

MEETING OF THE FULL GOVERNING BODY

**Thursday December 3rd 2020, The Feast Day of St Francis Xavier
6pm to 8.30pm
To be held remotely on the ZOOM 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:

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

6pm	1. OPENING PRAYER:
	2. APOLOGIES FOR ABSENCE:
	3. DECLARATION / REGISTER OF INTERESTS: to comply with Article 14 of the Articles of Government (2015), the Clerk must maintain a register of the interests of governors which have been disclosed. Please complete the declaration form to update the register and return it to the Clerk, at or before the meeting. Any interests should be disclosed before the meeting commences. (Form in papers)
	4. ELIGIBILITY TO BE A GOVERNOR: to comply with Instrument 6 of the Instrument of Government (2015), it is the responsibility of each Governor to notify the Clerk (or the Bishop for foundation governors) at any time during his/her period of office, if s/he has reason to believe that s/he is no longer eligible to continue as a Governor. Please complete the declaration form to confirm your current eligibility and return it to the Clerk, at or before the meeting. (Form in papers)
	5. INTRODUCTIONS & MEMBERSHIP: 5.1. Mr Donald Freeman: appointed Foundation Governor, appointed to a four year term of office from 20 th October 2020. 5.2. Mr Colin Garvey, Mr John Opara and Mr Paul Barber: re-appointed as foundation governors each to a four year term of office from 19 th September 2020. 5.3. Mr Colin Garvey: retiring as foundation governor, 31 st December 2020 5.4. Ms Karen Foan: Appointed Associate Principal, Curriculum & Quality from 24 th August 2020.
6.05pm	6. PROPOSED REVISIONS TO CONDUCT OF BUSINESS (STANDING ORDERS / BYE LAWS): The Governance Committee recommend that the Conduct of Business approved 1 st July 2020 (in papers) be revised with immediate effect to: 6.1. change the term of office of the Chair or Vice Chair from one year to two years from the date of commencement of the appointment as Chair or Vice Chair (para 1) 6.2. decouple the start of a term of office as Chair or Vice Chair from the start of the academic year (para 1)

	6.3. change and improve the process of recruiting student governors (para 25 onwards)
6.15pm	7. ELECTION OF CHAIR OF GOVERNORS: Appointment to take effect on 1 st January 2021. Term of office to be as agreed under item 6.
6.20pm	8. MINUTES OF PART ONE OF THE MEETING HELD ON 1st JULY 2020 – (<i>in papers and previously circulated 3rd September 2020</i>): For agreement and signing
	9. REVIEW OF ACTIONS FROM PREVIOUS MEETING: 10. MATTERS ARISING (other than agenda items): 11. INFORMATION COMMUNICATED BETWEEN MEETINGS: Governors to note that the following documents / reports / data have been circulated since the previous meeting: <ul style="list-style-type: none"> • Monthly management accounts with cashflow for June, July, Aug, Sept, Oct 2020 • 07.07.2020: email from Mrs Lewis follow up to meeting on 1st attaching governor training and schedule of meetings for 2020 - 2021 • 13.08.2020: email from Mrs Flannery with initial A Level results • 17.08.2020: email from Mrs Flannery re BTEC outcomes • 21.08.2020 email from Mrs Flannery & Mr Thompson A level, AS results and EPQ results • 03.09.2020: email from Mr Thompson results analysis updated with BTEC L1 and L2 • 19.10.2020: email from Mrs Lewis with college structure and reminders re SFCA webinar programme & Firm Foundations governor development programmes
	12. CHAIR'S ACTION:
	13. STUDENT GOVERNORS' REPORT: Student Governors seats are currently vacant.
6.25pm	14. SELF ASSESSMENT REPORT (SAR) for 2019 - 20 - (<i>in papers</i>): 14.1. College SAR & QUIP: Presented by Ms K Foan, Associate Principal. (<i>in papers</i>) 14.2. Governance Self-Assessment: Summary & Attendance Reports (<i>in papers</i>)
6.45pm	15. SAFEGUARDING: 15.1. ANNUAL REVIEW OF STUDENT PROTECTION (SAFEGUARDING inc PREVENT): Mr Graham 15.1.1. Safeguarding Child Protection Policy 2020 (<i>in papers</i>). For approval 15.1.2. Coping with safeguarding in Covid times 15.1.3. Keeping Children Safe in Education (Part two for governors) 15.1.4. Available training for governors incl. online courses 15.1.5. Internal Audit Safeguarding Assignment in January / February 2020
7pm	16. PRINCIPAL'S REPORT TO GOVERNORS (no 84) Governors are invited to submit questions on the report in advance of the meeting (<i>in papers</i>)
7.30pm	17. REPORTS FROM GOVERNORS' COMMITTEES: (Minutes / draft minutes in the papers will be taken as read and the chairs reports will focus on resolutions / approvals). The Audit Committee and F&R Committee will jointly propose that the audited Financial Statements and Post-Audit Management Report for the year ended 31 st July 2020 be approved and signed for submission to the ESFA (subject outcome of funding audit). (<i>in papers</i>) 17.1. Audit committee (met remotely 17th November 2020). To include the Annual Report 2019 – 2020 from the Audit Committee to the Governors & Principal (<i>report & draft minutes in papers</i>). 17.2. Finance and Resources Committee (met remotely 22nd September 2020 and 17th November 2020) (<i>minutes of 22nd Sept & draft minutes of 17th Nov in papers</i>) 17.3. Curriculum Standards and Quality Committee (met remotely 13th October 2020) (<i>draft minutes in papers</i>) 17.4. Governance Committee (met remotely 4th November 2020) 17.5. Appeal Committee: has not met 17.6. Remuneration Committee: has not met
7.50pm	18. GOVERNANCE: Chair / Clerk 18.1. Committee Membership: for review (current membership <i>in papers</i>)

	<p>18.2. Date of next meeting: 26th January 2021 required to receive financial record submission and 18th March 2021</p> <p>18.3. Governor Engagement: Feedback from meetings / conferences etc</p> <p>18.4. Review of Focus morning, 10th October 2020</p> <p>18.5. Vacancies on Governing Body</p>
8pm	19. ANY OTHER BUSINESS
	20. ARE GOVERNORS SATISFIED THAT THE INFORMATION RECEIVED AND ALL DECISIONS TAKEN AT THIS MEETING WERE CENTRED ON IMPROVING THE EXPERIENCE AND LEVELS OF ACHIEVEMENT OF STUDENTS AT St FRANCIS XAVIER COLLEGE IN A SAFE, HEALTHY ENVIRONMENT THAT PROMOTES BRITISH VALUES, THE MISSION & VALUES OF THE COLLEGE and EQUALITY, DIVERSITY AND INCLUSION?

Staff Governors will withdraw from the meeting.

PART TWO – CONFIDENTIAL

8.10pm	<p>1. MINUTES OF PART TWO of THE MEETING HELD ON 1st July 2020 – (in papers. Previously circulated 3rd September 2020). For review, agreement and signing</p> <p>2. UPDATE From F&R Committees held 22nd September and 17th November 2020</p>
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Next meetings of the full Governing Body: Tuesday 26th January and 18th March 2021

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

