

**Meeting of the Full Governing Body  
Tuesday 1st July 2025  
6pm – 8.30pm  
To be held in St Francis Xavier College  
Minutes**

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  
Femi Adedeji, Parent Governor  
Feranmi Durojaye, Student Governor – partial attendance  
Gabrielle Williams Hamer, Co-opted Governor  
Patrick Kwong, Prospective Foundation Governor/Associate Member  
Anna Mason, Staff Governor (support)  
Sarah Medicoff, Foundation Governor  
Mason Rhoomes, Student Governor – partial attendance  
Graham Thompson, Principal

**In attendance:**

Clare Baskott, Clerk to the Governors  
Elena Cirillo, Prospective Governor/Associate Member  
Karen Foan, Associate Principal, Curriculum  
Ciaran Graham, Associate Principal, Ethos and Student Welfare  
Keni Thomas, Former Foundation Governor (reappointment in progress)

**Apologies:**

Kate Bainbridge, Co-opted Governor  
Aaron Takyi, Staff Governor (teaching)  
Chukwuweta Uraih, Foundation Governor

## **Minutes**

**The meeting was quorate throughout.  
All reports had been circulated**

### **Item 1: Opening Prayer**

The Principal opened the meeting in prayer.

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

The Chair of Governors welcomed all present to the meeting.

The Chair welcomed Elena Cirillo, Prospective Foundation Governor/Associate Member to the meeting.

All present made their introductions.

### **Item 3: Apologies for absence**

Apologies were received from Kate Bainbridge, Aaron Takyi and Chukwuweta Uraih.

### **Item 4: Declarations of interests**

None.

### **Item 5: Minutes of the meeting held on 18<sup>th</sup> March 2024**

The minutes of the previous meeting were approved.

### **Item 6: Matters arising (other than covered by agenda items)**

None.

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

- Monthly Management Accounts & ESFA Dashboard report: March, April, May 2025.
- Maximilian newsletter.
- Invitation to 40<sup>th</sup> Anniversary celebration: 10<sup>th</sup> July 2025 at 11am.
- Governor courses/webinars Sixth Form College Association, Association of Colleges and Diocese.

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

None.

### **Item 9: Principal's Report to Governors**

The Principal gave an update.

## **Funding**

The Student funding rate will be increased by 5.4%, to more than £5k per student.

## **Teacher's Pay Award**

The unions had asked for a RPI inflation rate pay award with an accelerated discussion on workload.

The college was anticipating a 4% pay award for next year.

## **Curriculum**

The college had paused plans on moving the curriculum forward until the government

announcement was made. The extended diplomas and diplomas were unlikely to be funded in the future.

**Governor question: Will the suspected changes impact on Teachers?**

**Response: It is likely that Teachers will teach more groups of single awards. The content is also likely change.**

### **SEND**

The SEND White Paper will be published in the autumn term. Changes to Education Health Care Plans and funding were expected.

### **Ofsted**

Ofsted had delayed publication of their consultation. The new framework was due to begin in November 2025. The Secretary of State for Education had intervened following concerns expressed by schools and colleges about the short lead up time.

### **Ethos**

The Ethos Day had been scheduled for Monday 7<sup>th</sup> July at 10am and all Governors were invited to attend.

### **Student Numbers**

Funded student numbers will be 1302 and this is lag funded.

The college had enrolled fewer Year 1 students last year and it was important to increase numbers for 2025-26.

The college was working with the Department of Education team, to optimise the number of students moving from year 12 to 13.

**Governor question: How many students enrolled last September?**

**Response: 601.**

A discussion took place about the importance of retaining students in the first 42 days to secure funding.

**Governor question: Are there any trends around which students drop out?**

**Response: It is difficult to ascertain a pattern. Some schools get in touch with their former students after they have enrolled with us, and some students return to their previous setting.**

A discussion took place about the improvements made to improve retention rates.

**Governor question: Are the student champions playing a role?**

**Response: Yes, student ambassadors play a key role, and they are present on the Experience days. Heads of Departments and all staff are aware of our key focus of ensuring students staying for 42 days.**

### **Condition Improvement Fund**

The college had been successful with two Condition Improvement Fund bids this year.

- Bid one: Fire safety and electrical improvements.
- Bid two: Roof project.

The college was required to contribute 5% match funding, at a cost of £175k.

The college had reviewed the annual programme of works to make savings of £100k and the expenditure had been agreed by the F&R Committee.

**Governor question: Is it possible to stagger the payments**

**Response: Yes, there is a payment profile over the entirety of the projects.**

### **Finance and Resources**

The Year-end financial statements showed a £125k operating surplus.

