

MEETING OF THE FULL GOVERNING BODY

Thursday 8th December 2022

6pm to 8.30pm

To be held in St Francis Xavier College (Business Hub Conference Centre)

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:

Ms K Foan, Associate Principal, Curriculum

Mr C Graham, Associate Principal, Ethos, Designated Safeguarding Lead

Mrs E Lewis, Clerk to the Governors

		PAPER
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. If not already done, 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.	Y (form)
	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 or Charity Trustee. If not already done, please complete the declaration form to confirm your current eligibility and return it to the Clerk, at or before the meeting.	Y (form)
6.05pm	5. CHAIR'S WELCOME:	
	6. INTRODUCTIONS & MEMBERSHIP: 6.1. Mr Don Freeman & Mr Richard Vianello: stepped down as foundation governors, 27 th October and 10 th November 2022 respectively 6.2. Appointment of Staff Governor (teaching) Elect: Governing Body to appoint Mr Aaron Takyi to serve a four-year term of office to commence forthwith. 6.3. Mr Chukwuweta (Chiweta) Uraih: appointed foundation governor, to a four-year term of office commencing 13 th July 2022, 6.4. Mrs Sarah Medicoff: appointed foundation governor to a four-year term of office commencing 16 th November 2022.	

	6.5. Mrs Bernadette Meier: re-appointment as foundation governor confirmed for a second four-year term of office from 21 st December 2022.	
6.15pm	7. ELECTION OF CHAIR OF GOVERNORS: to take effect 1st January 2023 for two years. Clerk in the Chair for this item.	
6.20pm	8. MINUTES: 8.1. OF THE MEETING HELD ON 5th JULY 2022 – (<i>in papers and previously circulated 13th September 2021</i>) 8.2. OF FINANCIAL STATEMENTS MEETING HELD ON 15th NOVEMBER 2022 (<i>in papers</i>) For agreement and signing	Y Y
	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 by email since the previous meeting: <ul style="list-style-type: none"> • <i>Maximilian, June, July, “end of year” and September</i> • <i>AoC briefings</i> • <i>SFCA Governance Webinar invitations and subsequent links to recordings</i> • Monthly management accounts: June 2022, July 2022 (& updated), August 2022, September 2022 and October 2022 • 28th November 2022: an invitation from the T Level Business Students • 24th November 2022: ESFA Governing Body Finance Dashboard reports • 24th November 2022: Invitation from Chaplain to take part in Advent Novena • 7th November 2022: dates including for Mass, open day and carol service • 18th October 2022: invitation to Mass on 19th • 11th October 2022: Questionnaire for completion: Governance Self Assessment, Skills Audit, DfE workforce governors data collection and annual declarations of eligibility and interests • 10th October 2022: Focus morning follow up with link to materials • 15th September 2022: invitation to SFX T Level information & networking event • 13th September 2022: Mass Dates • 12th September 2022: Results commentary from Mr Thompson • 23rd Aug 2022: Notification of the quorate vote in favour of the proposal to accept the 50% grant offer made by the DfE towards the T Level Wave 4 capital project and commitment of £327,825 college funds to the cost. TO BE RECORDED IN THE MINUTES OF THIS MEETING. • 18th Aug 2022: Headline Results • 15th Aug 2022: Diocesan Academisation dates of briefings for governors • 15th July 2022: Training & Development opportunities and 2022 – 2023 Dates schedule 	
	12. CHAIR’S ACTION:	
6.30pm	13. STUDENT GOVERNORS’ REPORT:	
6.40pm	14. PRINCIPAL’S REPORT TO GOVERNORS (no 90) Mr Thompson will review the Executive Summary. Governors are invited to submit questions on the detailed report in advance of the meeting via the Clerk	Y
7.10pm	15. SELF ASSESSMENT REPORT (SAR) for 2021 - 22 - (<i>in papers</i>): 15.1. College SAR Executive Summary & QUIP: Presented by Ms K Foan, Associate Principal. (<i>in papers</i>) 15.2. Quality Day: (held 25 th November 2022) 15.3. Governance Self-Assessment: Summary & Attendance Reports (<i>in papers</i>)	Y Y
7.25pm	16. SAFEGUARDING: 16.1. ANNUAL REVIEW OF STUDENT PROTECTION (SAFEGUARDING inc PREVENT): Mr Graham 16.1.1. Safeguarding Child Protection Policy 2022 - 2023 (<i>in papers</i>). For approval	Y

	<p>16.1.2. Keeping Children Safe in Education (Sept 2022, relevant parts for governors)</p> <p>16.1.3. Available training for governors incl. online courses and induction</p>	Y
7.40pm	<p>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 31st July 2022, as presented to the meeting of the Governing Body by the External Auditors on 15th November 2022, be approved and signed for filing with the ESFA, and that the letter of representation be signed and sent to Buzzacott LLP (external auditors).</p> <p>17.1. Audit committee (met remotely 15th November 2022). To include the Annual Report 2021 – 2022 from the Audit Committee to the Governors & Principal</p> <p>17.2. Finance and Resources Committee (met remotely 22nd September 2022 and 15th November 2022)</p> <p>17.3. Curriculum Standards and Quality Committee (met remotely 18th October 2022)</p> <p>17.4. Governance Committee (met remotely 3rd November 2022).</p> <p>17.5. Appeal Committee: has not met</p> <p>17.6. Remuneration Committee: has not met. Mr Sheta to outline process of appraisal and remuneration of Senior Post Holders</p>	Y Y Y Y Y Y
8pm	<p>18. GOVERNANCE:</p> <p>18.1. ONS Reclassification: Announcement and impact</p> <p>18.2. Academisation: Mr Sheta / Mr Thompson</p> <p>18.3. Committee Membership: Clerk for review / note</p> <p>18.4. Safeguarding: Ms Bainbridge</p> <p>18.5. Governor Engagement: Feedback from college visits / meetings / conferences etc</p> <p>18.6. Review of Focus morning, 8th October 2022</p> <p>18.7. Vacancies on Governing Body</p> <p>18.8. Date of next meeting: Tuesday 21st March 2023</p>	Y
8.15pm	<p>19. ANY OTHER BUSINESS</p> <p>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 EMBRACES THE CATHOLIC ETHOS AND MISSION & VALUES OF THE COLLEGE, THE PREVENT DUTY AND PROMOTES EQUALITY, DIVERSITY, DIGNITY AND INCLUSION?</p>	
By 8.30pm	21. CLOSE	

Next meetings of the full Governing Body: Tuesday 21st March 2023, Tuesday 4th July 2023

KINDNESS
SERVICE
FAITH
INCLUSION
COURAGE
HONESTY
RESPECT
FORGIVENESS



sfx.ac.uk/the-governing-body