



CATHOLIC SIXTH FORM COLLEGE

ST FRANCIS XAVIER CATHOLIC SIXTH FORM COLLEGE

Meeting of the Full Governing Body

Tuesday 9th December 2025

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
Femi Adedeji, Parent Governor
Kate Bainbridge, Co-opted Governor
Elena Cirillo, Foundation Governor
Feranmi Durojaye, Student Governor
Gabrielle Williams Hamer, Co-opted Governor
Patrick Kwong, Foundation Governor
Anna Mason, Staff Governor (support)
Sarah Medicoff, Foundation Governor
Mason Rhoomes, Student Governor
James Scott, Staff Governor (Teaching)
Keni Thomas, Associate Member
Graham Thompson, Principal

Invited to attend:

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

Timing:	Item:	Paper:
6pm	<ol style="list-style-type: none"> 1. Opening Prayer 2. Apologies for Absence: 3. Introductions / Membership of The Governing Body 4. Declaration of Interests: <i>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.</i> 5. Eligibility to be a Governor: <i>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.</i> 6. Election of Vice Chair of Governors to take effect from 9th December 2025 for a two-year term of office 7. Minutes of the Meetings Held on: <ul style="list-style-type: none"> - Tuesday 1st July 2025 - Tuesday 11th November 2025 8. Matters Arising (other than those covered by agenda items): 9. Review of Actions Carried from Previous Meetings: See Action Log 10. Information/Data/Communicated since the last meeting: <ul style="list-style-type: none"> ● Monthly Management Accounts: July, August, September, October 2025 ● Training/webinars (various dates) ● Annual declarations: Pecuniary and Business Interests, Keeping Children Safe in Education 2025 and Eligibility to be a Governor (via GovernorHub) ● Principal's Commentary on Results Awarded Summer 2025 ● Headline Results ● Governing Board benchmarking project 	<p></p> <hr/> <p>Yes</p> <hr/> <p></p>

	11. Chairs Action: TBC	
6:15pm	12. Student Governors' Report	TBC
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 8th December 2025)	Yes
6:50pm	14. Safeguarding 15. Safeguarding Child Protection Policy 2025-26 16. Keeping Children Safe in Education (September 2025) and updates Governors to confirm that they have read and understood KCSiE 2025 via their personal declarations on GovernorHub 17. Safeguarding training update – Clerk	Yes Yes Yes Verbal update
7.00pm	Self-Assessment Report (SAR) For 2025-26 18. College SAR Executive Summary & QUIP – Karen Foan, Associate Principal	Yes
7:30pm	19. 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 2025, as presented to the meeting of the FGB by the External Auditor on Tuesday 11 th November 2025, be approved and signed for filing with the ESFA and that the letter of representation be signed and sent to Buzzacott LLP (external auditors). 19.1 Audit committee (met remotely on Tuesday 11th November 2025): 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: <ul style="list-style-type: none">Annual Report 2024-25 from the Audit Committee to Governors. 19.2 Finance and Resources Committee (met remotely on 7th October 2025 and 12th November 2025): Draft minutes included in the papers for this meeting will be taken as read. Matters requiring decision/approval:	Yes Yes Yes

	<ul style="list-style-type: none"> • Health and Safety Policy • Professor Keohane Memorial Fund • Annual Report & Financial Statements for year ended 31st July 2025 • Post Audit Management Report for year ended 31st July 2025 • Letter of Representation <p>19.3 Curriculum Standards & Quality Committee (met remotely on 30th September 2025): Draft minutes included in the papers for this meeting will be taken as read.</p> <p>19.4 Appeal Committee: has not met since previous FGB meeting</p> <p>19.5 Remuneration Committee has not met since previous FGB meeting.</p> <p>19.6 Governance Committee (met remotely on Tuesday 18th November 2025) Draft minutes included in the papers for this meeting will be taken as read.</p> <p>19.7 Catholic Ethos Committee (met remotely on Thursday 6th November 2025) Draft minutes included in the papers for this meeting will be taken as read Matters requiring decision/approval: To agree Committee Terms of Reference</p>	<p>Yes</p> <p>Yes</p>
<p>7:45pm</p>	<p>Governance:</p> <p>20. Academisation updates: Chair of Governors/Principal</p> <p>21. Safeguarding Responsibility to receive any report / update from the Safeguarding Link Governor: Kate Bainbridge</p> <p>22. Link Governor updates: Geography and Travel and Tourism</p> <p>23. Committees: to review membership To assign James Scott to a Committee</p> <p>24. Review of the Focus Morning/agree future arrangements</p> <p>25. To note the end of term of office of Kate Bainbridge as at 31st December 2025</p> <p>26. Governor Training & Development Opportunities including training log</p>	<p>Yes</p> <p>Yes</p>

	<p>27. Governor Engagement: feedback from governors on attendance at / participation in meetings / conferences /online development</p> <p>28. Link Governor roles to be assigned to include: Safeguarding Mental Health and Well-being EDI Sustainability Health and Social Care Politics Economics Martyn’s Law (Elena Cirillo)</p> <p>29. Update on tracking against the Governance Review action plan</p> <p>30. To review the Skills Matrix</p> <p>31. Mentors for new Governors (Keni Thomas)</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
8pm	<p>32. 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?</p> <p>33. Chair’s Closing Remarks:</p> <p>34. Any Other Business:</p> <p>35. Close of Meeting and Closing Prayer</p> <p>36. Date of Next Meeting: Tuesday 17th March 2026 at 6pm Tuesday 30th June 2026 at 6pm</p>	