

**Meeting of the Full Governing Body**  
**Held on Tuesday 2<sup>nd</sup> July 2024**  
**From 6pm – 8.30pm**  
**At St Francis Xavier Catholic Sixth Form College**

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**

### **Present:**

Nader Sheta, Foundation Governor, Chair of Governors  
Kate Bainbridge, Co-opted Governor  
Paul Barber, Foundation Governor  
Dave Navarro, Foundation Governor  
Gabrielle Hamer Williams, Co-opted Governor  
Anna Mason, Staff Governor (non-teaching)  
Sarah Medicoff, Foundation Governor  
Keni Thomas, Foundation Governor  
Graham Thompson, Principal  
Chukwuweta Uraih, Foundation Governor

### **Apologies:**

Michael Belfourd, Foundation Governor  
Aaron Tayki, Staff Governor (Teaching)

### **Absent without Apologies:**

Danielle James Proffitt, Student Governor  
Isabelle McGhee, Student Governor

### **In attendance:**

Clare Baskott - Clerk to Governors  
Karen Foan - Associate Principal  
Ciaran Graham – Associate Principal (Observer)  
David Wright – National Leader of Governance

**The meeting was quorate throughout.**

**All reports had been circulated prior to the meeting.**

**Item 1 Opening Prayer**

The Chair of Governors opened the meeting at 6:02pm. The Principal led the meeting in prayer.

**Item 2 Introduction/Membership of the Governing Body**

The Chair of Governors welcomed Anna Mason, Support Staff Governor, and Davie Wright, National Leader of Governance to the meeting.

**Student Governors: Nominated to be formally appointed for one year:**

It was noted that the appointment of the Student Governors for 2024/25 was in progress.

**Farewell to Students Governors**

The GB paid tribute to Danielle James Proffitt and Isabelle McGhee for their contribution to the Governing Body. The Principal reported that they had both received the Governors' Award.

**Item 3 Apologies for absence**

Apologies for absence were received from Michael Belfourd and Aaron Tayki. It was noted that Dave Navarro would be arriving late.

Danielle James Proffitt and Isabelle McGhee were absent without apologies.

**Item 4 Declarations of interest: Any interests in items of business should be disclosed before the meeting commences**

None.

**Item 5 Minutes of the meeting held on 19<sup>th</sup> March 2024.**

The minutes of the above meeting 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 6 Matters arising (other than covered by agenda items)**

All items had been covered.

**Item 7 Information/Data communicated since the last meeting:**

- Monthly Management Accounts & ESFA Dashboard report: March, April, May 2024
- Invitation to the Confirmation Mass: May 2024
- Training/webinar opportunities
- Accountability Agreement
- College Financial Handbook
- External Governance Review Questionnaire and interview dates
- Skills Matrix

The Governing Body noted the above.

**Item 8 Chairs Actions: (if applicable)**

The Chair reported that he had been involved in reviewing the college's move to award the IT contract to an external provider and this had included been involved in the selection process.

### **Item 9 Principal's Report to Governors – The Principal**

The Principal gave an overview of the Executive Summary and explained that it had been dominated by the forthcoming general election, which was scheduled to take place on 4<sup>th</sup> July 2024.

The Principal gave an overview of the main party's manifestos for education. The Principal noted that the Labour Party had not included a commitment to pause and review BTECs in their manifesto, as had been expected.

The Principal had contacted the local MP; however, he had not received a response to his emails or his invitation to meet.

#### **Sector news**

A discussion took place about the Corporate Code of Governance. The Principal explained that prior to the publication of the new College Financial Handbook, colleges were expecting the removal of the Corporate Code of Governance. However, it had been included in the updated handbook. It was noted that the Association of Colleges and the Catholic Education Service were in discussion about a revised code of governance.

#### **Catholic Mission**

The Principal gave an overview of the College's commitment to the Catholic mission.

Deacon Tony was now sharing a reflection with the whole College community.

Eleven students had received the Holy Spirit through the sacrament of Confirmation.

The college was currently in discussions with the three other London Catholic sixth form colleges regarding a possible Pan London Trust.

Dr Mary Milhovic from St Mary's University will be leading the college's Ethos Day on 11<sup>th</sup> July 2024.

Pope Francis had designated 2025 as the Jubilee year with the theme 'Pilgrims of Hope'.

A discussion took place about the proposed Pan London trust. The Principal explained that they were looking at various options. It was noted that any potential trust would require cross Diocesan agreement.

The Principal explained that the college was expecting 730 potential students at the applicant day on Friday 5<sup>th</sup> July 2024.

The college had received 2658 applications September 2024 entry, which was an increase of 116, in comparison to July 2023.

#### **To ensure the future of the College as a thriving provider of education**

The Principal explained two Condition Improvement Fund bids had been unsuccessful this year and the decisions were being appealed.

