



CATHOLIC SIXTH FORM COLLEGE

ST FRANCIS XAVIER CATHOLIC SIXTH FORM COLLEGE

Meeting of the Full Governing Body

Tuesday 19th March 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 Belfound, Foundation Governor, Vice Chair of Governors
Paul Barber, Foundation Governor
Dave Navarro, Foundation Governor
Somayina Ebele, Foundation Governor
Daniel James-Proffitt, Student Governor
Anna Maston, Staff Governor (non-teaching)
Isabella McGhee, Student Governor
Sarah Medicoff, Foundation Governor
Keni Thomas, Foundation Governor
Graham Thompson, Principal
Aaron Takyi, Staff Governor (teaching)
Chukwuweta Uraih, Foundation Governor
Eve Preece, Former Staff Governor (non-teaching)
Gabrielle Williams Hamer, Co-opted Governor

Invited to attend:

Karen Foan, Associate Principal, Curriculum
Ciaran Graham, Associate Principal, Ethos and Student Welfare
Clare Baskott, Clerk to the Governors

		Reports
6pm	<ol style="list-style-type: none"> 1. Opening Prayer 2. Apologies for absence: 3. Introductions/Membership of the Governing Body <ul style="list-style-type: none"> • To note the resignation of Virginie Ramond (Parent Governor) on 2nd February 2024 • To note the end of term of office of Eve Preece (Support Staff Governor) on 16th March 2024 • To note the resignation of Somayina Ebele (Foundation Governor) on 12th March 2024 • To note the appointment of Anna Mason as (Support Staff Governors) on 16th March 2024 • To consider the appointment of Gabrielle Williams Hamer as a Co-opted Governor with a four year term of office from 19th March 2024 to 18th March 2028 4. Minutes of the meeting held on 11th December 2023 5. Matters Arising and review of Actions carried forward from the previous meetings: <ol style="list-style-type: none"> a. 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. Completed. b. It was agreed that Isabella McGhee will repeat the survey for the next meeting. Action: Isabella McGhee. On the agenda. c. It was agreed that in future the Principals' Report will include a staffing update. Action: Principal. d. 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. Completed. e. Governance Self-Assessment. It was agreed that the Principal will draft the Governance Self-Assessment. Action: Principal. Completed. f. It was noted that the Safeguarding Link governor will provide an update at the next meeting. Action: Safeguarding Link Governor. On the agenda. g. The Governor training and development opportunities had been circulated via GovernorHub. It was agreed that Michael 	<p data-bbox="1236 481 1348 515">Reports</p> <p data-bbox="1181 1288 1236 1321">Yes</p>

	<p>Belfour will forward the Maxmilian newsletter to the Clerk for circulations. Action: MB/Clerk. Completed.</p> <p>h. It was agreed that the Principal will circulate the student numbers for course and the comparable data for 2022/23. Action: Principal. Completed.</p> <p>6. Information/Data etc communicated since the previous meeting:</p> <ul style="list-style-type: none"> • Ofsted inspection report (January 2024) • Monthly Management Accounts: November 2023, December 2023, January 2024, February 2024 • Training/webinars (various dates) • Maximilan Newsletters (various dates) <p>7. Chair's Actions: TBC</p>	
6:15pm	8. Student Governors' Report	TBC
6.30pm	<p>9. Principal's Report to Governors Graham Thompson - Principal to give an overview of the Executive Summary Governors are invited to submit questions on the report (via the Clerk) in advance of the meeting – by 9am on Monday 18th March</p>	Yes
6:45pm	<p>Standing item:</p> <p>10. Update on the Post Ofsted Action Plan – Graham Thompson, Principal and Karen Foan, Associate Principal</p>	Yes
7pm	<p>Standing item:</p> <p>11. Update on the College SAR Executive Summary & QUIP – Karen Foan, Associate Principal</p>	Yes
7:15pm	<p>12. Oral Reports form Governors' Committees:</p> <p>12.1 Audit committee (met remotely on 26th February 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"> • Audit Committee Terms of Reference <p>12.2 Finance and Resources Committee (met remotely on 20th February 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"> • Charging Policy 	<p>Yes</p> <p>Yes</p>

	<p>12.3 Curriculum Standards & Quality Committee (met remotely on 1st February 2024): Draft minutes included in the papers for this meeting will be taken as read.</p> <p>12.4 Appeal Committee: has not met since previous FGB meeting</p> <p>12.5 Remuneration Committee has not met since previous FGB meeting.</p> <p>12.6 Governance Committee has not met since previous FGB meeting</p>	<p>Yes</p>
<p>7:30pm</p>	<p>GOVERNANCE:</p> <p>13. College Financial Handbook update (TBC)</p> <p>14. Link Governor updates</p> <ul style="list-style-type: none"> - Safeguarding Link Governor: Kate Bainbridge - Link Governor updates TBC <p>15. Governor feedback from the Quality Morning (2nd February 2024) and Focus Morning (8th March 2024)</p> <p>16. External Governance Review (scoping meeting scheduled for 22nd April 2024 and governance review to take place in summer term 2024)</p> <p>17. Committees: to review membership</p> <ul style="list-style-type: none"> - To add additional Governors to the Remuneration Committee <p>18. Governor vacancies (updates as applicable)</p> <p>19. Tracking against Governance Improvement Plan</p> <p>20. Governor Training & Development Opportunities</p> <p>21. Governor Engagement: feedback from governors on attendance at / participation in meetings / conferences / online development</p> <p>22. To review and agree schedule of meetings for 2024-25</p> <p>23. To review the RSE Policy</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

	24. To review the Governing Body's Conduct of Business (two year review)	Yes
	25. Statement by GB on obtaining the views of staff and students (two year review)	Yes
8pm	26. 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? 27. Chair's Closing Remarks 28. Any Other Business 29. Close of meeting and closing Prayer 30. Date of next meeting: Tuesday 2 nd July 2024 at 6pm	