

Action List
Davenant Foundation School
Governing Body Meeting 17th December 2019

Action	By Whom	Due Date	Action/ Resolved
FROM PREVIOUS MEETINGS			
Minute 1569: To work with Mrs Theron regarding a Governor Google Documents page.	AT/JM	July 2019	Resolved
Minute 1607: To explore whether there is any feasible option of virtual attendance at meetings.	JM	Autumn 2019	Ongoing
FROM LAST MEETING			
Minute 1622: To confirm how Sixth Form entry criteria has been applied.	AT	November 2019	Resolved
Minute 1623: To arrange an Ofsted inspection support on leadership and governance.	AT	January 2020	Resolved
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	Resolved
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	Resolved
FROM THIS MEETING			
Minute 1641: To check and update the GB on the Y11 Science Data.	AT	January 2020	
Minute 1642: Add off-rolling data to the Governors Data Dashboard.	AT	January 2020	
Minute 1643: To change Section 48 Inspection to Diocese Inspection in the data dashboard.	AT	January 2020	
To monitor the frequency of Thought for the Day.	DL	March 2020	
To check and update the dashboard with the latest A Level data	AT	January 2020	



DAVENANT FOUNDATION SCHOOL

Minutes of a Meeting of the

GOVERNING BODY

held at the school on

17TH December 2019

At 6.30pm

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**)
 Indicates attendance *Mrs D Williams (**DW**) *Mr A Thorne (**AT**) *Mrs A Olapade (**AO**)

In Attendance: Mrs D Lake (DL), Mrs J Beaumont (**JB**) and Mrs J McCallig (**JM**)

Opening Prayer: Rev Chris Davies opened the meeting with a prayer.

Apologies accepted from: Mr Smith

1635	Google Classroom Training	Mrs Theron attended the meeting, helping governors gain access to Google Classroom, with the intention that paperwork for future meetings be uploaded onto this platform. The governors asked for their thanks to be passed to Mrs Theron for the invaluable training.	
1636	Governor Appointment Update	Four Foundation Governor applications have been received. Interviews will be arranged in the New Year. The Staff Governor election deadline is 10 th January 2020.	
1637	Business Interests	None.	
1638	Minutes of a meeting held on 15/10/19	The governors reviewed the minutes and accepted them as a correct record of the meeting.	
1639	Matters Arising	Minute 1622: This was discussed by the Curriculum Committee. There has been no change to admissions criteria, which was rigorously applied this year.	
1640	Academy Accounts	MH reviewed the accounts, the Post Audit Report and Letter of Representation which had been summarised in his briefing paper, all of which had been previously circulated. Buzzacotts will sign-off the accounts once accepted/signed by the GB. The process must be complete and uploaded to the DfE website by 31 December 2019. Governors raised questions and discussed with MH the various funds contained in the accounts, including fixed assets, funds for specific reasons, unrestricted funds and pension liability.	

		<p>The deficit of £24k is better than had been expected which the auditors believe is a testament to AT and his team.</p> <p>Next year's budget and cash-flow has been deemed satisfactory by the auditors.</p> <p>Governors' supported plans to build reserves over the next 5 years, with an anticipated surplus by 2023-2024 in line with DFE expectations.</p> <p>MVM thanked MH for his helpful report</p> <p>JB reminded governors that their personal information would appear on the school and Companies House websites.</p> <p>MH and MVM thanked JB and her team for their work.</p> <p>MVM reminded governors that they are encouraged to attend a Finance Committee during the year, with the next meeting taking place on 22nd Jan 2020.</p> <p>It was noted that the school had worked hard on reducing its cost base.</p> <p>AT is hopeful that the financial position will be better next year, helping DFS to build up a sensible level of reserves.</p> <p>JB believes the government's promised additional funding is likely to come to fruition.</p> <p>Decision: Following a discussion the GB agreed the accounts for signature by MVM.</p> <p>Decision: The GB agreed the Representation Letter for signature by MVM.</p> <p>In-Year Finance Report: JB circulated a Finance report as at 30 November 2019. Governors are required to receive periodic reporting during the year. The December report will be delivered to the Finance Committee in the New Year. JB suggested governors contact her with any questions.</p> <p>MVM thanked JB for her report.</p>	
1641	Head-teacher's Report	<p>AT presented his report, the highlights of which were:</p> <p>Honours Assemblies for Y9 and 10 have taken place, with students being extremely happy with their badges. A student who received football colours has been selected for the Under-15 England team.</p> <p>It has been an incredible sporting term with many student successes both inside and outside school.</p>	

