

Meeting of the Full Governing Body

Monday 11th December 2023

At 6:30pm

Held remotely via Zoom

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

Minutes

The meeting was quorate throughout.

Present:

Nader Sheta, Foundation Governor, Chair of Governors
Michael Belfourd, Foundation Governor, Vice Chair of Governors
Somayina Ebele, Foundation Governor, Chair of the Audit Committee
Daniel James-Proffitt, Student Governor
Sarah Medicoff, Foundation Governor
Isabell McGhee, Student Governor
Dave Navarro, Foundation Governor
Eve Preece, Staff Governor (non-teaching)
Keni Thomas, Foundation Governor
Graham Thompson, Principal
Chukwuweta Uraih, Foundation Governor

Apologies:

Paul Barber, Foundation Governor
Kate Bainbridge, Co-opted Governor
Aaron Takyi, Staff Governor (teaching)
Virginie Ramond, Parent Governor

Absent without apologies:

No-one

In attendance:

Clare Baskott, Clerk to Governors
Karen Foan, Associate Principal, Curriculum
Ciaran Graham, Associate Principal, Ethos and Student Welfare
Paddy Rowe, Former Co-opted LA Governor

Item 1 Welcome and Opening

The Chair of Governors opened the meeting at 6:03pm.

The Principal led the meeting in prayer.

Item 2 Apologies for absence

Apologies for absence were received from Paul Barber, Kate Bainbridge, Aaron Takyi and Virginie Ramond. No-one was absent without apologies.

The Chair of Governors welcomed the two new Student Governors to the Governing Board. All present made their introductions.

Item 3 Declarations of Interests/Register of Interest

Completed declarations were collected via GovernorHub.

Item 4 INTRODUCTIONS / MEMBERSHIP OF THE GOVERNING BODY

The student Governors; Daniel James-Proffitt and Isabella McGhee were formally appointed until 31st August 2023.

Item 5 DECLARATION OF INTERESTS:

Completed declarations were collected via GovernorHub.

Item 6 ELIGIBILITY TO BE A GOVERNOR:

Completed declarations were collected via GovernorHub.

Item 7 ELECTION OF VICE CHAIR OF GOVERNORS

The Chair of Governors invited nominations for Vice Chair of Governors.

Michael Belfourd, Foundation Governor, was appointed as Vice Chair of Governors. It was noted that Michael Belfourd's term of office was due to expire in 9th June 2025, so his term of office as VC of Governors will also expire on this date.

Item 8 MINUTES AND CONFIDENTIAL MINUTES OF THE MEETING HELD ON 4TH JULY 2023 and 14th NOVEMBER 2023

The minutes and confidential minutes of the above meetings had been circulated prior to the meeting. The Governing Body approved the minutes. Clerk to upload to GovernorHub for electronic signature. **Action: Clerk/Chair of Governors.**

Item 9 MATTERS ARISING (other than those covered by agenda items)

None.

Item 10 INFORMATION / DATA / COMMUNICATED SINCE JULY 2023 MEETING:

The Governing Body noted the communication which had been circulated since the previous meeting, as outlined below:

- Ofsted inspection findings (24th November 2023)
- Monthly Management Accounts: July, August, September, October 2023
- London Pension Fund Authority Report (as at 31/07/2023)
- Training/webinars (various dates)
- Annual declarations: Pecuniary and Business Interests, Keeping Children Safe in Education and Eligibility to be a Governor (via GovernorHub)

- Principal's Commentary on Results Awarded Summer 2023 - circulated 11/9/2023
- Headline Results - circulated 24/8/2023

Item 11 To provide an update on CHAIR'S ACTIONS

None.

Item 12 STUDENT GOVERNORS' REPORT

Student Governor, Daniel James-Proffitt, gave a presentation to the Governing Body and reported that his experience of joining SFX had been overwhelmingly positive. The college had given him lots of experiences, it was a welcoming place and the transition from school had been smooth. The Student Governor (DJP) said that the flexibility of the college timetable and being given academic responsibility will aid students if they progress to higher education. The flexibility of the timetable also enabled students to spend time undertaking extra-curricular activities and to take part-time jobs. The Student Governor (DJP) paid tribute to the college's Careers advice.

The Student Governor (DJP) paid tribute to Teachers and the SLT for their commitment in helping students reach their academic potential and support with their personal statements for university.

