

**Meeting of the Full Governing Body**

**Tuesday 10<sup>th</sup> December 2024**

**At 6:00pm**

**Held at the 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

**Present:**

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  
Chukwuweta Uraih, Foundation Governor

**Apologies:**

Aaron Takyi, Staff Governor (teaching)

**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  
Patrick Kwong, Prospective Foundation Governor (Observer)

## **Minutes**

**The meeting was quorate throughout.**

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

### **Item 1 Welcome and Opening**

The Chair of Governors opened the meeting at 6:01pm.

The Principal led the meeting in prayer.

### **Item 2 Apologies for absence**

Apologies for absence were received Aaron Takyi.

No-one was absent without apologies.

### **Item 3 Introductions / Membership of The Governing Body**

The Chair of Governors welcomed prospective Governor, Patrick Kwong to the meeting. All present made their introductions.

### **Item 4 Declarations of Interests/Register of Interest**

***To comply with Article 14 of the Articles of Government (2015), the Clerk must maintain a register of the interests of governors.***

Governors were reminded to complete their annual declarations via the declaration section on GovernorHub. **Action: Governors.**

### **Item 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***

Governors were reminded to complete their annual declarations of eligibility to continue to serve as a Governor, via the declaration section on GovernorHub. **Action: Governors.**

### **Item 6 Election of Vice Chair of Governors**

The Clerk invited nominations for Chair of Governors.

**Nader Sheta, Foundation Governor, was reappointed as Chair of Governors for a two-year term of office from 1<sup>st</sup> January 2025.**

### **Item 7 To review and approve the Minutes and Confidential Minutes of the meetings held on:**

**- Tuesday 19<sup>th</sup> March 2024**

**- Tuesday 2<sup>nd</sup> July 2024**

**- Tuesday 12<sup>th</sup> November 2024**

The minutes of the above meetings were agreed to be an accurate record of the meeting and will be signed electronically by the Chair of Governors. **Action:**

**Clerk/Chair of Governors.**

### **Item 8 Matters Arising (Other than those covered by agenda Items)**

#### **Parent Governor Election**

The Clerk advised that it was outlined in the GB's Instrument of Government that a Parent Election must take place if more than one parent wishes to stand. Clause 5 of

the Instrument, 2015 states that *“The Governing Body shall make regulations, setting out the procedures for obtaining nominations for parent, staff or student governors including, where appropriate, the procedures for any elections to obtain such nominations.*

The Clerk had revised the Parent Governor advertisement and met with two parents who had expressed an interest in joining the Governing Body. Both candidates had submitted their forms, and an election will take place in January 2025.

All other actions had been completed.

**Item 9 Information/Data Communicated since last meeting in July 2024:**

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

- 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)
- Principal’s Commentary on Results Awarded Summer 2024
- Headline Results
- Details of Masses and award celebrations.

**Item 10 Chair to provide an update on any Chair’s Actions**

None.

**Item 11 Student Governors’ Report**

None.

**Item 12 Principal’s Report to Governors - Graham Thompson, Principal**

The Principal gave an overview of the Executive Summary.

**Sector News**

The new Labour government had reneged on its promise of a substantial pause and review with regards to the withdrawal of the funding of Applied General qualifications. Instead, they had committed to a short-focussed review with the findings expected to be published in late December 2024.

Non-academised sixth form colleges had been omitted from the funded pay award for teachers. Three days of strikes had taken place and a further four days has just been announced for January 2025. A consolidated pay offer of 2% has been rejected by the unions. The Sixth Form Colleges Association (SFCA) was in talks with the Department of Education about the issue.

**Governor question: Are there particular areas of the college where staff are striking?**

**Response: The strike action has impacted all academic departments across the college. We maintain positive relationships with the union representatives throughout this process.**

**Governor question: How will the National Insurance increases impact the college's finances?**

**Response: While the Department for Education (DfE) has stated they will cover the National Insurance increases; we have not yet received specific information or confirmation regarding the implementation of this funding support.**

A discussion took place about the potential benefits of academisation for staff pay awards.