		<p>The excellent Christmas Concerts were well received.</p> <p>The library, SEN and Reynolds Lecture Theatre have benefited from some newly donated furniture.</p> <p>ITT is going from strength to strength.</p> <p>The Curriculum Committee reviewed achievement and data drops, with good early indicators for P8. English, Maths and Science are predicted to be excellent.</p> <p>Attendance figures are currently at 95%.</p> <p>3 students are currently on managed moves. 2 managed move students are on trial at DFS.</p> <p>In response to a governor question regarding Y11 Science data, AT said he would double check the figures regarding the percentage of students achieving grade 4 and above.</p> <p>Action: To check and update the GB on the Y11 Science Data.</p> <p>An excellent GDPR audit has been received with DFS being the highest graded GDPR school in Essex. AT thanked Mrs Casson and the GDPR Working Group for their work.</p> <p>Changes and updates to CPD have been reported to the Curriculum Committee. The GB reviewed a snapshot of the webinar CPD training schedule, some of which may be of interest to governors.</p> <p>AT was pleased at students' participation in the School General Election, reporting a win for Labour!</p> <p>AT reviewed the list of staff joiners and leavers.</p> <p>David Moffat has kindly donated a trophy for presentation to the winning house at the end of the year.</p> <p>MVM thanked AT for his report.</p>	AT
1642	Ofsted Framework	<p>AT reviewed his presentation regarding the new framework, reminding governors of the 3Is, quality of education and cultural capital.</p> <p>AT reviewed the Behaviour and Attitudes Judgement, which he believes is an excellent way forward, highlighting areas governors should be aware of, particularly off-rolling. In response to a governor question, AT said governors would know whether the school is off-rolling students via questions asked on the head teacher and student destinations report. AT reminded governors that they should always challenge him and the SLT regarding students who have left and the reasons for this. AT confirmed that we do not off role at</p>	

		<p>Davenant. The Admissions Committee consider Leavers Data in depth.</p> <p>Attendance and punctuality was discussed. It was noted that it was too early in the academic year to draw any conclusion on attendance performance.</p> <p>In response to a governor question regarding students being home educated, JD said the Fair Access Protocol meant off-rolled students would return to their original school, who might then ask DFS to take the child on a managed move.</p> <p>Action: In response to a governor question, off-rolling data will be added to the Governors Data Dashboard.</p>	AT
1643	SDP and Autumn Data Dashboard	<p>AT reviewed and the GB discussed the Governor Data Dashboard.</p> <p>In response to a governor question regarding ethos, vision and values, it was decided that the Section 48 Inspection would be referred to as the Diocese Inspection.</p> <p>Action: To change Section 48 Inspection to Diocese Inspection in the Data Dashboard.</p> <p>In response to a governor question, DL confirmed that although Thought for the Day happens regularly, it is not always delivered daily.</p> <p>Action: To monitor the frequency of Thought for the Day.</p> <p>In response to a governor question, AT said A Level data may have changed since his last report due to re-marks.</p> <p>Action: To check and update the dashboard with the latest A Level data.</p> <p>AT encouraged governors to continue to feedback on the Dashboard.</p> <p>SDP: AT plans to produce a longer-term SDP; a Strategic Plan. This will form part of the discussion at the February Governor Conference.</p>	AT DL AT
1644	Link Visit Actions	<p>The governors discussed the link reports received from Sally Temple, Lucy Folkes, Debra Williams, David Prosser and Abi Olapade. MVM's draft Sixth Form Link Report is due shortly.</p> <p>MVM reminded governors to make their outstanding link visits and to make arrangements early in the new term.</p>	
1645	Committee Reports	<p>Admissions Committee: ST and MVM have met with DL and Mrs Doyle to ensure there is a robust Admissions process in place. The committee reviewed a number of Clause 11 Applications. Mrs Doyle has introduced a new online application form. The governors thanked Mrs Doyle for her continuing work on this.</p>	

