

MEETING OF THE FULL BOARD OF GOVERNORS

Tuesday 10th July 2018, 5pm – 7.30pm
To be held in the Staff Room
Refreshments available from 5.30pm in the staff room

AGENDA

In attendance:

Mr A Taylor, Strategic Director Financial and Physical Resources
 Mr C Graham, Associate Principal, Ethos and Student Welfare
 Mr G Thompson, Associate Principal Curriculum & Quality

5pm	1. OPENING PRAYER 2. INTRODUCTIONS
5.05pm	3. ELECTION OF CHAIR (as required by Conduct of Business, 2016 para 1 in accordance with Article 6). During the election of the Chair, the Clerk will act as Chair in accordance with the agreed Conduct of Business. Nominations are invited from Foundation Governors. Colin Garvey has indicated willingness to stand again.
	4. ELECTION OF VICE-CHAIR (as required by Conduct of Business, 2016, para 1 in accordance with Article 6): Nominations are invited from Foundation Governors. Michael Belfour has indicated willingness to stand again
5.10pm	5. APOLOGIES FOR ABSENCE: Mr M Belfour; Mr S Ebele;
	6. DECLARATION OF INTERESTS: Any interests in items of business should be disclosed before the meeting commences, please.
	7. MEMBERSHIP OF THE GOVERNING BODY
	7.1. To note that Ms Patsy Cummings, foundation governor, term of office formally ended on 23 rd January 2018 7.2. To note that Mrs Simona Spazzini stood down as foundation governor on 8 th May 2018 7.3. Election of new student governors: term of office to July 2019 7.4. Farewell to: Kevin Bonsu and Emmanuel Siwoku (outgoing Student Governors)
5.15pm	8. MINUTES OF THE MEETING HELD ON 21st March 2018 – (Copy in papers. Previously circulated 12 th June 2018) For review, agreement and signing

<p>5.20pm</p>	<p>9. MATTERS ARISING (other than covered by agenda items):</p> <p>10. REVIEW OF ACTIONS CARRIED FROM PREVIOUS MEETINGS: Covered by agenda and committee reports</p> <p>11. INFORMATION / DATA / COMMUNICATED SINCE MARCH 2018 MEETING:</p> <p>11.1. 28th June 2018: invitation to UAL Media exhibition</p> <p>11.2. 19th June 2018: invitation to AoC London Summer Networking Event</p> <p>11.3. 19th June 2018: April and May Management Accounts</p> <p>11.4. 18th June 2018: Invitation to Art & Design exhibition</p> <p>11.5. 15th June 2018: FE Commissioner Letter: National Leaders of Governance</p> <p>11.6. 15th June 2018: Strategic Planning initial consultation (reminder 27th June 2018)</p> <p>11.7. 6th June 2018: Agenda for CSQ meeting</p> <p>11.8. 24th May 2018: Privacy notice to governors</p> <p>11.9. 17th May 2018: Foundation Governor vacancy “advert”</p> <p>11.10. 20th April 2018: Article by Paul Barber in FE Weekly</p> <p>11.11. 18th April 2018: March 2018 Management Accounts</p> <p>12. CHAIRS ACTION:</p>
<p>5.25pm</p>	<p>13. STUDENT GOVERNORS’ REPORT</p>
<p>5.35pm</p>	<p>14. STUDENT WELFARE, SAFEGUARDING, CHAPLAINCY and THE LIFE OF THE COLLEGE: Mr C Graham</p>
<p>5.50pm</p>	<p>15. PRINCIPAL’S REPORT TO GOVERNORS no 77 (in papers) incorporating Risk management annual report Strategic planning Recruitment and retention updates Freedom of Information and Data Protection / GDPR report on activity Governors are invited to submit questions on the report in advance of the meeting</p>
<p>6.20pm</p>	<p>16. ORAL REPORTS FROM GOVERNORS COMMITTEES: See appendices A, B, C and D for details.</p> <p>16.1. Audit committee (met on 8th May 2018): draft minutes have been published on the college website and included in the papers for this meeting and will be taken as read. Matters requiring decision / approval listed in appendix A will be presented by the chair of the committee. Since the meeting, the committee has received a clean report from the Internal Audit Service of the May 2018 GDPR Governance assignment (<i>in papers</i>)</p> <p>16.2. Finance and Resources Committee (met on 4th June 2018 and 25th June 2018): to include proposal of Financial Plan Forecast 2018 – 20 and Budget 2018 – 19 for approval (in papers). Draft minutes included in the papers for this meeting will be taken as read. Matters requiring decision / approval listed in appendix B and will be presented by the vice chair of the committee.</p> <p>16.3. Curriculum Standards & Quality Committee (met on 13th June 2018): Draft minutes included in the papers for this meeting will be taken as read. Matters for decision are listed in appendix C</p> <p>16.4. Appeal Committee: has not met since last meeting</p> <p>16.5. Remuneration Committee (met on 18th June 2018) to note that the committee met and received reports and performance reviews as required and has reported to Chair of F&RC for budget.</p>

