



**St Francis Xavier 6th Form College
Meeting of the Full Governing Body
Held on Tuesday 9th December 2025 at 6pm
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
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

Apologies:

Karen Foan

Absent without apologies:

No-one

In attendance:

Clare Baskott, Clerk to Governors
Ciaran Graham, Associate Principal, Ethos and Student Welfare

Minutes

The meeting was quorate throughout.

All reports had been circulated prior to the meeting.

Item 1: Welcome and Opening Prayer

The Chair of Governors opened the meeting at 6pm.
The Principals led the meeting in prayer.

Item 2: Apologies for Absence

Apologies for absence were received from Karen Foan, Associate Principal.

Item 3: Introductions / Membership of The Governing Body

The Chair reported that he had recently met with three prospective Foundation Governors, who had responded to adverts at the 'Meet the Parents' evening or in response to announcements at parish Masses. All three had been put forward to the Diocese for appointment.

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 by 20th December 2025. 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 by 20th December 2025.

Action: Governors.

Item 6: Election of Vice Chair of Governors

The Clerk invited nominations for Vice Chair of Governors.

Sarah Medicoff, Foundation Governor, was elected as Vice Chair of Governors for a two-year term of office from 9th December 2025.

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

- **Tuesday 1st July 2025**
- **Tuesday 11th November 2025**

The minutes of the above meetings were agreed to be an accurate record of the meetings 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)

All other actions had been completed.

Item 9: Review of Actions Carried from Previous Meetings

See above.

Item 10: Information/Data Communicated since last meeting

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

- Monthly Management Accounts: July, August, September, October, November 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

Item 11: Chair's Action

None.

Item 12: Student Governors' Report

Student Governor, Feranmi Durojaye, gave an update on the autumn term. He had recently applied to five universities and had been assisted by staff in the college. Student Governor (FD) was undertaking an EPQ on social media and perceptions of domestic abuse. Student Governor (FD) was also a member of the college's Student Union. He noted that it was important to focus on what students want in terms of diversity. The opportunity had also taught him about the importance of marketing.

Student Governor, Mason Rhoomes, gave an overview of his UCAS applications. He was currently working on his personal statement. Student Governor (MR) said that the college had supported him and given him more confidence to be more aspirational. Mock exams will take place in January 2026. Student Governor (MR) paid tribute to the excellent staff in the college.

Governor asked which courses the Student Governor had applied for. Student Governor (FD) had applied for Law and Student Governor (MR) for Geography.

Governor question: What advice would the Student Governors give to new students?

Response: To take the first year very seriously.

The Principal paid tribute to the Associate Principal who was running the Aim High programme for students.

The Student Governors left the meeting.

Item 13: Principal's Report to Governors - Graham Thompson, Principal

The Principal gave an overview of the Executive Summary.

Sector News

The Principal referred Governors to the Curriculum and Assessment Review, the recently launched Ofsted framework and the White Paper. Colleges were still awaiting clarification about which courses will be defunded by the government. The Principal had attended a

variety of webinars and meetings and was working on contingency plans in case any courses are defunded.

Governor question: How will you promote BTECs at open evenings?

Response: We will continue to give details of the courses but we will also let prospective students and parents know that there is an ongoing review.

A discussion took place about the current courses on offer. The SLT had held a strategic planning day in September 2025 to focus on expected changes.

A discussion took place about the recent government announcement about increasing the number of apprenticeships. It was noted that there had been a 40% reduction in apprenticeships in recent years. The new apprenticeship announcements had a key focus on NEETs (Not in Education, Employment or Training).

Governor question: Does the college welcome the Level 1 Maths qualification?

Response: Yes, it will be good for students to bank modules. The system of students re-taking maths can be demotivating for many and this gives them more options.

Christ at the Centre

The Principal reported that the college had recently celebrated its 40th anniversary. A remembrance service for former Chair of Governors, Colin Garvey, had been held.

The Principal gave an overview of the work undertaken by the Chaplaincy and charity work.

A discussion took place about strengthening community relationships by working closely with local charities. The Principal reported that the college currently had strong relationships with the Ascension Church, the Jesuit Refugee Centre and the local Food Bank. The college Community Liaison Officer was keen to do more local events. It was agreed that raising the college's profile in the local parishes will result in a wider reach for the local community.

Governors noted the importance of word-of-mouth to promote the college to the local community.

Flourishing Students

The Principal gave an overview of exam results and destinations (summer 2025).

82% of Level 3 students had progressed on to university.

The Principal paid tribute to staff for providing students with opportunities, events and activities.

A discussion took place about the use of AI. The Principal reported that staff were more confident in the use of AI and were using a variety of platforms.