The college was expecting to get financial health grading of Good. The Principal paid tribute to the Director of Finance and Resources and their team.

### **Students**

The college had seen an increase in a small number of students with mental health issues during the exam period. The college had supported the students, and the exams team were working hard to prepare case studies for special considerations. The Associate Principal (KF) gave an overview of the process for special consideration.

### **Curriculum**

The Cricket Academy had reached the London championships. The Girls Cricket Academy had won their league.

New courses included:

A Level Environmental Science.

Level 2 UAL Media Course

Diploma in Business.

Seven students had recently completed their Level 3 Business course, having enrolled onto a Level 1 course in 2021.

### **University applications**

89% of students had applied to go on to university. Offers had increased from Russell Group universities. The Principal commended the Assistant Principal for the promotion of the Aiming High programme.

The Principal gave an overview of the high-quality trips and visits which had taken place.

The Young Enterprise Team had won an Innovation Award and were in the semi-final of the Enterprise Awards.

### **Charity**

College students and staff had raised over £2,300 for charity so far this year.

### **Sustainability**

The college was making plans for the installation of the PV (solar) panels and EV charging points.

### **Staffing**

Staff turnover remained low with just three Teachers leaving this year.

### **Parents**

It was clear from the additional comments in the Parent Survey that parents were generally very happy with the College.

**Governor question: Is the survey benchmarked?**

**Response: The College selects questions, so it is difficult to make comparisons. It is good to review comments and investigate an issue.**

The Governing Body thanked the Principal for the update.

**Governor question: Are there any departments which need support?**

**Response: Some departments need additional support, and we have the T&L plans for next year. Recruitment and retention are a key focus.**

**Governor question: What is the main source of the college's surplus?**

**Response: Some of the surplus is from the staffing budget, following some staffing cutbacks. We also had reduced expenditure of £40k from strike days, when staff were striking against the Secretary of State for Education. We also made savings when we moved to a managed IT service. We also received additional in-year funding.**

**Governor question: Have we received increased income for lettings?**

**Response: The lettings income has improved through the Nursery income and the letting of the college's facilities.**

#### **Website**

The Principal reported that a new college website will be launched during the summer. The new website will incorporate lettings into its own page to attract more business.

**Governor question: How many applications have been received for prospective students?**

**Response: We have made 1,600 offers. It is expected that of these, around 39-44% will turn into actual enrolments. Students can hold as many offers as they want.**

**Governor question: Do you think the college has too wide an offer?**

**Response: We are currently reviewing this and looking into our messaging. We offer a broad curriculum, and we need to market the fact that we are a high achieving college. The difference between our provision in comparison to schools is the breadth of curriculum, which attracts students.**

#### **Item 10: Student Governors' Report: Verbal report**

Student Governor, Mason Rhoomes, reported that he had recently visited Oxford, Cambridge, and Birmingham universities. He said college had raised their aspirations and encouraged them to apply to Russell Group universities. He paid tribute to the support from the college's Aspiration programme.

The Governing Body asked Mason Rhoomes what he wanted to study at university. Mason Rhoomes reported that he wanted to study Politics or Geography and planned to apply to Birmingham University.

Student Governor, Feranmi Durojaye, discussed the defunding of BTECs, explaining that he was studying Business and had received many opportunities similar to T Level opportunities. He had also participated in mock interviews and had had his CV reviewed as part of his BTEC course.

Feranmi Durojaye said that he wanted to aim high for Oxford and Bristol universities, with aspirations to read Law and focus on legal studies. Regarding his first impression of the college, Feranmi Durojaye said that he had preferred the BTEC Business course as it had opened his eyes to opportunities.

Feranmi Durojaye praised the Student Ambassadors programme at the college, noting that prospective students were impressed by the ambassadors at open evenings. He emphasised that opportunities were broad at the college.

Feranmi Durojaye spoke about the opportunities outside of college, including his roles as both a Student Ambassador and an Anti-bullying ambassador, which were good for personal statements and personal development. He had stood for election as Student President and felt there were great opportunities at the college, particularly for improving public speaking skills. In January 2025, he had undertaken work experience with Wandsworth Council, which had been beneficial for seeing the working world.

Feranmi Durojaye noted that BTEC students were not always viewed as serious students, despite their dedication. He expressed disappointment about the potential defunding of the diploma, particularly for the transferable skills gained and noted that BTECs were particularly good for those not as strong at exams.

The Governing Body agreed that it was good to see students embracing the college and all it offered. The Governing Body also expressed disappointment about the possible defunding of BTECs.

The Governing Body thanked the Student Governors for their reports.

