

Action List
Davenant Foundation School
Governing Body Meeting 8th July 2020

Action	By Whom	Due Date	Action/ Resolved
FROM PREVIOUS MEETINGS			
Minute 1607: To explore whether there is any feasible option of virtual attendance at meetings.	JM	Autumn 2019	Resolved
FROM LAST MEETING			
Minute 1623: To arrange an Ofsted inspection support on leadership and governance.	AT	January 2020	Ongoing
To arrange a meeting for the GB to review the Effectiveness of Governance document with the school SIP.	AT	January 2020	Ongoing
FROM THIS MEETING			
Minute 1641: To check and update the GB on the Y11 Science Data.	AT	January 2020	Resolved
Minute 1642: Add off-rolling data to the Governors Data Dashboard.	AT	January 2020	Resolved
Minute 1643: To change Section 48 Inspection to Diocese Inspection in the data dashboard.	AT	January 2020	Resolved
To monitor the frequency of Thought for the Day.	DL	March 2020	Resolved
To check and update the dashboard with the latest A Level data	AT	January 2020	Ongoing
ACTIONS FROM THIS MEETING			
Minute 1663 : Action: To arrange a Whitechapel Trustees meeting virtually or via email.	JB/JM	July 2020	
To write to staff thanking them for their hard work during this term.	MVM	July 2020	



DAVENANT FOUNDATION SCHOOL

Minutes of a Virtual Meeting of the GOVERNING BODY

held via Zoom on

8th July 2020

At 6pm

MEMBERSHIP: *Mrs M Vine-Morris (Chair) (**MVM**)
 *Mr G Anthony (Vice Chair) (**GA**)
 *Mrs J Anderson (**JA**) *Rev C Davies (**CD**) *Mrs Olu Fatoye (**OF**)
 *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: None

1651	Business Interests	None	
1652	Retirements, Resignations and Appointments	<p>JD will resign as Staff Governor on 17th July 2020. His resignation will be formally reported at the next meeting.</p> <p>OF was appointed Staff Governor for a term of 4 years on 23rd January 2020.</p> <p>The Whitechapel Trustees recently agreed, via email, the re-appointment of MVM and MH for further 4-year terms. MVM stated her intention to only serve a maximum of one further year and reminded governors that succession arrangements were already in place.</p>	
1653	Minutes of a meeting held on 17/12/19	The governors reviewed the minutes and accepted them as a correct record of the meeting.	
1654	Matters Arising	<p>Minute 1607: MVM thanked AO for her (timely!) work in helping to implement virtual governor meetings.</p> <p>Minute 1643: DL was pleased to report that a Thought for the Day email had been sent every day during lockdown.</p>	
1655	Academy Business	Joiners and leavers will be formally reported at the next meeting.	
1656	Finance Report	<p>The GB had received the Finance Report.</p> <p>MH reviewed the current expected outturn. There is a favourable effect on the overall financial position. Following JB's work regarding the effect of Covid-19, the deficit is £27k. However, the outcome is anticipated to be more positive, with energy savings</p>	

		<p>and possible exam refunds expected. Reserves of £196k will be carried forward.</p> <p>MVM thanked SLT for the careful leadership which has resulted in a positive outturn for the financial year, despite recent challenges. She also thanked the Finance Committee for their work.</p>	
1657	Annual School Budget	<p>The GB have received a paper which the Standing Committee had recommended for approval.</p> <p>MH explained the assumption figures and asked governors to note the submission of a budget for 2021 with a predicted surplus of approx. £30k. This break-even budget will need to be carefully managed throughout the year. Future years have been considered, with general assumptions as to inflationary increases and future income.</p> <p>Operating costs may require amendment when preparing for return to school in September</p> <p>Decision: The GB approved the budget for submission.</p> <p>MH thanked JB and the Finance Team for their work during this difficult period.</p> <p>MVM thanked MH and JB for their excellent work.</p>	
1658	Head-teacher's Report	<p>The GB have received AT's report.</p> <p>Prior to lockdown the school was in a strong position and this meant the school was well-placed to manage the challenges of the crisis.</p> <p>The school was blessed by having Google Classroom in place prior to lockdown, enabling delivery of the best programme of learning possible. Live lessons have been well received. Bridging work advice has been offered to Y11 and Y13, with the Careers Department offering excellent support.</p> <p>AT was pleased with the recognition received for the 2019 A-Level results.</p> <p>The GB felt reassured that participation awards and honours assemblies would begin again when school returns, as will the new CPD programme.</p> <p>AT and DL acknowledged the huge workload the SLT have taken on and thanked them for keeping the school going.</p> <p>Managed Moves continue to work well due to our supportive relationships with local schools.</p> <p>The HoDs, project managed by Mrs Browne and Mrs Fisher, have worked through an incredible process to deliver the CAG scores, which AT reported had been a watertight process.</p>	