The proposed condition of funding rules for GCSE English and Maths had been relaxed. Value Added measures will be returning to the performance tables in 2025.

### **College news**

The College's financial position for FY24 was "Good", its allocation for 24/25 was just over £9,119k.

There had been a good turnout for the college's open day, with more than 670 potential new students attending.

A number of improvements had been made to the estate, this included the new media and film studio which had also attracted students to the open day.

There were 1304 students on-roll at the census date, this was an increase of 34 funded learners in comparison to 2023/24. The college target for 2024/25 was 1285.

The number of new students enrolled had fallen by 11%, in comparison to 2023.

The overall conversion rate from acceptance to enrolment was 42.9%, which was a slight increase on last year.

**Governor question: How did attendance at this year's open day compare to 2023?**

**Response: Whilst attendance numbers were lower than 2023, it should be noted that last year we saw record attendance figures for our open day.**

A discussion took place regarding student enrolment rates. The Principal explained that some students had not met the entry requirements, and several had also opted to retake their GCSEs instead.

The Principal gave an overview of student numbers from feeder schools, as outlined in the report. The percentage of students from partner and former partner schools had dropped to 7% (from 9%).

**Governor question: Do staff attend the feeder schools to showcase the college?**

**Response: We do when we are permitted, but many schools are keen to keep their students if they have a sixth form on-site.**

The Principal gave an overview of the student demographics as outlined in the report.

The Principal gave an overview of the college charity events and collections which included supporting the Peckham Food Bank, Macmillan Coffee Morning and Mary's Meals.

Seven candidates were being prepared for the sacrament of Confirmation and this year's Confirmation Mass had been scheduled to take place on 8th May 2025.

### **Pastoral**

Two students had been on Child protection Plans, and had recently been re-categorised as 'Children in Need'.

214 unique entries relating to 104 students have been made on CPOMs; the college's safeguarding reporting platform

### **Outcomes/Exams**

Overall, the summer's exam results had seen an improving picture in comparison to 2023 outcomes with the achievement rate surpassing all benchmarks.

GCSE English and Maths outcomes had improved on last years: English 40% high grades; Maths 20% high grades

A discussion took place about the college's trial of a Welsh exam board for Maths. The Principal explained that the exam board had been piloted last year for a small number of students and the full results will be seen and the data analysed in January 2025.

### **Courses**

The college currently had four T Levels courses; the latest addition being Media, Broadcast and Production. Recruitment had been varied with Accounting and Management & Administration T Levels recruiting well, but Education and Early Years and Media Broadcast and Production failing to get any real traction.

### **Governor question: Will you maintain the T Level Offer?**

**Response: Yes, we are committed to the T Level courses and the quality these courses offer. One issue is parental opinion about T Levels which we are endeavouring to change.**

A discussion took place about the T Level courses and expected future student numbers.

### **Destinations**

86% of the Level 3 leavers had progressed to higher or further education or into an apprenticeship, whilst 13% had moved into employment.

100% of Level 1 and 2 students had continued with their education, or progressed into employment, with 60% continuing their studies at the college.

Of those Level 3 leavers who had progressed to university, 22% had progressed to the top third of universities (16% in 2023). The percentage of students to take up places at Russell Group universities had doubled from 4% to 8%.

### **Students**

The SFX Essential 8 programme was now in its second year and was embedded into tutorials and across the curriculum and supported students in developing 8 key transferable skills.

Attendance remained high at 94% with punctuality to lessons standing at 96%.

32% of students who had arrived at the College had not achieved a grade 4 in English, maths or both, the SFC average was 15%.

Governors, Sarah Medcoff and Keni Thomas reported that they had both been involved with the college's Christmas networking event.