Flourishing Staff

The Principal gave an overview of starters and leavers as referred to in the report.

The Teacher Training Hub had been successful and 3 out of the 4 trainees had been kept on.

This year another three trainees had joined the training hub.

The Staff Pulse questionnaire had returned positive results.

CPD

All staff CPD had been personalised this year. Several staff had taken up the National NPQ government programme.

Governor question: What is the engagement rate for the staff questionnaire?

Response: It is circa 70% and this is consistent year on year. We circulate the York Survey every year and this is benchmarked. We had one of the highest response rates in the college sector.

Governors noted the wellbeing events for staff. The Principal said they would be looking at widening flexibility to more staff, which would be good for recruitment.

Secure Future

The recruitment of students was down on the challenging targets (23 short).

Finances

The college had healthy reserves. The college had been forecast to have financial health of 'Requires Improvement', but had achieved 'Good'.

Governor question: When will the college's financial health be confirmed?

Response: The accounts will be submitted before 31st December 2025 and our financial health will be confirmed within the next 2 months. It will be more challenging for next year.

The Principal referred Governors to the analysis of where students came from; only 6% were now from former Catholic partner schools. 30% of students on roll were Catholic.

A discussion took place about the students' open days. The Principal reported a 29% increase in footfall this year, with positive feedback.

The Principal gave an overview of future events.

Governor question: What is the increase in footfall for open days due to?

Response: It is due to increased marketing and word-of-mouth. We also have a higher calibre of applicants.

The Governing Body thanked the Principal for the update.

Item 14: Safeguarding

Item 15: Annual Review of the Safeguarding Child Protection Policy 2025-26

The Child Protection Policy 2025-26 had been circulated prior to the meeting. It was noted that the Safeguarding Link Governor had reviewed the policy.

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

The Governing Board approved the Safeguarding Child Protection Policy 2025-26.

Item 16: Keeping Children Safe in Education (September 2025) and updates
Keeping Children Safe in Education (September 2025) had been circulated prior to the meeting.

Governors to confirm that they had read and understood Keeping Children Safe in Education (September 2025) using their personal declarations on GovernorHub by 20th December 2025. **Action: Governors.**

Item 17: Safeguarding training update

Governors were reminded to complete their safeguarding and PREVENT refresher training and update their training log on GovernorHub by 20th December 2025. The links will be resent. **Action: Clerk/HR. Action: Governors.**

Self-Assessment Report (SAR) For 2025-26

Item 18: College SAR Executive Summary & QUIP

The Principal gave an overview of the Self-Assessment Report and paid tribute to the Associate Principal (KF) and her team. It was noted that the SAR was aligned to the new Ofsted framework. However, the grades awarded were currently aligned to the old framework as they related to the previous academic year.

Governors noted the Gold Skills Builder. The Principal explained the college was part of the Skills Builder partnership and had been used as a case study for other colleges. The Principal held regular meetings with the Associate Principal (Personal Development) about the scheme.

Governors referred to the low take up of T Level courses and asked if they were being promoted enough. The Principal explained that low take up of the T Levels was a national issue. More work was being done to promote the courses. However, there were only seven students on the Media T Level course.

A discussion took place about the future of courses. V Levels were a third pathway. There was a large drop out on T Level courses. The courses were more academic than BTECs; however, the assessments were difficult. The college had appointed a member of staff to record presentations to assist student with the assessment section. The Principal had voiced concerns to the DfE.

Governor question: Will you pull the plug on T Levels if student number do not increase?
Response: We will continue to promote the courses. They are part of the government's white paper and they are a good qualification for many students.

A discussion took place about past funding for T Levels. There was no longer any capital funding available for T Levels. It was noted that £25k had been clawed back because of low student numbers for T Levels.

The Governing Board thanked the Principal for the update.

Item 19: Reports from Governors' Committees:

Item 19.1: Audit committee (met remotely on 11th November 2025)

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.

The Governing Board approved the Audit Committee Annual Report 2024-25 from the Audit Committee to Governors, for filing with the DfE.

Item 19.2: Finance and Resources Committee (met remotely on 7th October 2025 and 12th November 2025)

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.

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

- **Health and Safety Policy**
- **Professor Keohane Memorial Fund nomination**
- **Annual Report & Financial Statements for year ended 31st July 2025**
- **Post Audit Management Report for year ended 31st July 2025**
- **Letter of Representation**

The Governing Body approved the Financial Statements and Post-Audit Management Report for the year ended 31st July 2025 and the Letter of Representation for signing and filing with the DfE.

Item 19.3: Curriculum Standards & Quality Committee (met remotely on 30th September 2025)

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.