The mass public address system will be upgraded over the summer, in line with the College's Critical Incident procedure.

The College's financial health will be graded as 'Requires Improvement' due to poor student recruitment two years ago and the removal of the tuition funding.

The NJC staff pay claim had been received and the union were asking for an above RPI pay award (currently 3.5%).

### **Excellence in quality and standards of educational achievement**

The exams had progressed smoothly this year.

ALPs data: The College was forecasting that 59% of departments will perform in line with student's prior attainment. 32% will perform better and 9% will fall below expectation, based on student's prior attainment.

The Associate Principal (KF) gave an overview of the Teachermatic AI platform and explained that it was hoped that the platform will reduce teacher workload.

A discussion took place about the drop-ins. The Associate Principal (KF) explained that every teacher involved in a drop-in had completed a GoogleForm, which was collated, analysed and used to share best practice.

The College was trialling a new GCSE Maths Exam Board.

A Maths teacher will be participating in the 'Teaching for Mastery' in maths programme.

Active learners had used the new UpLearn platform for a total of 4935 hours.

A discussion took place about the use of Uplearn. The Associate Principal explained that the Chemistry resources were of a better standard than the Biology resources. It was noted that the system data will be analysed against students results.

Thirteen members of staff had participated in the DfE's funded National Professional Qualifications this year.

The Principal gave an overview of the Romero Training Hub and the training programme.

### **Governor question: What are the financial implications of the training hub?**

**Response: There are two routes for trainee teachers, either through the bursary or apprenticeship route. Most of the new teachers will go down the apprenticeship route and we will claim this back through the apprenticeship levy.**

A discussion took place about the benefits of the training hub to recruit for areas where there were currently national recruitment issues. Four teachers will join the training hub from September 2024.

The Head of Criminology had been highly commended in the national teaching awards, sponsored by Pearson, in the Outstanding New Teacher of the Year category.

The Principal reported that there will be a several Teachers leaving this September. A discussion took place about the reason staff were leaving. The Principal explained that most were leaving for promotion or to move to another setting closer to home. Some members of staff were leaving the profession entirely. It was noted that the college's staff turnover rates were low. The Principal reported that no support staff were leaving this year. It was noted that the number of staff leaving the profession in London was higher than nation.

The Support Staff Governor reported that in recent exit interviews, staff had praised the colleges' leadership and management and said they had felt secure and supported during the college's Ofsted inspections.

A discussion took place about the feasibility of retaining staff by offering more flexible working practices. It was noted that flexibility had not been a big theme in the exit interviews. The Principal explained that some colleges were looking at offering more flexibility for staff when they were not teaching, including allowing staff to work from home on specific days. However, it was noted that because the college was a small setting it would be difficult to timetable this. It had been agreed that in future parents' evening will take place online, to enable staff to do these from home.

The Principal reported that the focus placed on attendance since the pandemic had paid dividends.

The GB paid tribute to the college for the improvements made to attendance.

#### **Excellence in curriculum innovation**

The Principal reported that the delivery of all three T Levels was going well: Business and Admin (Year 1 and 2), Accounting, and Education and Early Years.

A student had been taken on by his industrial placement employer.

The media team were currently planning for the launch of the new T Level in Media, Broadcast and Production.

Interest has been shown in the cricket academy following a marketing campaign.

#### **Governor question: What are the plans for the Alternative Academic (technical) Qualifications?**

**Response: We are waiting to hear about government plans for the Alternative Academic (technical qualifications) after the general election on 4<sup>th</sup> July 2024. We are looking at the new AAQs in preparation and will prepare to enrol students for two years from September 2025.**

**Dave Navarro joined the meeting at 6:49pm.**

The Principal reported that 89% of eligible Year 13 students had applied to UCAS this year. 70% of offers chosen as firm or insurance were from a Russell Group university.

Fifteen students from Year 12 had recently visited Oxbridge universities.

The SFX essential 8 had been integrated well into curriculum courses and the tutorial programmes.

The Principal gave an overview of the skills agenda.

A discussion took place about the bursaries to support disadvantaged students. The Principal explained that there was less flexibility with how the bursaries could be used to support students and the college was working with employers to support students.

### **Exemplary standards in social responsibility and faith in action**

The Principal gave an overview of the charity work.

### **Excellence in equality and raising participation**

The Principal explained that the college had recently held a 'Culture Day' to celebrate cultural diversity.

Several students who were planning to study at Russell Group Universities had secured a bursary from the Wemyss Foundation.

### **Commitment to promoting sustainability**

All building work was designed with improving energy efficiency and sustainability in mind.

The college was looking at government grants to provide 75% towards EV Charging points.

The Governing Body paid tribute to the college in the advances made in preparing students for employment and higher education.