The Student Governor (DJP) explained that he had led the Young Enterprise Programme, and this had given him experience in both presenting and interviewing.

Student Governor, Isabella McGhee, gave a presentation detailing the results of student survey she had shared with a selection of students at the college and reported that the majority of students had felt supported with their UCAS applications.

Students had paid tribute to the Careers department for their support.

The Student Governor (IM) reported that student's satisfaction with Teachers and the support they provided for students was very positive. 65% of students had reported a positive experience and had commented that teachers went the extra mile for students.

A discussion took place about the flexibility of the timetable. Students said the flexibility of the college helped with their personal development. Some students had commented that because use the college was so big, it was sometimes difficult to find a sense of community. Students noted the friendly environment and how they were welcomed on arrival. Students had also requested a study space where they could collaborate.

Governor question: What types of extracurricular activity do you participate in?

Response: Boxing and the gym. Extra-curricular activities help to develop you as a person and it is also a stress reliever from the imminent exams.

Governor question: Were there any responses that came as a surprise?

Response: No, they were all consistent with what I have heard from my peers. The positive comments about teaching are cognisant with my personal experience.

It was agreed that Isabella McGhee will repeat the survey for the next meeting.

Action: Isabella McGhee.

The Governing Body thanked the student governors for their excellent and informative presentations.

Item 13 To receive an update on the OFSTED INSPECTION

The Principal and Associate Principal (KF) gave an update on the Ofsted Inspection which had taken place at the college from 21st November to 24th November 2023. The college was awaiting the draft report.

The inspection team had undertaken deep dives into Economics, BTEC Business, GCSE Maths, Sociology, T Level Business, MFL and ART. The inspection team had also met with members of the SLT, Governors, student groups, representatives from the student unions, students' ambassadors and the two student governors. The inspectors had also visited the college's workshops.

The Associate Principal (KF) gave an overview of the draft judgements;

Overall Effectiveness: **Good**

The Quality of Education: **Good**

Behaviour and attitudes: **Good**

Personal Development: **Outstanding**

Leadership and Management: **Good**

Education programmes for young people: **Good**

Provision for learners with High Needs: **Outstanding**

In addition, Ofsted were very complimentary about the college's safeguarding practices which they reported as **Effective**.

The inspectors considered that the college made a **reasonable contribution** to meeting the skills needs.

Quality of Education

The Associate Principal (KF) gave an overview and reported that inspectors noted that the curriculum was well designed and students with Education Health Care Plans were well supported. Inspectors noted the effective planning, skilful questioning and overall good results.

The Inspectors also noted that the SLT were aware of the areas for development and agreed with their judgements.

Behaviour and Attitudes: Inspectors noted student's positive attitude to learning, good attendance and punctuality and said that students were polite and courteous in the corridors.

Personal Development: Inspectors noted the support students received for university applications and enrichment activities and were impressed with the organisations the college worked with, and student's understanding of PREVENT and British values.

Leadership and Management: Inspectors noted a well-developed Governing Body who provided challenge as a critical friend and noted that Governors had a clear vision for the college.

The Inspectors were extremely complimentary about the provision for students with Education Health Care Plans (EHCPs) and described the provision as outstanding and noted that all thirty-eight students with EHCPs were fully embedded in the curriculum. Inspectors were particularly complimentary about the 'The Space'.

A discussion took place about the positive progressions rates for EHCP students.

A discussion took place about the skills section. Governors noted that the highest any Sixth Form College had received from Ofsted since this grading was introduced was a 'reasonable contribution'.

The Associate Principal (KF) paid tribute to the Designated Safeguarding Lead and the Safeguarding Link Governor, and noted that inspectors had said that the college went over and above to safeguard students. The Inspectors also noted the excellent PREVENT Risk Assessment.

Governor question Were there any surprises?

Response: We were interested to see that inspectors went into the religious lessons to focus on personal development. Apart from that, there were no surprises.

The Chair of Governors paid tribute to the college staff.

The Principal thanked the Chair of Governors, Kate Bainbridge, Dave Navarro and Keni Thomas for their contribution to the inspection.

Item 14 PRINCIPAL'S REPORT TO GOVERNORS Graham Thompson - Principal

The Principals' report had been circulated prior to the meeting. The Principal gave an overview and explained that the report was aligned to show progress against the college's strategic plan.