		<p>Personnel Committee: No meeting.</p> <p>Finance Committee: Following advice from the ESFA the committee now comprises of the Audit Committee to consider audit and statutory matters and the Finance Committee to review everything else. 5-year projection and benchmarking was discussed. The Responsible Officer is no longer required.</p> <p>Estates Committee: No meeting. The CIF bid to replace the temporary classrooms has been submitted. AT hopes the offer of a larger financial contribution may help.</p> <p>Curriculum Committee: Additional subjects have been added to the watch-list. Subject reviews are due shortly. The next meeting will receive data following the mocks.</p> <p>Standing Committee: The committee discussed MATs, which will appear on all future Standing Committee agendas. AT will have more information regarding MATs following the spring ASHE headteachers' meeting.</p> <p>Salaries: The committee agreed the proposed salary progressions.</p>	
1646	Governors' Code of Conduct	The governors reviewed and discussed the Code of Conduct, which was agreed and signed, subject to a typographical error.	
1647	Policy Review	<p>Whistleblowing Policy: The Standing Committee have reviewed this (separate) policy, which follows the model Essex policy. The Personnel Committee will have responsibility for the policy.</p> <p>The governors reviewed and noted the Policy Review Document for acceptance of the following policies:</p> <p>Whistleblowing Policy, Governor Expenses Policy, Teaching and Learning Policy, R.E. Policy, SEND Policy, Exclusion from Maintained Schools Policy, Academies and Pupil Referral Units Policy.</p> <p>The Pay Policy has been agreed by both the Salaries and Personnel committees and will be circulated to staff.</p> <p>Decision: Following a discussion the GB agreed the above policies.</p>	
1648	School Trips	<p>JB asked for governors' approval of the following:</p> <p>Margam Trip Approval Application - 7-11 September 2020: This A Level trip was considered by the Standing Committee.</p> <p>USA Trip: This trip was considered by the Standing Committee. In response to a governor question, DL said this</p>	

		<p>Sixth Form trip is taken during half term and highlighted that support could be considered under the Hardship Fund if necessary. DL added that MVM had approved Bursary Applications during her link visit.</p> <p>Motomiya & Tokyo Japan - 31st August to 5th September 2020: This trip is being offered free of charge to 15 students and 3 staff by the Japanese Government. AT thanked JD for his work on this initiative.</p> <p>Field Trip to Dorset Coast - 2nd to 3rd May 2020: Dr Lear has proposed this A Level revision course for Y13.</p> <p><i>Decision: Following a discussion the GB agreed the trips.</i></p>	
1649	Risk Assessment	Nothing identified.	
1650	Any Other Business	<p>DW has been approached by parents concerning road safety around the school, particularly at the back gate. Parents have suggested lobbying the Council for installation of speed humps. This problem has been discussed in the past, with the speed limit and path put in place by the school. An in-depth discussion took place. MVM suggesting lodging a further request for speed humps.</p> <p>The SLT responded well to the recent horrific incident at a local school. A DFS Just Giving page has raised £2k. CD reminded the GB of the school and local community's response to the incident. DL informed the GB that the Critical Incident Policy was being reviewed.</p> <p>MVM thanked the PA for their work towards the Christmas Fayre which raised over £7k and for providing refreshments at the Christmas concerts, raising over £1k.</p> <p>The governors asked for their thanks to be passed to the SLT and all staff for their hard work this term.</p>	

Date of Next Meeting: Governors' Conference: **Saturday 29th February 2020**

Governing Body meeting: **Tuesday 28th April 2020**

The Meeting ended at 8.50pm with the saying of Grace

_____ Chair

_____ Date