### **Governor question: Are you able to accommodate the increasing numbers of students with Education Health Care Plans?**

**Response: We are currently having two consultations each week and we are looking to see how many students we can accommodate. We are not able to accommodate students if their level of need is too high. We currently have 32 students with EHCPs and claiming funding is difficult, especially when dealing with several local authorities.**

### **Item 10 Safeguarding and Catholic Inspection:**

#### **Ciaran Graham, Associate Principal, Ethos and Student Welfare**

The Associate Principal (CG) gave an update and explained that all staff had been trained in safeguarding and this had been logged on the Single Central Record.

The Associate Principal (CG) reported that there had been a change in the threshold for both Children in Need and Child Protection.

The CPOMs safeguarding system had made huge improvements to the transfer of data from schools.

The Associate Principal (CG) gave an overview of the safeguarding audit which had been undertaken in September 2023. The auditor had paid tribute to the Safeguarding Link Governor. The two recommendations from the audit had been implemented.

The Associate Principal (CG) referred to the Ofsted inspection, which had complimented the college on the high level of safeguarding.

The Associate Principal (CG) gave an overview of the safeguarding issues. Anxiety, depression and stress were the top issues. Suicide ideation was another increasing key area of concern. Issues relating to the housing crisis were also high.

The Associate Principal (CG) reported that another emerging issue this year had been an increase in crime committed against students. The Associate Principal (CG) gave an overview of the key issues.

The Associate Principal (CG) gave an overview of the support given to students.

The Associate Principal (CG) gave an overview of Looked After Students and the support given.

The Associate Principal (CG) gave an overview of the CSE and CCD training which was being planned for this year and the specific high street venues where safeguarding issues had been repeatedly highlighted by external authorities.

The Associate Principal (CG) gave an overview of the Essential 8 tutorials.

**Governor question: In the Team Around the Child meetings, does the college have to take responsibility?**

**Response: Yes, we are given the responsibility by the LA.**

#### **Catholic School's Inspection update**

The Associate Principal (CG) explained that he was a trained Catholic School Inspector and had undertaken two inspections of Catholic schools.

The college was expecting an inspection in the autumn term.

The Associate Principal (CG) gave an overview of the key curriculum themes for the new RED.

The Associate Principal (CG) gave an overview of the charity events which had been organised by students and staff at the college.

The Governing Body thanked The Associate Principal (CG) for the update.

#### **Item 11 Student Governors' Report**

None.

## **Item 12 Oral Reports from Governing Body's Committees**

**Item 12.1 Audit committee (held on Tuesday 7<sup>th</sup> May 2024): Draft minutes included in the papers for this meeting will be taken as read.**

The Chair of the Committee gave an update as outlined in the minutes.

**The Governing Body approved the Board Assurance Framework.**

**Item 12.2 Finance and Resources Committee (held on 18th June 2024): Draft minutes included in the papers for this meeting will be taken as read.**

In the absence of the Chair of the Committee, the Chair of Governors gave an update, as outlined in the minutes.

A discussion took place about the CFFR. The Principal explained that it had been based on a worse case scenario of low growth. However, there had already been an increase of more than 15 students than had been originally been budgeted for.

A discussion took place about ways to reduce staff costs in the future.

It was noted that the Finance and Resources Committee had felt comforted by the college's reserves. It was noted that the college had been engaged in a robust expansion of the premises over the last few years and it was unlikely that there will be any new bids for new developments.

**The Governing Body approved the updated College Financial Forecasting Return and 2024/25 budget.**

**The Governing Body approved the:**

- Financial Regulations
- Travel and Subsistence Policy
- Annual Health & Safety report
- Treasury Management Policy

**It was noted that the Accountability Agreement had been approved by email, to meet the submission deadline of 30<sup>th</sup> June 2024.**

The Chair of Governors reported that the senior postholders remuneration had been submitted to the Chair of the Finance & Resources Committee and this had been included in the budget. The remuneration of the two senior postholders had been approved by the Committee.

Prince Build had been approved by the Committee, as the contractors for the Wave 5 Capital T Level Project.

**Item 12.3 Curriculum Standards & Quality Committee (held on 13<sup>th</sup> June 2024): Draft minutes included in the papers for this meeting will be taken as read.**

The Chair of the Committee gave an update as outlined in the minutes.

**Item 12.4 Appeal Committee:** had not met since the previous FGB meeting



**Item 12.5 Remuneration Committee (held on Tuesday 3<sup>rd</sup> June 2024)** to note that the committee met, chaired by Keni Thomas, and received reports and performance reviews as required and had reported to the Chair of F&R for budget.

**Item 12.6 Governance Committee (held on 6<sup>th</sup> June 2024)**

The Chair of the Committee gave an update as outlined in the minutes.