86% of the college's Year 13 Level Three High Needs students had progressed to university and this was well above Widening Participation in HE statistics for 22/23 of 9.3%

### **Sustainability**

The College has implemented a number of actions in an attempt to reduce its carbon footprint and was still exploring the option of solar panels.

The Governing Body thanked the Principal for the update and paid tribute to the principal and staff for their work supporting students at the college

### **Safeguarding**

#### **Item 13 Annual Review of the Safeguarding Child Protection Policy 2024-25**

The Child Protection Policy 2024-25 had been circulated prior to the meeting. It was noted that the Safeguarding Link Governor had all reviewed the policy.

The Associate Principal (CG) gave an overview of the key changes.

#### **The Governing Board approved the Safeguarding Child Protection Policy 2024-25.**

#### **Item 14 Keeping Children Safe in Education (September 2024) had been circulated prior to the meeting.**

Governors confirmed that they had read and understood Keeping Children Safe in Education (September 2024) using their personal declarations on GovernorHub.

#### **Item 15 Safeguarding training update**

Governors were reminded to complete their safeguarding training and update their training log on GovernorHub by 30<sup>th</sup> December 2024. **Action: Governors.**

### **Self-Assessment Report (SAR) For 2023-35**

#### **Item 16 College SAR Executive Summary & QUIP**

The Associate Principal (KF) gave an update and reported that overall effectiveness was good, and this had been recognised last year during the Ofsted inspection.

The College continued to support economically disadvantaged learners, addressing gaps and ensuring that students were supported to achieve their potential. This ensured achievement rates for the most disadvantaged students were well above national average. (96.6%, National Average for all students 85.3%)

Students developed the specific knowledge, skills and behaviours needed for them to move into their intended next steps, with 83% of advanced completers and 86% of EHCP students.

Progression from Level 1 to 2 and Level 2 to Level 3 was outstanding, with 93% of students progressing to courses either at the college or to an apprenticeship/traineeship or to study at other FE institutions

The Associate Principal (KF) referred Governors to page 5 and reported that in a small number of A-Level courses, intervention has not yet been effective in leading to improvements in student outcomes and new Heads of Departments had been recruited to make improvements.

The Associate Principal (KF) gave an overview of the subject areas for improvement.

**Governor question: How is the UpLearn platform supporting students?**

**Response: It is too early to draw conclusions. The current Year 12 will have had access to the platform for 18 months when they take their exams, and we will assess the exam data to draw some conclusions. Teachers are checking the usage of the platform.**

The EQR had taken place with a focus on BTEC lessons and the areas of strength and development had been noted. Clerk to add to the agenda for the CSQ Committee meeting. **Action: Clerk.**

A key area of focus was to improve the GCSE Maths results for students who joined with a grade 2 GCSE Maths.

The Associate Principal gave an overview of the College Improvement Plan.

The Governing Board thanked the Associate Principal for the update

**Item 17 Reports from Governors' Committees:**

**Item 17.1 Audit committee (met remotely on 12<sup>th</sup> November 2024)**

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 Principal reported that the Cyber Security certification was in progress.

It was agreed that cyber security will be a standing agenda item on all future agendas for the Audit Committee.

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 Audit Committee Annual Report 2023-24 from the Audit Committee to Governors, for filing with the EFSA.**

**Item 17.2 Finance and Resources Committee (met remotely on 1<sup>st</sup> October 2024 and 12<sup>th</sup> November 2024)**

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.

**Following the Chair of the Finance and Resource's Committee's recommendation, the Governing Body approved the following:**

- Health and Safety Policy.
- Professor Keohane Memorial Fund nomination for Parsa Sianat.

### **17.3 Curriculum Standards & Quality Committee (met remotely on date 10<sup>th</sup> October 2024)**

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.

### **Item 17.4 Financial Statements and Post-Audit Management Report for year ended 31<sup>st</sup> July 2024**

The Audit and F&R Committees jointly recommended approval of the audited Financial Statements and Post-Audit Management Report for the year ended 31 July 2024, as presented by the External Auditor on 12 November 2024, for filing with the ESFA and sending the letter of representation to Buzzacott LLP.

