Thompson</p> <p>12.2. <b>Questions on report</b>, All (governors are also invited to send in questions in advance of the meeting)</p> <p>12.3. <b>Accountability Agreement</b></p>	<p>12.1 YES</p> <p>12.3 YES</p>
7.05pm	<p><b>13. ORAL REPORTS FROM GOVERNORS’ COMMITTEES: (See draft minutes <i>in papers</i> for details. Draft minutes will be taken as read)</b></p> <p>13.1. <b>Audit committee (28<sup>th</sup> Feb 2023)</b> to include updated risk register and review of Whistleblowing and Anti-fraud policies</p> <p>13.2. <b>Finance and Resources Committee (21<sup>st</sup> Feb 2023)</b> including confirmation of written resolution to approve review of Fees “Charging Policy” (<i>in papers</i>)</p> <p>13.3. <b>Curriculum Standards &amp; Quality Committee (2<sup>nd</sup> Feb 2023)</b></p> <p>13.4. <b>Appeal Committee:</b> has not met</p> <p>13.5. <b>Remuneration Committee:</b> has not met</p> <p>13.6. <b>Governance Committee:</b> has not met</p>	<p>13.1 YES</p> <p>13.2 YES</p> <p>13.3 YES</p>
7.20pm	<p><b>14. GOVERNANCE:</b></p> <p>14.1. <b>Recruitment of Clerk</b></p> <p>14.2. <b>Admissions Policy:</b> annual review (<i>in papers</i>) to be approved and adopted with immediate effect.</p> <p>14.3. <b>External Review of Governance:</b> update on progress / process</p> <p>14.4. <b>Feedback from Focus Morning, 18<sup>th</sup> March 2023 including Academisation</b></p> <p>14.5. <b>Committees:</b> update (<i>in papers</i>) to note</p> <p>14.6. <b>Vacancies:</b> 2 student governors to be nominated in summer term, 2 foundation governors</p> <p>14.7. <b>Tracking against governance improvement plan (<i>in papers</i>)</b></p> <p>14.8. <b>Schedule of meetings for 2022 – 23:</b> suggested provisional schedule (<i>in papers</i>) for consideration and discussion on preferred format</p> <p>14.9. <b>Governor Engagement: Feedback from meetings / conferences / webinars</b></p> <p>14.10. <b>Report / update from Safeguarding Governor:</b> Ms Bainbridge</p>	<p>14.2 YES</p> <p>14.5 YES</p> <p>14.7 YES</p> <p>14.8 YES</p>

7.45pm	15. ANY OTHER BUSINESS	
7.50pm	16. <i>ARE GOVERNORS SATISFIED THAT THE INFORMATION RECEIVED, AND ALL DECISIONS TAKEN, AT THIS MEETING HAVE BEEN CENTRED ON IMPROVING THE EXPERIENCE AND LEVELS OF ACHIEVEMENT OF STUDENTS AT St FRANCIS XAVIER COLLEGE IN A SAFE, HEALTHY ENVIRONMENT THAT EMBRACES THE CATHOLIC ETHOS and MISSION and VALUES OF THE COLLEGE, THE PREVENT DUTY AND PROMOTES EQUALITY, DIVERSITY, DIGNITY &amp; INCLUSION?</i>	

Staff Governors and Student Governors shall withdraw from the meeting.

**PART TWO – CONFIDENTIAL**

7.55pm	1. <b>Review of minutes classified as “Confidential”:</b> to consider whether the confidentiality should remain. (6 <sup>th</sup> July 2021, 18 <sup>th</sup> March 2021, 3 <sup>rd</sup> Dec 2020, 1 <sup>st</sup> July 2020 and 17 <sup>th</sup> March 2020).	
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Date of next meeting of the full Governing Body: Tuesday 4<sup>th</sup> July 2023, in college

**KINDNESS  
SERVICE  
FAITH  
INCLUSION  
COURAGE  
HONESTY  
RESPECT  
FORGIVENESS**