	<p>6.45pm OF joined the meeting</p>	<p>Progress 8 (not counted for this year) is likely to be 0.4/0.5.</p> <p>The Teaching School has continued to successfully expand, with 64 trainees due to start across the consortium in September.</p> <p>Teaching and Learning and CPD has continued during lockdown. AT thanked Mrs Theron for the time she has spent offering online training to staff and supporting students.</p> <p>Mrs Escott has been appointed as Assistant Head and welcomed onto the SLT.</p> <p>Sixth Form numbers are positive. AT is proud of the Sixth Form's reputation which appears to have increased during lockdown.</p> <p>Unfortunately, this year's trips have been cancelled or postponed.</p> <p>AT was pleased to report that the CIF bid had finally been successful, meaning a new building and replacement mobile classrooms. A rolling programme of redecoration has begun.</p> <p>Economics, DT and MFL have successfully recruited excellent quality teachers who will join in September.</p> <p>AT reviewed the list of staff leaving DFS, particularly highlighting Julie Robinson, Sue McKenzie and John Doherty's long service.</p> <p>MVM thanked AT and DL for their hard work and asked for the GB's thanks to be passed to the SLT for safely steering the school through this incredibly difficult period.</p> <p>The governors expressed concern regarding the school's ability to effectively engage with all students. AT acknowledged these difficulties, explaining that Y10 and Y12 had received priority during the early days of lockdown. They are currently taking exams to help indicate how well they have worked during lockdown. Other years will have assessments upon return. Y9 GCSE learning will commence in September. Students have been able to drop the subjects they had not opted to take for GCSE. Y7 and Y8 is well-staffed to support English, Maths and Science. Some subjects have struggled, and AT offered assurance that plans are in place for catch-up where necessary.</p> <p>AT has sent a letter acknowledging that some parents have had a challenging time home schooling for many varied reasons and asking that they trust the teachers to make up students' learning.</p> <p>In response to governor questions AT said:</p> <ul style="list-style-type: none"> - students would be offered extra accelerated learning/catch up classes where gaps are identified. Maths and Science are already considering where there might be gaps in learning. - the English Department rewrote their curriculum during lockdown to ensure students' progress. 	
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		<ul style="list-style-type: none"> - most teachers have indicated that they are happy with where their students are. - he had not received details regarding Catch Up Funding. However, the school is over-staffed in anticipation of funds. - although it was unfortunate for 4 MFL teachers to leave at the same time, each had valid reasons for doing so and he has no concerns about an underlying problem. - although Mrs Escott had been appointed as SENCO she will continue to teach RE. <p>Following a governor question, a discussion took place regarding the Creative Studies' timetable. AT is 100% supportive of the department, which is fully staffed with professionals for next year.</p> <p>In response to governor questions regarding A Level results, DL confirmed students are likely to receive their results via email, but will be offered the opportunity to come into school for support. A similar approach will take place for GCSEs.</p> <p>AT reminded governors that, as part of the application, it had been agreed that the school would contribute £100k towards the CIF bid. The sum will be met from the Whitechapel budget. MVM thanked the Estates Committee for their continued work and renegotiation of the CIF bid. GA thanked AT for his work towards this great result.</p> <p>September Proposals: AT reviewed a presentation regarding September's return to school.</p> <p>This has been a huge logistical issue for the SLT, who have drafted a list of principles to ensure students enjoy their return to school. There are concerns that some staff/students may be fearful of returning to school</p> <p>All subjects will be taught with no narrowing of curriculum. Should any Y11s be behind, they will be permitted to drop 1/2 subjects to focus on getting 5/6 strong GCSEs. This is usual practice for DFS.</p> <p>Extra-curricular opportunities will continue.</p> <p>Following government guidelines, the school will be split into zones for each year group, i.e. a 'year bubble' with their own zone and toilet allocation, with staff moving between zones.</p> <p>AT reviewed the new timetable. Students will have staggered starts, shorter lessons, break and lunchtimes. Those with an earlier start will finish early and attend extra-curricular activities followed by those with a later start attending later extra-curricular activities.</p> <p>Staff have received the same presentation and have been asked to forward any questions to the SLT.</p>	
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1659	Governor Link Feedback	<p>The governors have reviewed BICT, Creative Studies, Performing Arts, R.E., English, Geography and Maths Link Reports.</p> <p>The Safeguarding Link Governor continues to keep in regular contact with DL. DL reported that any student at risk had been receiving more input than usual. She has concerns regarding the aftermath of Covid-19, with both students and staff requiring increased support.</p> <p>The School Council Link Governor has liaised with Mrs Wetham and Mrs Fisher regarding careers. The department continues to work well despite the limitations. School Council is prepared for September.</p> <p>The Sixth Form Link Governor was pleased to have been involved in the Head Boy and Head Girl interviews. They will be invited to join the next GB meeting.</p> <p>The BICT Link Governor asked that her thanks to Mrs Theron for the time she has spent supporting staff be added to the Link Report.</p> <p>The GB acknowledged Mrs Theron's incredible contribution to the school during this challenging time and agreed to send her flowers and a card.</p>	
1660	School Development Plan Summary	<p>AT reviewed a presentation summarising the SDP.</p> <p>Due to our financial situation and constantly changing educational environment, DFS's plans have, for some time, been limited to 1 or 2 years. AT reiterated the outcome of the SLT/governor awayday which committed to considering longer-term plans. These include capital investment; which include a new sports hall, AstroTurf,</p>	

