

**St Francis Xavier Sixth Form College  
Meeting of the Audit Committee  
Held on Tuesday 11th November 2025 at 7pm  
Remotely via Zoom**

**Present:**

Gabrielle Williams Hamer – Chair of the Committee/Co-opted Governor  
Elena Cirillo – Foundation Governor

**Apologies:**

None.

**Absent without apologies:**

Femi Adedeji – Parent Governor

**In Attendance:**

Clare Baskott – Clerk to Governors  
Margaret Searle - Director of Finance and Resources  
Graham Thompson - Principal

**Minutes**

**The meeting was quorate throughout.**

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

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**Item 1: Committee Time with the Auditors (if required)**

The Committee agreed that private time with the auditors was not required.

The Director of Finance and Resources reported that the audit had been completed.

The SFX Corporate accounts had been approved and signed on 4<sup>th</sup> November 2025 and had been consolidated in the main accounts and will be submitted to the Department for Education.

**Governor question: Who are the directors of SFX Corporate?**

**Response: The Directors are Elenor Lewis and Graham Thompson.**

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**Item 2: To Elect the Chair of the Committee for 2025-26**

**The Committee re-elected Gabrielle Williams Hamer as Chair of the Committee for 2025-26.**

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**Item 3: Welcome and Opening Prayer – Chair of the Committee**

The Principal led the meeting in prayer.

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**Item 4: Apologies for Absence - Chair of the Committee**

There were no apologies.

Femi Adedeji was absent without apologies.

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**Item 5: Notification of Any Updated Pecuniary and Business Interests or Items Relating to the Agenda - Chair of the Committee**

None.

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**Item 6: Minutes of the Meeting Held on 6th May 2025 for Review and Approval - Chair of the Committee**

The minutes of the previous meeting were approved by the Committee and will be electronically signed by the Chair of the Committee.

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**Item 7: Matters Arising - Chair of the Committee**

All actions had been completed.

**Governor question: Where is the college in the process for the Cyber accreditation?**

**Response: It has been completed for this year and must be renewed on an annual basis. We are currently working on the reaccreditation.**

**Governor question: Is the cyber accreditation still on the Risk Register?**

**Response: Yes, it remains on the Risk Register. Cyber-attacks continue to pose a significant risk to all colleges, and criminals are constantly developing new methods to target institutions. Given this evolving threat, it will remain on the Risk Register for the foreseeable future as part of our due diligence.**

It was agreed that the Clerk will arrange Anti-Fraud training for the Committee.

**Action: Clerk.**

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**Item 8: Regularity Audit Self-Assessment 2024-25 - Chair of the Committee**

The Committee formally received and approved the final version of the completed questionnaire as submitted to the auditor.

A Governor noted that the format was difficult to follow. It was agreed that this will be reformatted for 2025-26. **Action: Clerk.**

**The Committee approved the Regularity Audit Self-Assessment 2024-25.**

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**Item 9: Internal Audit: College Action Report - Director of Finance and Resources**

The Director of Finance and Resources gave an overview of the report.

**Governor Questions: Is there any feedback from the open events from prospective students and parents?**

**Response: The report refers to the academic year 2024-25. Most of the feedback from the open events is anecdotal and has been positive. We have not actively sought feedback from the open day.**

**The Committee noted the report.**

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**Item 10: Risk Management – Principal**

**a) To Receive the Updated Risk Register and Policy**

The Principal gave an overview of the key active and emerging risks as outlined in the report. Academisation had been additional as an additional item. There was a possibility that the college may be directed into a Catholic academy by the Diocese, which might not be suitable for the college. There had not been any other significant changes to the Risk Register since the last meeting.

A discussion took place about the Risk Register.

**Governor question: Have any of the Catholic Sixth Form colleges have joined a Trust?**

**Response: None have joined so far. Only schools have joined to date.**

A discussion took place about the Catholic Schools Inspection.