	16.6. Governance Committee (Met on 25th June 2018) matters for report are listed in appendix D
6.40pm	17. GOVERNANCE: 17.1. Admissions Policy – routine review for 2018 admissions. Recommended by College Management Development Committee (CMDC). <i>In papers</i> 17.2. Safeguarding Responsibility to receive any report / update from the governor with oversight 17.3. Governors Focus & Self-Assessment morning: to confirm Saturday 13 th October 2018 17.4. Governor Engagement: feedback from meetings / conferences
6.50pm	18. SCHEDULE OF DATES & BUSINESS for 2018 – 19: to affirm agreed dates and ratify the schedule of business.
7pm	19. 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 PROMOTES EQUALITY, DIVERSITY, INCLUSION and BRITISH VALUES? 20. ANY OTHER BUSINESS

**Date of next meeting of the full Board of Governors:
Thursday 6th December 2018**

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APPENDIX A AUDIT COMMITTEE

Matters requiring decision / ratification / approval:

1. To receive draft minutes of meeting held on 8th May 2018 as read
2. To receive Risk Register, Summer Term 2018 – included in papers
3. To receive Board Assurance Framework (BAF), Summer Term 2018 – included in papers
4. Regularity & Financial Statements Audits – to note plan has been agreed and will produce the Annual Report and Accounts for the college and its trading subsidiary
5. Internal Audit Strategy for 2018 – 19 – for approval (updated since meeting at request of committee)
6. Committee Terms of Reference, revised – for approval
7. Questions arising from minutes?

APPENDIX B FINANCE & RESOURCES (F&R) COMMITTEE

Matters requiring decision / ratification / approval:

1. To receive minutes of meeting held on 4th June 2018 and draft minutes of meeting held on 25th June 2018 as read
2. To receive and approve the Financial Plan / Forecast 2018 – 19 incorporating financial health status; the college budget for 2017 – 18 and supporting commentary. For submission to ESFA by 31st July 2018
3. To ratify the approval of the Financial Regulations, 2018 – 19; SFX Treasury Management Policy 2018 – 19 and the Travel & Subsistence Policy 2018 – 19 to come into effect on 1st August 2018

APPENDIX C CURRICULUM STANDARDS & QUALITY (CSQ) COMMITTEE

The committee met on 13th June 2018, Chaired by Ms P Rowe:

1. Ms R Clark, Head of Maths presented an overview of teaching and learning in the Maths department
2. Made arrangements for the first student focus group which met on Monday 2nd July
3. Interrogated predicted L3VA with Mr Thompson
4. Reviewed progress against the Quality Improvement Plan in the area of outcomes for learners
5. Received a summary of engagement with the London Sixth Form Partnership this year noting future plans in response to changes in the Directorship of the partnership. The commitment to the LSFP continues.
6. Began planning of a programme for the Governor Focus morning
7. Considered how to follow through with the Ofsted recommendation that governors should develop a more practical grasp of the curriculum and how this might be developed through link governors
8. Discussed and accepted an updated staff absence policy. **The committee recommends approval of this policy for immediate adoption**
9. Determined that the terms of reference for the committee should be routinely reviewed on a two year cycle with the next review therefore due in June 2019. **For ratification.**

APPENDIX D GOVERNANCE COMMITTEE

The committee met on 25th June 2018, Chaired by Mr Garvey:

1. Discussed the recruitment and induction of new governors agreeing that each new governor should serve on the CSQ and one other committee
2. Reviewed membership of committees noting vacancies on Audit and F&R
3. Considered succession planning in respect of Chairing the Board and how the role should be described to support and prepare prospective chairs
4. Discussed how the proposed use of link governors might be introduced smartly and with awareness of the objective and impact. **For discussion**
5. Discussed agenda discipline – how the running of meetings might become more efficient. The committee agreed that training and briefing sessions for governors were most effectively held immediately prior to a full Board meeting.