The government were still going ahead with the withdrawal of the Applied General, which will impact on the C Tech in Engineering course in 2025. Additional academic qualifications will be launched.

It was agreed that in future the Principals' Report will include a staffing update.

Action: Principal.

Ofsted inspectors had noted that the students lived the college's values.

The Principal gave an overview of the plans for a new study centre.

Governor question: When will the Media TV and Broadcasting course start, if it is approved?

Response: The course will begin in September 2024.

The Principal gave an overview of the recent college open day. 750 prospective students had visited the college and 650 students had been interviewed; which was a 46% increase on 2022. 1269 students had been recruited at the census point.

A discussion took place about feeder schools and the shortage of students in some schools, as a result of the lack of social housing and low birth rates.

Governor question: When do prospective students need to accept their offers for September?

Response: We ask them to accept the offer as soon as possible. However, students can accept offers from other colleges at the same time, so we cannot confirm numbers until they are on roll in September.

Governor question: What percentage of students are Catholic?

Response: It is currently 32%, and 75% of students declare themselves as Christian.

The overall college achievement rate was 89%.

88% of students were enrolled on Level three courses and 12% on level two courses.

A discussion took place about the college's Maths targets. It was agreed that the target needed to be more in line with those of the English department.

A discussion took place about the success of the SEN department. The Associate Principal (CG) reported that the college was not able to meet the needs of circa 30% of prospective students, and applications were likely to increase following the publication of the Ofsted report.

Governor question: What are you focusing on to make improvements in Maths?

Response: We are looking at the possibility of moving to another exam board to make improvements. We are also looking at the sequencing and personalisation of the course.

A discussion took place about tutoring and the feasibility of introducing motivational speakers to engage students in maths. The Principal explained that there were currently more than 300 students studying GCSE Maths and study time had been increased.

The Principal reported that huge improvements had been made in attendance and the Ofsted inspectors had noted the positive changes which had been made.

111 students were engaging with the Welfare Officer for issues relating to their mental health.

The HMI Inspectors had been impressed with student's progress to university and noted that the data indicated that students at the college were more likely to go to university, than if they had joined another setting with the same prior attainment. Last year two students were successful in securing place at Oxbridge. This year, eleven students had applied for place at places at Oxbridge.

SAFEGUARDING

Item 15 Annual Review of the Safeguarding Child Protection Policy 2023-24

The Child Protection Policy 2023-24 had been circulated prior to the meeting. It was noted that the Safeguarding Link Governor and the Ofsted inspectors had all reviewed the policy.

The Governing Board approved the Child Protection Policy 2023-24,

Item 16 Keeping Children Safe in Education (September 2023) had been circulated prior to the meeting.

Governors confirmed that they had read and understood Keeping Children Safe in Education (September 2023) using their declarations on GovernorHub.

Item 17 Safeguarding training update

The Clerk reported that there was one governor who still needed to complete the annual Safeguarding training.

SELF ASSESSMENT REPORT (SAR) for 2022-23

Item 18 College SAR Executive Summary & QUIP

The SAR had been circulated prior to the meeting. The Associate Principal (KF) gave an update and reported that the learner voice showed student satisfaction was lower in students undertaking Level two courses. Punctuality continued to be an issue which was being addressed.

The Associate Principal (KF) referred governors to page, 34, the Quality Improvement Plan.

Item 19 Quality Day

It was agreed that the Clerk will set up a Doodlepoll for a new date for the Quality Day to take place on either 26th January or 2nd February 2023. **Action: Clerk.**

Item 20 Governance Self-Assessment

It was agreed that the Principal will draft the Governance Self-Assessment. **Action: Principal.**

Item 21 ORAL REPORTS FROM GOVERNORS COMMITTEES:

Item 21.1 Audit committee (met remotely on 14th November 2023)

The draft minutes had been circulated prior to the meeting. The Chair of the Audit Committee gave an update on the meeting, as outlined in the minutes of the meeting.

The Chair of the Committee introduced the Annual Report of the Audit Committee, which had been included in the report for the meeting.

The Governing Board approved the Annual Report 2022-23 from the Audit Committee to Governors, for filing with the ESFA.

Item 21.2 Finance and Resources Committee (met remotely on 19th September 2023 and 14th November 2023)

The draft minutes had been circulated prior to the meeting. The Chair of the Finance and Resources Committee gave an update on the meeting, as outlined in the minutes of the meeting.