**The Governing Body approved the Financial Statements and Post-Audit Management Report for the year ended 31<sup>st</sup> July 2024 and the Letter of Representation for signing and filing with the ESFA.**

### **Item 17.5 Appeal Committee**

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

### **Item 17.6 Remuneration Committee**

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

### **Item 17.7 Governance Committee (met remotely on 19<sup>th</sup> November 2024)**

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.

### **Governance:**

#### **Item 18 Academisation updates: Chair of Governors/Principal**

It was agreed that the Clerk will re-send the link to the poll to arrange the Academisation Working Party meeting. **Action: Clerk.** It was agreed that the Principal will continue exploring academisation with Christ the King College. **Action: Principal.**

### **Item 19 To review and adopt the Association of College's (AoC) Corporate Code of Governance**

**The Governing Board agreed to adopt the Association of College's (AoC) Corporate Code of Governance.**

### **Item 20 Safeguarding Responsibility to receive any report / update from the Safeguarding Link Governor: Kate Bainbridge**

No update.

### **Item 21 Link Governor updates**

See item 26.

### **Item 22 Committees: to review membership**

- Chair of CSQ Committee
- Additional members of the Audit Committee



A discussion took place about potential new members of the Committee. Governors were asked to contact the Clerk and the Chair of Governors to express their interest in the role of Chair of the CSQ Committee. It was agreed that Patrick Kwong will join the Audit Committee. Clerk to update the records. **Action: Clerk.**

**Item 23 Review of the Focus Morning and to arrange new date for the Quality Morning**

It was agreed that the Quality Morning will take place on 31<sup>st</sup> January 2025. Clerk to send invites. **Action: Clerk.**

**Item 24 To note the end of term of office of Dave Navarro as at 6<sup>th</sup> January 2025**

The Governing Board thanked Dave Navarro for his work and commitment to the Governing Board.

**Item 25 Governor Training & Development Opportunities**

The Governing Body noted the opportunities circulated by the Clerk.

**Item 26 Governor Engagement: feedback from governors on attendance at / participation in meetings / conferences / online development**

Governor, Keni Thomas, reported on a Link Governor visit he had undertaken focusing on student's vision of a Dream College. Students had highlighted four key priority areas:

- Punctuality.
- Physical space: common rooms and classrooms.
- Student's evaluation of Teachers.
- Cultural representation.

Governor, Sarah Medicoff, gave an overview of the T Level Networking Day she had attended, where she had met parents, students and employer and noted the positive response from the attendees about the college.

The Governing Body thanked Keni Thomas and Sarah Medicoff for the updates.

Governor, Michael Belfour reported that he had attended the Association of College's SEND Committee network on 5<sup>th</sup> December 2024.

**Item 27 Link Governor roles to be assigned to include:**

It was agreed that Gabrielle Williams Hamer will take on the Link Governor role for RE.

**Item 28 External Governance Review update/and update on tracking against the Governance Review action plan**

The Governing Body noted the above.

**Item 29 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**

The Governing Body approved the appointment of Patrick Kwong as an Associate

**Member with a one-year term of office, or until as such time he is appointed as a Foundation Governor.**

**Item 30 Safeguarding Link Governors**

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

**Item 31 Evaluation of the meeting**

Governors confirmed they were 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

**Item 32 Chair's Closing Remarks**

The Chair paid tribute to staff, students, parents and governors.

**Item 33 Any Other Business**

None.

The Chair of Governors thanked all present for attending.

**Item 34 Close of Meeting and Closing Prayer:**

The meeting closed at 7:57pm.

**Item 35 Date Of Next Meeting**

Tuesday 18<sup>th</sup> March 2025 at 6pm at the college.

**The approved minutes will be signed electronically by the Chair of Governors**