

**Action List**  
**Davenant Foundation School**  
**Governing Body Meeting 13<sup>th</sup> October 2020**

| <b>Action</b>   | <b>By Whom</b> | <b>Due Date</b> | <b>Action/ Resolved</b> |
|---|----------------|-----------------|-------------------------|
| <b>FROM PREVIOUS MEETINGS</b>   |                |                 |                         |
| <b>Minute 1623:</b> To arrange Ofsted inspection support on leadership and governance.                              | <b>AT</b>      | January 2020    | Ongoing                 |
| To arrange a meeting for the GB to review the Effectiveness of Governance document with the school SIP.             | <b>AT</b>      | January 2020    | Ongoing                 |
| To check and update the dashboard with the latest A Level data  | <b>AT</b>      | January 2020    | Ongoing                 |
| <b>ACTIONS FROM LAST MEETING</b>  |                |                 |                         |
| <b>Minute 1663:</b> Action: To arrange a Whitechapel Trustees meeting virtually or via email.                       | <b>JB/JM</b>   | July 2020       | Ongoing                 |
| To write to staff thanking them for their hard work during this term.   | <b>MVM</b>     | July 2020       | Resolved                |
| <b>ACTIONS FROM THIS MEETING</b>  |                |                 |                         |
| <b>Minute 1667:</b> To arrange for the SIP to carry out work with the GB to review the Effectiveness of Governance. | <b>AT</b>      | December 2020   |                         |
| To invite the Head Boy and Head Girl to the December GB meeting.  | <b>JM</b>      | October 2020    |                         |
| <b>Minute 1669:</b> To sensitively follow up Y7 Parental Contributions.   | <b>JB</b>      | October 2020    |                         |
| <b>Minute 1670:</b> To upload HT report to the GB Google Classroom.   | <b>AT</b>      | October 2020    | Resolved                |
| <b>Minute 1671:</b> To upload virtual minutes of Admissions Committee email meeting.                                | <b>JM</b>      | October 2020    | Resolved                |
| <b>Minute 1674:</b> To consider parental involvement beyond Home School Links.                                      | <b>DL</b>      | December 2020   |                         |
| To make contact with Link Areas.  | <b>ALL</b>     | November 2020   |                         |
| To share Governor and teachers email addresses.   | <b>JM</b>      | October 2020    |                         |



# DAVENANT FOUNDATION SCHOOL

## Minutes of a Virtual Meeting of the

### GOVERNING BODY

held via Zoom on

13<sup>th</sup> October 2020

At 7pm

**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**)  
 \*Mrs L Folkes (**LF**) \*Mr M Hicks (**MH**) \*Mrs A Olapade (**AO**)  
 \*Mr D Prosser (**DP**) \*Mr H Smith (**HS**) \*Mrs S Temple (**ST**)  
 \*Indicates attendance\* \*Mrs D Williams (**DW**) \*Mr A Thorne (**AT**)

**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

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| 1664 | Business Interests                        | None  |                     |
| 1665 | Appointment of Chairman and Vice Chairman | <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>MVM agreed to stand for Chair and GA for Vice-Chair. The Governing Body accepted this unanimously (via email exchange with JM).</p> <p><b>Resolved: MVM and GA were appointed Chair and Vice-Chair respectively for a period of one year.</b></p>  |                     |
| 1666 | Minutes of a meeting held on 8/7/20       | The governors reviewed the minutes and, subject to a typographical error, accepted them as a correct record of the meeting.   |                     |
| 1667 | Matters Arising                           | <p><b>Minute 1623:</b> Ofsted have indicated they may resume inspections in early 2021. Outstanding schools are no longer exempt from inspection.</p> <p><b>Action: To arrange for the SIP to undertake work with the GB to review the Effectiveness of Governance.</b></p> <p>AT is working with Mrs Theron to create a shared Google Documents folder, where a working copy of the Data Dashboard will be uploaded.</p> <p><b>Minute 1663:</b> Whitechapel Trustee business will be dealt with at the next Finance Committee meeting.</p> <p><b>Action: To invite the Head Boy and Head Girl to the next meeting.</b></p> | <p>AT</p> <p>JM</p> |
| 1668 | Academy Business                          | <b>Academy Business:</b> The Audit will take place shortly and reported at the next meeting, when the GB will receive the accounts.   |                     |