**Governor question: Why is Estates listed as a moderate risk?**

**Response: Health and Safety comes under Estates, and we do not currently have a Health and Safety Compliance officer. It is a part time role of approximately 2 ½ days a week. We are flexible but we are struggling to recruit this position. We are looking at more creative ways to advertise.**

A discussion took place about liaising with similar colleges and schools for possible collaboration for the role.

A discussion took place about the importance of succession planning for the Estates team.

**Governor question: How are the works progressing on the roof?**

**Response: The project is running to time and budget and the project has made good progress despite being hampered by the weather on occasion.**

#### **b) Board Assurance Framework**

**The Committee reviewed and agreed the revised Board Assurance Framework for 2025-26.**

The Principal reported that the college did not meet the enrolment target of 1302, with 1279 students on roll and mitigations were in place. However, more students had been recruited in Year 1. The Principal had had a positive meeting with the Department for Education. The funding was lagged which will result in reduced funding next year.

#### **College Quality Improvement Plan**

The Principal gave an overview of the College QulP and key areas for improvement. Meetings had been held with Heads of Departments. New HoDs had been recruited for areas of concern.

#### **Curriculum Reform**

The Principal reported that a key area of concern was the uncertainty around the government's curriculum reform and defunding of some subjects. The government paper was expected to be published next week. The SLT held a strategic planning day focussing on the new Ofsted framework and curriculum design.

It was agreed that the Board Assurance Framework gave assurance that any risks were being managed.

**Governor question: Is social media management an area that could be expanded to attract more students/parents? Have you undertaken a cost benefit analysis?**

**Response: We would need to undertake a cost/benefit analysis.**

A discussion took place about the difficulty in recruiting a member of staff to manage social media one day per week. Governors noted that students could also be involved in the social media management.

The Principal noted that word-of-mouth recommendations was the key motivator for enrolment. It was agreed that the Principal will discuss the options with the marketing team. **Action: Principal.**

**Governor question: What is the student funding rate?**

**Response: It is variable with a basic rate of £5k per student, although some courses are on a higher rate premium. We also receive disadvantaged funding, when included it is on average circa £7k per student per year.**

A discussion took place about the recruitment of local Governors to enhance the college's reputation in the local community through word of mouth.

**The Committee approved the Board Assurance Framework.**

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**Item 11: Specification for Internal Audit 2025-26**

The Committee noted the following reports commissioned for 2025-26:

- Funding Assurance
  - GDPR
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**Item 12: Audit Committee Annual Report to Governors for 2024-25**

The Committee agreed that the report reflected all the activities that the committee had or should be carrying out, including the audit plans and levels of assurance in place.

**The Committee approved the Audit Committee Annual Report 2024-25 for approval by the FGB in December 2025.**

It was noted that the signed report will be filed with the Department of Education (DfE). There was no annual opinion from IAS.

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**Item 13: Update on Enrolment Issues**

Covered above.

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**Item 14: Any Other Business**

A Governor voiced concern about the short window available for reading documents uploaded prior to the meeting. It was agreed the committee will review this in future and possibly move meeting dates forward to allow more reading time. **Action: Principal/Director/Clerk.**

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**Item 15: Date of Next Meeting**

**Tuesday 3rd February 2026 at 5:30pm**

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The meeting closed.

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**Attendance:**

**Committee Members Attendance Log**

Name	Role	Oct 2025	Nov 2025	Mar 2026	Jun 2026
Gabrielle Williams Hamer	Chair of the Committee / Co-opted Governor	Present	Present		
Elena Cirillo	Foundation Governor	Present	Present		
Femi Adedeji	Parent Governor	Absent without apologies			

**Action Log:**

**Action Log**

Item	Action	Owner	Deadline Completed
7	Arrange Anti-Fraud training for the Committee.	Clerk	
8	Reformat Regularity Audit Self-Assessment for 2025-26.	Clerk	
10	Discuss options for social media management with marketing team.	Principal	
14	Review document upload times and consider earlier meeting dates.	Principal / Director / Clerk	