

Action List
Davenant Foundation School
Governing Body Meeting 15th October 2019

| Action | By Whom | Due Date | Action/ Resolved |
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| FROM PREVIOUS MEETINGS | | | |
| Minute 1510: To consider appointing a School Chaplain | DL/CD | February 2018 | Resolved |
| Minute 1569: To work with Mrs Theron regarding a Governor Google Documents page. | AT/JM | July 2019 | Ongoing |
| Minute 1604: To confirm availability for exam results days to JM/MVM | ALL | July 2019 | Resolved |
| Minute 1607: To update safeguarding references in clause 28 of the Standing Orders. | DL | July 2019 | Resolved |
| To explore whether there is any feasible option of virtual attendance at meetings. | JM | Autumn 2019 | Ongoing |
| Minute 1612: To provide further information on the Spanish Sports Tour. | AT | July 2019 | Resolved |
| To provide further information about the Zambia Trip. | AT | July 2019 | Resolved |
| Minute 1614: To email the Risk Register (with track changes) to the GB. | JM | July 2019 | Resolved |
| FROM THIS MEETING | | | |
| Minute 1622: To confirm how Sixth Form entry criteria has been applied. | AT | November 2019 | |
| Minute 1623: To arrange an Ofsted inspection support on leadership and governance. | AT | January 2020 | |
| To draft and present a new Governor Dashboard to the Curriculum Committee. | AT | December 2019 | |
| To arrange a meeting for the GB to review the Effectiveness of Governance document with the school SIP. | AT | January 2020 | |
| Minute 1625: To email the RSE Policy to the governors. | JM | October 2019 | Resolved |
| Minute 1627: To register the governors with the National College. | AT/JM | October 2019 | Resolved |
| Minute 1630: To update and email Link Governor paperwork to the governors. | AT/JM | October 2019 | |
| Minute 1634: To contact the Clerk should governors wish to attend an Essex Governors Briefing for Chairs and Vice Chairs on 4 November (6-8pm) in Chelmsford. | All GB | October 2019 | |



DAVENANT FOUNDATION SCHOOL

Minutes of a Meeting of the

GOVERNING BODY

held at the school on

15TH October 2019

At 7.10pm

MEMBERSHIP: *Mrs M Vine-Morris (Chair) (**MVM**)
 *Mr G Anthony (Vice Chair) (**GA**)
 *Mrs J Anderson (**JA**) Rev C Davies (**CD**)
 *Mr J Doherty (**JD**) *Mrs L Folkes (**LF**) *Mr M Hicks (**MH**)
 *Mr D Prosser (**DP**) *Mr H Smith (**HS**) *Mrs S Temple (**ST**)
 *Mrs D Williams (**DW**) *Mr A Thorne (**AT**) *Mrs A Olapade (**AO**)

Indicates attendance

In Attendance: Mrs J Beaumont (**JB**) and Mrs J McCallig (**JM**)

Opening Prayer: Following a short reception to celebrate the opening of the new Reynolds Lecture Theatre, ST opened the meeting with a prayer.

Apologies accepted from: None.

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| 1616 | Appointment of Chair and Vice-Chair | <p>All qualifying Governors (not those employed by the school) had been invited to nominate themselves for the roles of Chair and Vice-Chair.</p> <p>Mrs Vine-Morris agreed to stand for Chair and Mr Anthony agreed to stand for Vice-Chair. The Governing Body accepted this unanimously.</p> <p>Resolved: Mrs Vine-Morris and Mr Anthony were appointed Chair and Vice-Chair respectively for a period of one year.</p> <p>As this will be the final year of MVM's term as Chair, succession planning will take place.</p> <p>The governors thanked MVM and GA for their continued service to the school.</p> | |
| 1617 | Business Interests | None. | |
| 1618 | Minutes of a meeting held on 10/07/19 | The governors reviewed the minutes and accepted them as a correct record of the meeting. | |
| 1619 | Matters Arising 7.16 HS arrived | Minute 1510: The school has appointed Sam McGuinness as Chaplain. In response to a governor question, AT said Mr McGuinness is keen to become involved in bible study and interact with all students. The school are aware there is currently no one to interact with Jewish Students. | |