		<p>refurbished rooms, a united extended community and a building fit for the 21st Century. AT emphasised the school commitment to enabling sporting, music and digital learning to continue. AT also highlighted the need to review the quality of staff CPD and core specialist teachers.</p> <p>In response to a governor question, AT said although Ofsted are currently able to visit schools, they are not due to commence inspections until early 2021. He continues to work closely with the SIP.</p>	
1661	Policy Review	<p>The Governors reviewed the Policy Review document detailing the following policies:</p> <ul style="list-style-type: none"> - Safeguarding Policy; - Bereavement Policy; - Anti-Radicalisation Policy Statement; - CPD; - Discipline and Dismissal Policy; - Equality and Diversity in Employment Policy; - Equality Policy; - Pre-Employment Checks Procedure; - Staff Leave of Absence Policy; - Staff Sickness Absence Management Procedure; - Visitor/Visiting Speakers Policy; - Review of Financial Scheme of Delegation & Financial Limits; - Charging Policy & School Trip Terms & Conditions; - Capability Procedure; - Redundancy and Restructuring Procedure; - Probationary Procedures; - Pre-employment Checks; - Asbestos Management Plan; - Surveillance and CCTV Policy; and - Educational Trips and Visits Policy. <p>Careers Policy: The Curriculum Committee has considered virtually the Careers Policy re-written by Kate Fisher.</p> <p><i>Decision: Following a discussion, the governors accepted the above policies.</i></p>	
1662	Risk Register, Re-Opening Risk Assessment and Risk Analysis	<p>The Risk Register and changes have been considered by both the Finance and Standing Committee.</p> <p>The Risk Registers will appear on the website in September. AT asked that the GB be available during the summer break to approve the Risk Assessments.</p> <p>The GB noted that the school had undertaken a rigorous assessment of the risk assessments.</p> <p>The GB thanked MH for his work in ensuring the process had been correctly followed.</p>	

		<p>In response to a governor question regarding pastoral care provision, DL confirmed measures had been put in place to ensure the school's provision continued to be both effective and thorough.</p> <p>In response to a governor question, the GB discussed whether it would be useful to include a reference to social media under point 32 of the Risk Register.</p> <p>The general risk analysis has been reviewed with some of the risks increased, as our ability to mitigate some is not as easy as usual.</p> <p>The GB must be conscious of the need to be able to constantly review risks and the Risk Register. An in-principle agreement was reached to meet during the summer if there was a requirement for governor feedback or risk register sign-off.</p> <p>In response to a governor question regarding fire drills for non-mobile students, DL confirmed each student had been risk assessed with the SENCO.</p>	
1663	Any Other Business	<p>MVM plans to invite governor feedback regarding their view of the governance arrangements this term, with their reflection informing our thinking for the new academic year. She will also discuss committee membership, governor link roles and future meeting formats with them.</p> <p>MVM feels the pressure will continue next term with possibly different difficult circumstances.</p> <p>MVM indicated she hopes to be able to report a new Link Governor for the Learning Support inc Pupil Premium/Gifted & Talented and Equality, Looked After Children and Adopted Children area shortly.</p> <p>The Whitechapel Trustees will be required to meet shortly regarding submitting a new scheme to the Charity Commission.</p> <p>Action: To consider a Whitechapel Trustees meeting virtually or via email.</p> <p>The following long serving staff are due to leave DFS at the end of term and will be presented with gifts in recognition of their service:</p> <p>Sue McKenzie (Maths), Julie Robinson (Head of Economics), John Doherty (Senior Pastoral Lead), Jackie Claye (Senior Teaching Assistant).</p> <p>JD thanked the GB and wished them all best for the future.</p> <p>Action: To write to staff thanking them for their hard work during this term.</p> <p>The governors were asked to note the Benchmarking paper, considered by the Finance Committee, which was circulated with the agenda.</p>	<p>JB/ JM</p> <p>MVM</p>

		The Whitechapel and Reynolds Trustees were thanked for their responses to the recent email re the accounts.	
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Date of Next Meeting: TBC

The Meeting ended at 8.25pm with the saying of Grace

_____Chair

_____Date