



ST FRANCIS XAVIER CATHOLIC SIXTH FORM COLLEGE

Meeting of the Full Governing Body

Tuesday 10th December 2024

6pm – 8.30pm

To be held in St Francis Xavier Catholic Sixth Form College
(refreshments from 5.30pm)

Agenda

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

Governors:

Nader Sheta, Foundation Governor, Chair of Governors
Kate Bainbridge, Co-opted Governor
Michael Belfourd, Foundation Governor, Vice Chair of Governors
Dave Navarro, Foundation Governor
Gabrielle Hamer Williams, Co-opted Governor
Anna Mason, Staff Governor (support)
Sarah Medicoff, Foundation Governor
Keni Thomas, Foundation Governor
Graham Thompson, Principal
Aaron Takyi, Staff Governor (teaching)
Chukwuweta Uraih, Foundation Governor

Invited to attend:

Karen Foan, Associate Principal, Curriculum
Ciaran Graham, Associate Principal, Ethos and Student Welfare
Patrick Kwong, Prospective Governor/Associate Member
Clare Baskott, Clerk to the Governors

	<ul style="list-style-type: none"> Principal's Commentary on Results Awarded Summer 2024 Headline Results <p>11. Chairs Action: TBC</p>	
6:15pm	12. Student Governors' Report – Carry forward to the next meeting	TBC
6.30pm	<p>13. PRINCIPAL'S REPORT TO GOVERNORS</p> <p>Graham Thompson - Principal to review the Executive Summary</p> <p>Governors are invited to submit questions on the report (via the Clerk) in advance of the meeting – by 4.30pm on Monday 9th December 2024)</p>	Yes
6:50pm	<p>14. Safeguarding</p> <p>15. Safeguarding Child Protection Policy 2024-25</p> <p>16. Keeping Children Safe in Education (September 2024) and updates</p> <p>Governors to confirm that they have read and understood KCSiE 2024 via their personal declarations on GovernorHub</p> <p>17. Safeguarding training update – Clerk</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Verbal update</p>
7.00pm	<p>Self-Assessment Report (SAR) For 2024-25</p> <p>18. College SAR Executive Summary & QUIP – Karen Foan, Associate Principal</p> <p>19. Governance Self-Assessment</p>	<p>Yes</p> <p>Yes</p>
7:30pm	<p>20. Oral Reports from Governors Committees:</p> <p>Minutes/draft minutes will be taken as read and the Chair's reports will focus on resolutions/approvals. The Audit committee and the F&R Committee will jointly propose that the audited Financial Statements and Post-Audit Management Report for the year ended 31st July 2024, as presented to the meeting of the FGB by the External Auditor on Tuesday 12th November 2024, 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>22.1 Audit committee (met remotely on Tuesday 12th November 2024): Draft minutes included in the papers for this meeting will be taken as read. Matters requiring decision / approval will be presented by the chair of the committee to include:</p> <ul style="list-style-type: none"> Annual Report 2023-24 from the Audit Committee to Governors. 	<p>Yes</p> <p>Yes</p>

	<p>22.2 Finance and Resources Committee (met remotely on 1st October 2024 and 12th November 2024): Draft minutes included in the papers for this meeting will be taken as read. Matters requiring decision/approval:</p> <ul style="list-style-type: none"> • Health and Safety Policy • Professor Keohane Memorial Fund • Annual Report & Financial Statements for year ended 31st July 2024 • Post Audit Management Report for year ended 31st July 2024 • Letter of Representation <p>22.3 Curriculum Standards & Quality Committee (met remotely on 8th October 2024): Draft minutes included in the papers for this meeting will be taken as read.</p> <p>22.4 Appeal Committee: has not met since previous FGB meeting</p> <p>22.5 Remuneration Committee has not met since previous FGB meeting. Chair of Governors to outline process of appraisal and remuneration of Senior Post Holders.</p> <p>22.6 Governance Committee (met remotely on Tuesday 19th November 2024) Draft minutes included in the papers for this meeting will be taken as read. Matters requiring decision/approval: Add additional members to the Audit Committee</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
7:45pm	<p>Governance:</p> <p>21. Academisation updates: Chair of Governors/Principal</p> <p>22. To review and adopt the Association of College's (AoC) Corporate Code of Governance</p> <p>23. Safeguarding Responsibility to receive any report / update from the Safeguarding Link Governor: Kate Bainbridge</p> <p>24. Link Governor updates to include: TBC</p> <p>25. Committees: to review membership Chair of CSQ Committee Additional members of the Audit Committee</p> <p>26. Review of the Focus Morning and to arrange new date for the Quality Morning</p> <p>27. To note the end of term of office of Dave Navarro as at 6th January 2025</p>	<p>Yes</p> <p>Yes</p>

	<p>28. Governor Training & Development Opportunities</p> <p>29. Governor Engagement: feedback from governors on attendance at / participation in meetings / conferences / online development</p> <p>30. Link Governor roles to be assigned to include: RE</p> <p>31. External Governance Review update/and update on tracking against the Governance Review action plan</p> <p>32. To consider the appointment of Patrick Kwong as an Associate Member with a one-year term of office/ until he is approved as a Foundation Governor</p>	
8pm	<p>33. 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?</p> <p>34. Chair's Closing Remarks:</p> <p>35. Any Other Business:</p> <p>36. Close of Meeting and Closing Prayer</p> <p>37. Date of Next Meeting: Tuesday 18th March 2025 at 6pm Tuesday 1st July 2025 at 6pm</p>	