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| | 7.20 JA arrived | <p>The GB thanked Rev Davies and Mrs Lake for their persistent and successful work in securing the new Chaplain.</p> <p>Minute 1607: JM plans to meet with the IT Department after half term to discuss virtual meetings.</p> <p>Minute 1612: The Sports Tour will not go ahead this year.</p> <p>The school will not work with Beyond Ourselves regarding the Zambia trip, but will continue to support their charity work in Zambia. Three travel companies are providing quotes for a Sixth Form Zambia trip.</p> <p>Decision: Following a discussion, the GB agreed they were happy to support further exploration towards a Zambia trip.</p> | |
| 1620 | Academy Business | The Standing Committee have carried out an in-depth review of the ESFA Online Self-Assessment form. Other governors may contact the Finance Team should they wish to review the document. | |
| 1621 | Finance Report | <p>The governors reviewed the Finance Report. Subject to audit (which will take place during half term), the expectation is that the original deficit will be less than predicted. Although providing a slight buffer a deficit remains for 2018/19.</p> <p>In response to a governor question regarding the announcement of additional school funding, it was reported that planning work had begun in anticipation of receipt of the funding. DFS provided grants for teachers pay and pensions last year, although it is unclear whether teachers' pay funding will be awarded this year. It is also unclear whether the LA will top-slice schools' funding again. The Government still appear keen to introduce a National Funding Formula, which may reduce the impact of the good news.</p> <p>The governors thanked JB and the Finance Team for their hard work</p> | |
| 1622 | Head-teacher's Report | <p>AT presented his report, the highlights of which were:</p> <ul style="list-style-type: none"> - a short promotional film is in the process of being made; - Yr7 and Yr12 have settled in well, with external student being particularly positive. The quality of teaching is excellent; - a successful Open Evening; - AT thanked the GB for helping to provide the new Reynolds Lecture Theatre; | |

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| | | <ul style="list-style-type: none"> - Exclusions: AT reported a permanent exclusion (the first in 4 years). The GB discussed the reasons and those for the fixed-term exclusions and AT answered a number of questions, assuring governors that he was reluctant to recommend exclusion except in the interests of the safety and welfare of students and staff; - A Level: Attainment and Progress 8 figures were very positive overall. A discussion took place regarding exam results; - AT is carrying out exam review meetings, which may result in some subjects being targeted for a supportive review. - GCSE: The GB discussed the level of GCSE passes. Attainment remains excellent, although Progress has slightly dipped. The reasons for this are being reviewed. Low on Entry students progressed better than the national average. In response to a governor question, AT said upon identification of these students' needs specialist support work had been provided. In response to a governor question regarding PP students, AT said the -0.13 score is significantly above the national average. Combined Science results are affected by the large number of able students taking Triple Science. Attainment of science as a whole has to be considered when looking at the department's results. English results have continued to improve, despite a number of changes in the HoD. In response to a governor question regarding French results, AT confirmed the Curriculum Committee will look at MFL in more detail and continue to monitor DT. <p>The GB acknowledged the success of the exam results and thanked staff for their hard work towards these.</p> <ul style="list-style-type: none"> - The GB discussed the three-tiered approach to CPD; - The 3Is and staff welfare remain a focus; - DFS is one of the country's flagship ITT providers; - Recruitment to the Sixth Form was excellent, reflecting a lot of hard work by Sixth Form staff in the summer. In response to a governor question, AT said Sixth Form entry criteria had been more rigorously adhered to this year to ensure students have the requirements to be successful in their chosen courses; <p>Action: To confirm how Sixth Form entry criteria has been applied.</p> <p>MVM thanked AT for his report.</p> | <p>AT</p> |
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| 1623 | Ofsted Framework | <p>The GB were encouraged to watch a recently circulated training video.</p> <p>In response to a governor question, AT said the Inspection Handbook had been published prior to the decision to inspect outstanding schools. The necessary legislation is likely to be passed mid-November with inspections commencing thereafter. The GB discussed Ofsted preparation.</p> <p>Action: To arrange Ofsted inspection support on leadership and governance.</p> <p>Action: To draft and present a new Governor Dashboard to the Curriculum Committee.</p> <p>Action: To arrange a meeting for the GB to review the Effectiveness of Governance document with the school SIP.</p> | <p>AT</p> <p>AT</p> <p>AT</p> |
| 1624 | Committee Reports | <p>Admissions Committee: The committee received a Yr7 & Yr12 admissions report and considered a Clause 11 Application.</p> <p>Personnel Committee: The PE Department is performing well, with further improvements being made. New Staff absence software was demonstrated. The governors discussed Link Visits.</p> <p>Resolved: The governors agreed they should discuss teaching second subjects during Link Visits.</p> <p>Finance Committee: The meeting dealt with various Financial Handbook requirements. The 5-year projection will be updated at next meeting, no significant changes are expected.</p> <p>Estates Committee: A lengthy discussion took place regarding Capital works and the CIF bid. The CIF bids for temporary classrooms were unsuccessful and further advice has been sought regarding resubmission. A discussion took place and GA answered a number of questions.</p> <p>Resolved: The governors agreed to progress no-cost work on the Capital plan and to revisit in the Summer term.</p> <p>Curriculum Committee: Mrs Lake and the SLT have worked successfully on the introduction of the new Relationship and Sex Education Policy.</p> <p>Standing Committee: The committee reviewed key matters from other committees and discussed recruitment of governors with appropriate skill sets to compliment the GB.</p> | |

