

MEETING OF THE FULL GOVERNING BODY

Thursday December 9th 2021

6.15pm to 8.30pm

To be held in St Francis Xavier College

Refreshments available from 5.15pm, training at 5.45pm

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

5.45pm to 6.15pm: Essential training: Safeguarding & Prevent

In attendance:

Ms K Foan, Associate Principal, Curriculum

Mr C Graham, Associate Principal, Ethos

Mrs E Lewis, Clerk to the Governors

		PAPER
6.15pm	1. OPENING PRAYER:	
	2. APOLOGIES FOR ABSENCE: Somayina Ebele	
	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.	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. Please complete the declaration form to confirm your current eligibility and return it to the Clerk, at or before the meeting.	Y (form)
6.20pm	5. CHAIR'S WELCOME:	
	6. INTRODUCTIONS & MEMBERSHIP: 6.1. Mr Somayina Ebele: re-appointment as foundation governor being processed for a second four-year term of office from 15 th January 2022.	
6.25pm	7. MINUTES: 7.1. OF PART ONE OF THE MEETING HELD ON 6th JULY 2021 – (<i>in papers and previously circulated 13th September 2021</i>)	Y
	7.2. OF EXTRAORDINARY MEETING HELD ON 16th NOVEMBER 2021 (<i>in papers and previously circulated 29th November 2021</i>) For agreement and signing	Y

	<p>8. REVIEW OF ACTIONS FROM PREVIOUS MEETING:</p> <p>9. MATTERS ARISING (other than agenda items):</p> <p>10. INFORMATION COMMUNICATED BETWEEN MEETINGS: 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"> • Maximilian (Diocesan newsletter), June 2021 to November 2021 editions • Monthly management accounts, June to October 2021 • End of year message from Dr Simon Hughes (21st July 2021) • Governors results update from Mr Thompson (10th Aug 2021) • SFCA Chief Exec special update, 1st Sept 2021 (2nd Sept 2021) • Re governor vacancies from Mrs Lewis (6th Sept 2021) • Survey re types of meetings from Mrs Lewis (7th Sept 2021) • Results Commentary from Mr Thompson (16th Sept 2021) • SFCA Governance Webinar Series 2021 – 2022 (27th Sept 2021) • Focus Morning agenda (30th Sept 2021) • EDI survey from Diocese (13th Oct 2021) • Governance Self-assessment questionnaire (14th October 2021) • AoC Governance Briefing 15/10/21 (1st Nov 2021) • Invitation to Open Day and Quality Day (3rd Nov 2021) • Notification of Extraordinary meeting of GB on 16th Nov 2021 (3rd Nov 2021) • Proposal for change of college bankers (18th Nov 2021) • Notification of the unanimous vote in favour of the proposal to transfer all college & trading subsidiary bank accounts from AIB to Barclays Bank UK PLC (25th Nov 2021). TO BE RECORDED IN THE MINUTES OF THIS MEETING. 	
	11. CHAIR'S ACTION:	
6.30pm	12. STUDENT GOVERNORS' REPORT:	
6.40pm	13. PRINCIPAL'S REPORT TO GOVERNORS (no 87) Mr Thompson will invite questions on the Executive Summary. Governors are invited to submit questions on the detailed report in advance of the meeting via the Clerk	Y
7pm	14. SELF ASSESSMENT REPORT (SAR) for 2020 - 21 - (in papers): 14.1. College SAR Executive Summary & QUIP: Presented by Ms K Foan, Associate Principal. <i>(in papers)</i> 14.2. Quality Day: (held 26 th November 2021) 14.3. Governance Self-Assessment: Summary & Attendance Reports <i>(in papers)</i>	Y Y
7.20pm	15. SAFEGUARDING: 15.1. ANNUAL REVIEW OF STUDENT PROTECTION (SAFEGUARDING inc PREVENT): Mr Graham 15.1.1. Safeguarding Child Protection Policy 2021 <i>(in papers)</i> . For approval 15.1.2. Coping with safeguarding in Covid times 15.1.3. Keeping Children Safe in Education (relevant parts for governors) 15.1.4. Available training for governors incl. online courses 15.1.5. Governor with Safeguarding Responsibility	Y
7.35pm	16. 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 2021, as presented to the extraordinary meeting of the Governing Body by the External Auditors on 16 th November 2021, be approved and signed for filing with	Y

	<p>the ESFA, and that the letter of representation be signed and sent to Buzzacott LLP (external auditors).</p> <p>16.1. Audit committee (met remotely 16th November 2021). To include the Annual Report 2020 – 2021 from the Audit Committee to the Governors & Principal</p> <p>16.2. Finance and Resources Committee (met remotely 21st September 2021 and 16th November 2021)</p> <p>16.3. Curriculum Standards and Quality Committee (met remotely 12th October 2021)</p> <p>16.4. Governance Committee (met remotely 3rd November 2021). Updated terms of reference for agreement</p> <p>16.5. Appeal Committee: has not met</p> <p>16.6. Remuneration Committee: has not met. Mr Sheta to outline process of appraisal and remuneration of Senior Post Holders</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y (ToR)</p>
7.50pm	<p>17. GOVERNANCE: Chair / Clerk</p> <p>17.1. Update on Academisation: Mr Sheta / Mr Thompson</p> <p>17.2. Committee Membership: for review</p> <p>17.3. Governor Engagement: Feedback from meetings / conferences etc</p> <p>17.4. Review of Focus morning, 9th October 2021</p> <p>17.5. Vacancies on Governing Body</p> <p>17.6. Date of next meeting: Tuesday 22nd March 2022</p>	<p>Y</p>
8.15pm	<p>18. ANY OTHER BUSINESS</p> <p>19. 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>	

Staff Governors will withdraw from the meeting.

PART TWO – CONFIDENTIAL

8.20pm	<p>1. MINUTES OF PART TWO of THE MEETING HELD ON 6th July 2021 – (in papers. Previously circulated 3rd September 2020). For review, agreement and signing</p>	<p>Y</p>
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Next meetings of the full Governing Body: Tuesday 22nd March 2022, Tuesday 5th July 2022

KINDNESS
SERVICE
FAITH
INCLUSION
COURAGE
HONESTY
RESPECT
FORGIVENESS