A robust discussion took place about the proposed TV Media, Broadcasting and Production T Level course.

Governor question: When will the proposed building work take place?

Response: The main work will take place in the summer.

Governor question: Is there a risk of preparing rooms and then not be able to afford the equipment?

Response: No, there is a wide range of equipment and different costs we can chose from.

The Governing Body approved the TV Media, Broadcast and Production T Level course beginning in September 2024.

The Governing Body approved the Health and Safety Policy, following the Chair of the Finance and Resource's Committee's recommendation.

The nomination for Agatha Enekeh to receive the Professor Keohane Award as approved by the Governing Body.

21.3 Curriculum Standards & Quality Committee (met remotely on 10th October 2023)

The draft minutes had been circulated prior to the meeting. The Chair of the Curriculum Standards & Quality Committee gave an update on the meeting, as outlined in the minutes of the meeting.

The Chair of the Curriculum Standards & Quality Committee paid tribute to Paddy Rowe and her contribution as the previous Chair of the committee.

Item 21.4 Financial Statements and Post-Audit Management Report for year ended 31st July 2023

The Audit committee and the F&R Committee jointly proposed that the audited Financial Statements and Post-Audit Management Report for the year ended 31st July 2023, as presented to the meeting of the FGB by the External Auditor on 14th November 2023, be approved and signed for filing with the ESFA and that the letter of representation be signed and sent to Buzzcut LLP (external auditors).

The Governing Body approved the Financial Statements and Post-Audit Management Report for the year ended 31st July 2023 and the Letter of Representation for signing and filing with the ESFA.

Item 21.5 Appeal Committee:

It was noted that the Appeal Committee had not met since previous FGB meeting

Item 21.6 Remuneration Committee

It was noted that the Remuneration Committee has not met since previous FGB meeting.

Item 21.7 Governance Committee (met remotely on 2nd November 2023)

The draft minutes had been circulated prior to the meeting. The Chair of the Governance Committee gave an update on the meeting, as outlined in the minutes of the meeting.

It was agreed that Daniel James-Proffitt would join the Audit Committee. **Action: Clerk.**

GOVERNANCE:

Item 22 Academisation updates: Chair of Governors/Principal

No update.

Item 23 ONS Reclassification updates

It was noted that the revised Financial Handbook will be published in March 2024.

Item 24 Safeguarding Link Governors

It was noted that the Safeguarding Link governor will provide an update at the next meeting. **Action: Safeguarding Link Governor.**

Item 25 Link Governor updates to include:

The following Link Governor roles were agreed:

RE: Paul Barber.

Business: Chukwuweta Uraih

English: Nader Sheta

Science: Sarah Medicoff

Item 26 Committees: to review membership (if applicable)

Covered above.

Item 27 Governor vacancies

Covered above.

Item 28 Tracking against Governance Improvement Plan

It was agreed that this will be carried forward to the next meeting.

Item 29 Governor Training & Development Opportunities

The Governor training and development opportunities had been circulated via GovernorHub. It was agreed that Michael Belfourd will forward the Maxmilian newsletter to the Clerk for circulations. **Action: MB/Clerk.**

Item 30 Governor Engagement: feedback from governors on attendance at / participation in meetings / conferences / online development

Covered above.

Item 31 Governance Review

Covered above.

Item 32 Evaluation of the meeting

Governors confirmed they were satisfied that all 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 missions and values of the college, the PREVENT Duty and promotes Equality, Diversity, Dignity and Inclusion

Item 33 CHAIR'S CLOSING REMARKS

The Chair paid tribute to staff, students, parents and governors and noted the excellent Ofsted inspection.

Item 34 ANY OTHER BUSINESS: To note the end of term of office of Paddy Rowe, LA Governor (Co-opted)

The Governing Body paid tribute to Paddy Rowe and her invaluable contribution to the Governing Body and the college.

It was agreed that the Principal will circulate the student numbers for course and the comparable data for 2022/23. **Action: Principal.**

The Chair of Governors thanked all present for attending.

Item 35 CLOSE OF MEETING AND CLOSING PRAYER:

The meeting closed at 7:50pm.

Item 36 DATE OF NEXT MEETING:

Tuesday 19th March 2024 at 6pm

and

Tuesday 2nd July 2024 at 6pm

Signed: _____ **Date:** _____
Chair of Governors