### **The Student Governors left the meeting at 7pm.**

#### **Item 11: Safeguarding Report**

The Associate Principal (CG) gave an overview of the Safeguarding report.

#### **Training**

Full staff training had taken place on Tuesday 3rd September 2025. The training included any updates to KCSIE 2024 and Prevent. All staff were required to read and sign to say that they had read KCSIE Part 1. There was a follow-up meeting for new members of staff to examine more contextual issues regarding the college. Training was recorded on the Single Central Record and any staff who joined throughout the year were given the same training. All staff had to complete an online module regarding safeguarding provided by the TES.

#### **KCSIE 2025**

The Associate Principal explained that the draft version of KCSIE 2025 had not been released. This had sparked headlines in the education press such as 'Delayed KCSIE puts schools in an impossible position'. The latest reports suggested that KCSIE 2025 would not contain the substantive changes which had previously been alluded to, despite the government having held a consultation.

There were some legal changes that would have to be reflected in the new document: the Supreme Court ruling on the Equality Act and the Children's Wellbeing and Schools Bill, which had passed its third reading and were at committee stage in the House of Lords. Education will be more at the forefront in the future, including schools and colleges being involved in LA Executive Boards.

**Governor question: Will the proposed changes add to the burden on schools and colleges?**

**Response: Education has been feeding back and saying that it gives education too much responsibility. As a result, significant changes had been made. However, it is good that education will be involved from the beginning in multi-agency meetings.**

The Associate Principal reported that the college continued to work closely with social services, including Lambeth, Southwark, Croydon and Merton. On average the college received 3-4 requests for information per week. Some of these requests led to assessments being carried out, leading to potential Child Protection or Child in Need conferences. Thresholds had increased and fewer students were on Child Protection Plans.

The Associate Principal gave an overview of the meetings and explained that whilst most were online, Lambeth meetings were all in person. The Associate Principal gave an overview of the process for scoring of thresholds in meetings.

The Associate Principal gave an overview of the serious cases involving students. It was noted that more than 51% of students had a CPOMs record. The biggest increase in reports had been in social services involvement and serious housing issues.

The Associate Principal commended staff for their support of students' mental health.

The Associate Principal gave an overview of the Looked After Children (8) who attended the college.

The Associate Principal gave an overview of the success of monitoring students.

**Governor question: Is there a handover process to university?**

**Response: Yes, but it is not formal.**

The Associate Principal gave an overview of the counselling service and support for students.

Governors paid tribute to the safeguarding team and the support given noting a good culture of safeguarding throughout the college.

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

### **Item 12.1 Audit committee (held on Tuesday 6<sup>th</sup> May 2025)**

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

The Governing Body approved the:

- Board Assurance Framework
- Whistleblowing Policy
- Anti-Fraud Corruption Bribery Malpractice Policy

The Chair reported that a streamlined Board Assurance Framework and Risk Register had been devised.

The Principal explained that the college was working with their HR Advisers on new policies.

### **Item 12.2 Finance and Resources Committee, held on 25th June 2025**

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

**The Governing Body approved the:**

- **Updated College Financial Forecasting Return and 2025/56 budget**

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

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

**Item 12.3 Curriculum Standards & Quality Committee (held on 10<sup>th</sup> June 2025).**

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 23<sup>rd</sup> June 2025)**

To note that the committee met on 23<sup>rd</sup> June, chaired by Gabrielle Williams Hamer, and received reports and performance reviews as required and has reported to Chair of F&RC for budgetary purposes.

**Item 12.6 Governance Committee (held on 30<sup>th</sup> June 2025)**

The Chair of the Committee gave an overview of the recent Governance Committee meeting. It was agreed that the Clerk will contact the Diocese every two weeks for an update on Foundation Governor appointments.

It was agreed that Governors will attend the new parent meeting on 24<sup>th</sup> September 2025. **Action: Governors.**

**Governance:**

**Item 13.1 Academisation updates**

The Chair of Governors and the Principal gave an update. The Principals, Chairs and Director of Education attended a convened meeting with the Catholic Education Service (CES). The meeting included presentations from other Dioceses regarding their academisation experiences.

The four London Sixth Form Colleges agreed they wanted to take control of determining which colleges they would academise with. A more formal proposal was scheduled to be presented in September 2025.

The Principal had met with the Principal of Christ the King College, the Director of Education and the Director of Academies to outline their intentions regarding academisation.

The Chair of Governors reported that three years previously, the college had investigated academisation. At that time, the Governing Body decided not to pursue academisation due to the lack of clear advantages. However, the decision had now been taken out of their hands by the Diocese. The college wanted to shape its own future, whilst remaining sensitive to the need for Diocesan. Communication with the Diocese was required to outline their position.