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| 1625 | Policy Review | <p>The governors reviewed and noted the Policy Review Document for acceptance of the following policies/procedures:</p> <p>Code of Conduct; Re-drafted Disability Accessibility Plan; Supporting Pupils with Medical Conditions; Fire Safety Policy – Exam Contingency Plan 2018-2019; Incident Management Plan (Old Emergency Plan); Health and Safety Policy (inc. Lone Worker Policy); Minibus Policy; Accident and Near Miss Reporting – Statistical Analysis 2018/2019 (within H&S Report); and Curriculum Statement.</p> <p>Decision: Following a discussion the GB approved the policies.</p> <p>Relationship and Sex Education: The Curriculum Committee had reviewed this policy in-depth. Following a discussion, it was agreed that the policy would be emailed to other governors for review and any comments by the end of the week, at which point the policy will be finally ratified.</p> <p>Action: To email the RSE Policy to the governors.</p> | JM |
| 1626 | GDPR Audit | <p>AT reviewed the Information Governance Audit and reported a positive audit, for which the school has been commended. An in-depth discussion took place. In response to a governor question, AT confirmed the report is required annually.</p> <p>AT and the governors thanked Mrs Casson and the GDPR Working Party for their work around GDPR.</p> | |
| 1627 | Safe-guarding | <p>Staff have attended updated Safeguarding Training and will participate in County Lines training shortly.</p> <p>A Safeguarding Audit is proposed to take place next Spring.</p> <p>The Chair of Governors has attended school to check the Single Central Record and asked Mrs Greengrass to carry out a spot check audit on cover staff.</p> <p>Action: To register governors with the National College.</p> | AT/ JM |
| 1628 | Updated SDP | <p>The governors discussed the draft plan. In response to a governor question, AT confirmed the Standing Committee would be asked to approve the SDP in November.</p> | |
| 1629 | Governor Attendance | <p>The governors reviewed the attendance document, which will appear on the school website.</p> | |

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| | | MVM thanked governors for their continued commitment to the school. | |
| 1630 | Link Governor Reports | <p>The governors have received the BICT Link Report.</p> <p>Governors were encouraged to make their link visits as soon as possible after half term.</p> <p>Action: To update and email Link Governor paperwork to the governors.</p> <p>In response to a governor question, AT provided governors with details of the I-Media qualification.</p> | AT/ JM |
| 1631 | School Trips | <p>JB asked for governors' approval of the following trip:</p> <ul style="list-style-type: none"> - May 2020 – Widemouth Bay for Y8 with Emma Dowsett. <p>Decision: Following a discussion, the governors approved the trip.</p> <p>A new Trips Committee will meet monthly and strategically review all planned trips.</p> <p>Due to JD's work with the Paralympics, the Japanese government has invited 15 DFS students to Japan (at no cost to the school or participants). Governors will receive further details at the next meeting.</p> <p>The governors noted their appreciation of the amount of time staff put into the school's trips and visits.</p> | |
| 1632 | Risk Assessment | Nothing identified. | |
| 1633 | Chair's Actions | Nothing further. | |
| 1634 | Any Other Business | <p>Action: To contact the Clerk should governors wish to attend an Essex Governors Briefing for Chairs and Vice Chairs on 4 November (6-8pm) in Chelmsford.</p> <p>David Moffat was unable to attend the meeting due to ill health but sent a letter of thanks to the governors which was duly read out. The GB noted their thanks to Mr Moffat.</p> | ALL |

Date of Next Meeting: **Tuesday 17th December 2019 at 7pm**

The Meeting ended at 9.10pm with the saying of Grace

_____ Chair

_____ Date