

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

Timing:	Item:	Paper:
6pm	1. Opening Prayer	
	2. Apologies for Absence: Aaron Takyi	
	3. Introductions / Membership of The Governing Body	
	Patrick Kwong: Prospective Foundation Governor	
	4. Declaration of Interests: To comply with Article 14 of the Articles of Government (2015), the Clerk must maintain a register of the interests of governors. If not already done, please complete the declaration under your personal profile on GovernorHub prior to the meeting. Any interests should be disclosed before the meeting commences.	
	5. 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 their period of office, if they have reason to believe that they are no longer eligible to continue as a Governor or Charity Trustees. If not already done, please complete the declaration on GovernorHub prior to the meeting.	
	6. Election of Chair of Governors to take effect from 1 st January 2025 for a two-year term of office	
	 7. Minutes of the Meetings Held on: Tuesday 19th March 2024* Tuesday 2nd July 2024 Tuesday 12th November 2024 	
	*Please note that due to IT issues the minutes which were previously approved did not include items 22 to 25 (which are highlighted in red).	
	8. Matters Arising (other than those covered by agenda items):	Yes Yes Yes
	9. Review of Actions Carried from Previous Meetings: See Action Log	
	 10. Information/Data/Communicated since the last meeting: Monthly Management Accounts: July, August, September, October 2024 Training/webinars (various dates) Annual declarations: Pecuniary and Business Interests, Keeping Children Safe in Education and Eligibility to be a Governor (via GovernorHub) 	Yes

>		
	 Principal's Commentary on Results Awarded Summer 2024 Headline Results 	
	11. Chairs Action: TBC	
6:15pm	12. Student Governors' Report – Carry forward to the next meeting	ТВС
6.30pm	13. PRINCIPAL'S REPORT TO GOVERNORS Graham Thompson - Principal to review the Executive Summary Governors are invited to submit questions on the report (via the Clerk) in advance of the meeting – by 4.30pm on Monday 9 th December 2024)	Yes
6:50pm	14. Safeguarding	
	15. Safeguarding Child Protection Policy 2024-25	
	16. Keeping Children Safe in Education (September 2024) and updates	Yes
	Governors to confirm that they have read and understood KCSiE 2024 via their personal declarations on GovernorHub	Yes Yes
	17. Safeguarding training update – Clerk	Verbal update
7.00pm	Self-Assessment Report (SAR) For 2024-25	
	18. College SAR Executive Summary & QUIP – Karen Foan, Associate Principal	Yes
	19. Governance Self-Assessment	Yes
7:30pm	20. Oral Reports from Governors Committees:	
	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 31 st July 2024, as presented to the meeting of the FGB by the External Auditor on Tuesday 12 th 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).	
	22.1 Audit committee (met remotely on Tuesday 12 th 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:	Yes
	Annual Report 2023-24 from the Audit	V
	Committee to Governors.	Yes

	 31st July 2024 Letter of Representation 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. 22.4 Appeal Committee: has not met since previous FGB meeting 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. 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. 	Yes
7:45pm	Matters requiring decision/approval: Add additional members to the Audit Committee Governance:	
	 Academisation updates: Chair of Governors/Principal To review and adopt the Association of College's (AoC) Corporate Code of Governance Safeguarding Responsibility to receive any report / update from the Safeguarding Link Governor: Kate Bainbridge Link Governor updates to include: TBC Committees: to review membership Chair of CSQ Committee Additional members of the Audit Committee Review of the Focus Morning and to arrange new date for the Quality Morning To note the end of term of office of Dave Navarro as at 6th January 2025 	Yes

	28. Governor Training & Development Opportunities	
	29. Governor Engagement: feedback from governors on attendance at / participation in meetings / conferences / online development	
	30. Link Governor roles to be assigned to include: RE	
	31. External Governance Review update/and update on tracking against the Governance Review action plan	
	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	
8pm	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?	
	34. Chair's Closing Remarks:	
	35. Any Other Business:	
	36. Close of Meeting and Closing Prayer	
	37. Date of Next Meeting : Tuesday 18 th March 2025 at 6pm Tuesday 1 st July 2025 at 6pm	