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| 1669 | <b>Finance Report</b>        | <p>The Finance and Audit Committees have held email meetings. JB's paper set out areas of variance from the original budget and notes for governors' consideration.</p> <p>A year end surplus of £63k was reported on unrestricted funds.</p> <p>The GB were pleased with the positive news and thanked the Finance Team and the SLT for their careful management of finances.</p> <p>JB is working with Buzzacotts to draw up accounts, which will be subject to audit.</p> <p>In response to a governor question regarding implications for this year's budget, JB said this would be reviewed shortly. Adding that a separate cost centre for Covid-19 related spending e.g. cleaning staff and sanitiser, is being kept in anticipation of submitting a claim to the DfE.</p> <p>Catch-Up Funding is likely to be in the region of £70k and will be used to support identified groups of students/individuals.</p> <p>AT highlighted to the GB how much work staff had put into clawing back almost £500k and thanked the GB for allowing this to be done in a way that ensured the school retains its unique character.</p> <p>Following a governor question, a discussion took place regarding Y7 Parental Contributions. It was acknowledged that some families are facing difficulties due unexpected jobs losses during the pandemic.</p> <p><b>Action: To sensitively follow up Y7 Parental Contributions.</b></p> | JB |
| 1670 | <b>Head-teacher's Report</b> | <p>AT reviewed his Start of Term Report, highlighting:</p> <p><b>School Zoning:</b> Although it has taken some time, the school is becoming more settled, with zoning working well.</p> <p><b>Extra-Curricular Activities:</b> Activities continue to take place in a Covid-19 secure way.</p> <p><b>Covid-19:</b> Due to a positive case in Y12, the whole year were sent home. They engaged well via online lessons for 2 weeks, returning to school up to date with their work.</p> <p>The current situation is taking its toll on the staff who are exhausted, but continue to work above and beyond expectations.</p> <p><b>Exclusions:</b> The GB discussed the few fixed term exclusions which have mainly taken place due to breaches of Covid-19 protocols.</p> <p><b>Attendance:</b> When Covid-19 related absences are included, attendance is slightly lower than this time last year. Attendance is reported to the DfE daily.</p> <p><b>Data and TT:</b> Staff have begun to get used to the new school structure. The first Virtual Parents' Evening has been held. The Autumn Census has been completed ahead of schedule.</p>   |    |