The Principal explained that the college had approved an outsourced IT service for the forthcoming year. An external review and full tender had taken place with five suppliers presenting to a panel. A Consultant had been appointed to oversee the process and the Chair of Governors had attended the presentations.

The Principal explained that outsourcing of IT had been discussed by the Governing Body previously but had been put on hold due to the Covid-19 pandemic.

The current IT team will be TUPEd over to the external provider. .

**Governor question: Will the new company cover all the college's IT requirements?**

**Response: Yes, the external company will cover everything. There will be two people on-site and some off-site support, along with a remote helpdesk.**

**Governor question: Will the existing staff TUPE to the new provider?**

**Response: Yes, we are meeting with the HR team to discuss this. We have three members of staff who are eligible to be TUPEd over.**

**Governor question: What equipment do you need for a managed service?**

**Response: We buy the equipment; the company will ensure it is managed.**

**Governor question: How long is it for?**

**Response: It is a five-year contract.**

**Item 13 Governance:**

**Item 13.1 Academisation updates**

The Chair of Governors reminded Governors that it was important to be fully versed in the process of academisation and to undertake research into the options.

A discussion took place about the importance of academisation in providing the opportunity for strategic structural change for the 16-19 sector and the importance of focusing on the coherence. It was agreed that this will be added to the agenda for the Focus Morning. **Action: Clerk.**

**Item 13.2 Link Governor updates including Safeguarding**

The Governing Body thanked Keni Thomas and Sarah Medicoff for the Link Governor forms. It was noted that all Link Governors should complete the Link Governor form following their visits.

**Item 13.3 Committees: to review and agree membership for 24/25**

It was agreed that Patrick Kwong will be added to the Audit Committee.

With the above change, the Governing Body agreed the committee membership for 2024/25.

**Item 13.4 Governor vacancies update:**

The Clerk gave an overview of current vacancies:

- One Parent Governor
- Four Foundation Governors (one Foundation Governor application was in progress)
- Two Student Governors.

A discussion took place about ways to attract potential parent governors. It was agreed that Gabrielle Williams Hamer will attend the “Meet the Teachers” evening. **Action: Gabrielle Williams Hamer.**

**Item 13.5 Tracking against Governance Improvement Plan**

The Governing Body noted the Tracking against the Governance Improvement Plan. It was agreed that this will be reviewed at the Focus Morning on 5<sup>th</sup> October 2024. **Action: Clerk.**

**Item 13.6 Review the Governing Board’s Standing Orders and the Committee’s Terms of Reference (two-year review)**

The Clerk advised that the Standing Orders and Committee’s Terms of Reference had been circulated for review to bring consistency to their review.

A discussion took place about the Parent Governor vacancy. It was agreed that the election was likely to deter some potential candidates from standing. It was agreed that the Clerk will take advice about re-wording the Standing Orders and circulate an amended version. **Action: Clerk.**

The Governing Board approved the:

- Audit Committee Terms of Reference
- Governance Committee Terms of Reference
- Finance and Resources Committee Terms of Reference
- CSQ Committee Terms of Reference

**Item 13.7 Governor Training & Development Opportunities**

The Governing Board noted the training opportunities which had been circulated.

The Clerk advised that she will be looking at the key areas for future governor training in the autumn term.

**Item 13.8 To review and discuss the Governing Body’s Skills Matrix**

It was noted that the Skills Matrix showed a good range of skills and experience across the Governing Body.

The Clerk gave an overview of the draft Skills Matrix. Governors who had not yet completed the Skills Matrix were reminded to forward the completed matrix to the Clerk. **Action: Governors.**

**Item 13.9 Governor Engagement: Feedback from Governors on attendance at / participation in meetings / conferences / online development**

The Principal and the Associate Principal (KF) reported that they had recently attended the AVIC Conference. AVIC

**Item 13.10 External Review of Governance update**

David Wright thanked the Governing Board for their contribution to the External Review of Governance.

**Item 14 Schedule of Dates and Business for 2024-25: to affirm dates and ratify the schedule of business.**

The Governing Board approved the new dates for the F&R Committee meetings:

- Tuesday 1st October 2024
- Tuesday 4th March 2025

**Item 15 Are Governor satisfied that all information received, and all decision taken at this meeting have been centred on improving the experience and levels of achievement of student 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?**

Yes.

**Item 16 Identification of confidential items**

None.

**Item 17 Chair's Closing Remarks**

The Chair of Governors thanked all present for attending and reminded the GB to continue to research academisation.

**Item 18 Any other Business**

None.

**Item 19 Close of meeting and closing prayer**

The meeting closed in prayer.

**Item 20 Dates of next meetings:**

Focus Morning: Saturday 5<sup>th</sup> October 2024 at 9:30am.

FGB: Tuesday 10<sup>th</sup> December 2024 at 6pm

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chair of Governors**