Item 19.4: Appeal Committee

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

Item 19.5: Remuneration Committee

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

Item 19.6: Governance Committee (met remotely on 18th November 2025)

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.

Moving the day of one of the Focus Mornings to a week day had been discussed. It was agreed that the Clerk will set up a poll to ascertain governors' preferences. **Action: Clerk.**

The Chair gave an overview of the changes to the meeting pattern for the Audit and F&R Committee to scrutinise the annual reports, which will take place in November 2026.

Item 19.7: Catholic Ethos Committee (met remotely on 6th November 2025)

The draft minutes had been circulated prior to the meeting.

The Chair of the Catholic Ethos Committee gave an update on the meeting, as outlined in the minutes, and paid tribute to the work of Deacon Tony on college events.

The Governing Body approved the Catholic Ethos Committee Terms of Reference.

Governance:

Item 20: Academisation updates: Chair of Governors/Principal

The Chair reported that he was still awaiting a response from the Head of Legal at the Diocese regarding academisation advice.

A discussion took place about MAT models and the future of the KMATs. The GB were still exploring options with Christ the King Catholic College.

The Principal said the DfE had recently advised academisation for financial advantage including VAT rebates. The unions had requested transparency and asked to be involved in any consultation.

Item 21: Safeguarding Responsibility - Report from the Safeguarding Link Governor: Kate Bainbridge

The Safeguarding Link Governor gave an update on key changes to KCSiE 2025. There was a widening of the definition of vulnerable students, and they will be a key feature in future Ofsted inspections. It was noted that 90% of students in the college fell into a vulnerable group.

The Safeguarding Link Governor paid tribute to the Associate Principal for his safeguarding work.

The Associate Principal (CG) thanked the Safeguarding Link Governor for her work and support during her tenure.

Item 22: Link Governor updates: Geography and Travel and Tourism

The Geography and Travel and Tourism Link Governor gave an overview of a recent tactical workshop which students from the college had been involved with. Student Governor (MR) had also undertaken work experience.

The GB thanked the Geography and Travel and Tourism Link Governor for the update.

Item 23: Committees: to review membership

To assign James Scott to a Committee

It was agreed that James Scott will join the CSQ Committee. Clerk **to update records. Action: Clerk.**

Item 24: Review of the Focus Morning/agree future arrangements

Covered above.

Item 25: To note the end of term of office of Kate Bainbridge as at 31st December 2025

The Governing Board paid tribute to Kate Bainbridge and thanked her for her work and commitment to the Governing Board.

Item 26: Governor Training & Development Opportunities

The Governing Body noted the opportunities circulated by the Clerk.

Item 27: Governor Engagement: feedback from governors on attendance at / participation in meetings / conferences / online development

The Support Staff Governor will attend Support Staff Governor training.

Clerk to arrange Anti-Fraud course for all governors. **Action: Clerk/Support Staff Governor.**

The Chair attended the NJC Pay and Development Committee as a member.

Item 28: Link Governor roles to be assigned

The following was agreed:

- Safeguarding: Gabrielle Williams Hamer
- Mental Health and Well-being: Gabrielle Williams Hamer
- EDI – carry forward
- Sustainability – Keni Thomas
- Health and Social Care – carry forward
- Politics – carry forward
- Economics – carry forward
- Martyn's Law – carry forward

Governor Elena Cirillo gave an overview of the recent webinar on Martyn's Law which will come into force in two years' time. It was agreed that governor and staff training will be required. The Principal reported that the Health and Safety Officer will oversee the operational areas of this. Interviews for the role were taking place the following week.

Health and Safety Officer

A discussion took place about the role. It was noted that the vacancy was difficult to recruit as it was part-time (2½ days a week).

Item 29: Update on tracking against the Governance Review action plan

The Clerk gave an overview of the Governance Review action plan.

The GB noted the Governance Review action plan.

Item 30: To review the Skills Matrix

The Clerk gave an overview of the Skills Matrix.

The GB noted the Skills Matrix.

Item 31: Mentors for new Governors (Keni Thomas)

It was agreed that the Clerk will ask new Governors if they would like a mentor at induction stage. **Action: Clerk.**

Item 32: Evaluation of the meeting

Governors confirmed they were satisfied that all information received and all decisions taken at this meeting have been centred on improving the experience and levels of achievement of students 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 33: Chair's Closing Remarks

Item 34: Any Other Business

The Strategic Plan 2025-2028

The Governing Board approved the Strategic Plan 2025-2028.

The Chair of Governors thanked all present for attending.

Item 35: Close of Meeting and Closing Prayer

The meeting closed at 8:01pm.

Item 36: Date Of Next Meeting

Tuesday 17th March 2026 at 6pm at the college.

Tuesday 30th June 2026 at 6pm at the college.