A discussion took place about the other SFCs who could join the academy trust. It was noted that an alternative option discussed was joining another Multi-Academy Trust (MAT) that included both primary and secondary schools. It was noted that the Governing Body had not made any final decisions, and the situation remained fluid.

### **Advantages of Academisation**

The primary advantage identified was the protection of Catholic education. The Bishops sought to safeguard Catholic education provision through academisation.

The Governing Body discussed the possibility of sharing resources between academies. The Principal explained that different MATs operated various structures, with some streamlining central services.

### **Item 13.2 Link Governor updates including Safeguarding**

Governors, Sarah Medicoff and Keni Thomas gave an overview of their Link Governor visits, Science and Geography, as outlined in the Link Governor reports.

Keni Thomas gave an overview of the Geography A Level workshop he had delivered for students on tactical urbanisation.

It was agreed that Patrick Kwong will take on the SEND Link Governor role. Clerk to update the records. **Action: Clerk.**

The Governing Body thanked the Link Governors for their updates.

### **Item 13.3 Committees: to review and agree membership for 2025/26**

It was agreed that Gabrielle Williams Hamer will Chair the Governance Committee. Clerk to update the records. **Action: Clerk.**

**The FGB approved the Committee and Link Governors for 2025/26.**

### **Item 13.4 Governor vacancies update**

The Clerk gave an overview of governor vacancies and applications in progress.

### **Item 13.5 Tracking against Governance Improvement Plan**

The FGB noted the updated Governance Improvement Plan.

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

The FGB approved the Governing Board's updated Committee's Terms of Reference.

### **Item 13.7 Governor Training & Development Opportunities**

**The FGB noted the Governor Training & Development Opportunities which had been circulated by Clerk.**

### **Item 13.8 Bishops Article/DfE Amendments**

The Clerk gave an overview of the Department for Education's requested amendment to remove restrictions on student governors' participation in financial and contractual decision-making.  
Current Restriction

The Clerk advised that Point 10.6 of the college's I&A currently stated:

A student governor who is under the age of 18 shall not vote at a meeting of the Governing Body, or any of its committees, on any question concerning any proposal:

(a) for the expenditure of money by the Governing Body; or

(b) under which the Governing Body, or any governors, would enter into any contract, or would incur any debt or liability, whether immediate, contingent or otherwise.

The Clerk gave an overview of the amendment Required: Remove the above article to allow student governors full voting rights on financial and contractual matters. It was noted that Diocese were currently overseeing the amendment for all Catholic colleges.

**The Governing Body approved the recommendation, subject to Diocesan approval.**

It was noted that due to the requirement for Diocesan approval for Catholic college I&A amendments, the timeline to implement this change before the new academic year was challenging.

It was noted that the quorum-related matters referenced in the DfE letter did not apply to the college as they were not included in the I&A.

#### **AoC Code of Governance**

It was noted that the college had adopted the AoC Code of Governance at their meeting on 11th December 2024.

#### **Item 13.9 Governor Engagement: feedback from governors on attendance at / participation in meetings / conferences / online development attend**

Governors were reminded to attend the events and workshops which had been circulated by the Clerk.

#### **Item 13.10 To consider the appointment of Keni Thomas and Elena Cirilo as Associate Members for a one-year term of office from 23.06.2025 to 22.06.2026.**

**The Committee approved the appointment of Keni Thomas and Elena Cirilo as Associate Members for a one-year term of office from 23.06.2025 to 22.06.2026.**

#### **Item 13.11 To note the end of term of office of Aaron Takyi as at 31.08.2025**

The FGB commended Aaron Takyi's contribution to the Governing Body and wished him well for his promotion at another setting.

#### **Item 13.12 DBS checks for Governor's policy and procedure**

The Clerk and Staff Governor gave an overview of the DBS approval and verification process for new Governors.

#### **Item 14. Schedule of Dates and Business for 2025-26: to confirm dates and ratify the schedule of business.**

**The Governing Body approved the meeting dates for 2025-26.**

#### **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 thanked all present for attending.

Governors were reminded about the college's 40<sup>th</sup> anniversary celebrations on Thursday 10<sup>th</sup> July 2025.

**Item 18: Any other Business**

None.

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

The meeting closed at 8:07pm.

**Item 20: Dates of next meetings:**

- Focus Morning: Saturday 11<sup>th</sup> October 2025 at 9:30am at the college.
- FGB Tuesday 9<sup>th</sup> December 2025 at 6pm at the college.

The minutes will be signed electronically, following approval by the Full Governing Body.