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|  | <p><b>Exams:</b> 4 CAGs appeals were due to admin errors and have been rectified. All other appeals have been dealt with.</p> <p><b>Autumn Exams:</b> There has been limited uptake for Autumn Exams. Covid-19 secure mock and summer exams are being planned.</p> <p><b>Cover and Duties:</b> Lessons have been shortened by 5 minutes, giving staff a little extra time. School has remained Covid-19 secure by not having to engage outside cover staff.</p> <p><b>Compliance:</b> The Estates Committee have received the H&amp;S Report. Further GDPR training, to include governors, is being planned.</p> <p><b>Google Classroom:</b> Google have started to charge for this service, although at £2.5k p.a. AT believes it is worth it.</p> <p>The IT team worked hard over the summer and remain under pressure. There are plans to employ an IT apprentice in due course.</p> <p><b>Sixth Form - Year 12:</b> 195 (108 internal) students have settled well.</p> <p><b>Year 13:</b> 170 students have adapted well to their return to school. UCAS applications are well underway.</p> <p>It was noted that the combined impact of extra students this year will increase funding by circa £300k.</p> <p><b>Student Services (Pastoral Team):</b> The new Educational Psychologist is settling in well. There has been a review of Covid-19 on SEN students.</p> <p>The team are working with a particularly immature Y7 cohort.</p> <p>Essex have asked us to share our good practice.</p> <p>Mrs Escott will attend a future meeting to deliver a Student Services presentation.</p> <p><b>ITT:</b> There are 65 trainees across the consortium, with 9 at DFS.</p> <p>In response to a governor question on BLM, DL said Rachel Emohare had been appointed Cultural Intelligence Coordinator. She has launched Black History Month with new initiatives, assemblies and discussion groups and met with ex-students who wish to return as mentors in future.</p> <p>Additionally, 30 staff will be trained on 23<sup>rd</sup> October in Cultural Intelligence, this will be cascaded down the school throughout the year. The curriculum in English and History has changed to reflect this work. There is a continuing need for students to discuss their experiences in the context of BLM. Effective ways of how to do this constructively with the whole student body are being considered.</p> <p>MVM thanked AT and DL for their work in this important area.</p> |  |
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|  | <p>Governors were concerned that staff were working at higher levels than usual and asked what had been done to reduce pressure on them. AT said extra staff e.g. invigilators, had been brought in to cover lunch and break duties, also staff are no longer required to cover student hubs. Last week teachers were given an extra 90 minutes by having students attend an assembly without them.</p> <p>HoDs have been asked to look at teachers' workloads, particularly as marking has become more difficult. Although the SLT have dropped their expectation of staff, teachers continue to set themselves high targets. David Liebeschuetz has spoken with staff about this and ways to deal with their own mental health, highlighting that the SLT are seeking to support staff in any way they can.</p> <p>The GB asked OF, as a staff member, to comment on Mr Liebeschuetz talk. She said the session was well received, adding that although teachers wish to continue to teach as before, they must realise this is not now possible. The talk helped teachers know they were not alone in their worries. Teachers will continue to do their very best for their students. MVM thanked OF for this very useful feedback.</p> <p>In response to a governor question regarding Catch-Up Funding, AT said he had interviewed HoDs regarding where students were and how the funding could support them. He gave examples of MFL employing a new Spanish Assistant to help with speaking and listening, laptops/ Chromebooks purchased for students and catch-up lessons. Plus, the Maths department have volunteered to take on extra lessons to ensure students have a sound understanding as they progress in Y13.</p> <p>In response to a governor question, AT said 3 or 4 A Level students were receiving support. A number of Y11 students are receiving extra support, however it is likely that these students would have required intervention at this point in Y11 regardless of the situation.</p> <p>Following the meetings with HoDs, it was identified that some other years are behind. Departments have rewritten curriculums to take account of this. Languages are a concern due to lack of practice, but extra staff have been employed to address this.</p> <p>All subjects, other than Creative Studies, are comfortable with where they are.</p> <p>Y11s have returned to school enthusiastic. Although GCSEs are allowing departments to drop modules, teachers will cover these to ensure students are not behind when entering the Sixth Form.</p> <p>Struggling GCSE students will be allowed to drop subject(s) in November this year.</p> <p>Having received 1:1 support during lockdown SEN student are mostly where they should be.</p> <p><b>Action: AT to upload his report to the GB Google Classroom.</b></p> | <p><b>AT</b></p> |
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| 1671 | <b>Committee Reports</b>       | <p><b>Standing Committee:</b> The committee met virtually to ensure the RAs were updated.</p> <p><b>Personnel Committee:</b> The committee met virtually and discussed the pressure on staff and the SLT and what could be done to support them.</p> <p><b>Estates Committee:</b> The committee met virtually and discussed recent works around school, and the environment the premises staff are working in. The SIF bid was successful meaning some portable classrooms will be replaced. Work is anticipated to start in early 2021, with completion due by Summer 2021.</p> <p><b>Finance and Audit Committee:</b> A summary of both meetings (conducted via email) will be circulated shortly.</p> <p><b>Admissions Committee:</b> The committee conducted their business via email. They agreed an amendment to the published 2021 Admissions Arrangements to reflect the fact that churches had closed during lockdown. Essex helped DFS draft the statement, which gives the Clergy a degree of flexibility and allows them to assume continued patterns of attendance prior to and post lockdown. This will have an effect on school applications for the next 7 years. CD, ST and DL are due to meet shortly to discuss the arrangements.</p> <p><b>Action: To upload virtual minutes of the Admissions Committee email meeting to Google Classroom.</b></p> | JM |
| 1672 | <b>Safeguarding</b>            | <p>CD has met with DL. The start to term has been quiet, with changes being processed behind the scenes.</p> <p>The new Y7s' immaturity has led to some safeguarding problems. This is being satisfactorily dealt with.</p> <p>CD will be involved in November's Safeguarding Audit.</p>  |    |
| 1673 | <b>School Development Plan</b> | <p>AT reviewed a presentation summarising the SDP he plans to introduce. The new SDP will cover a 3 to 5-year plan, supported by annual operational plans. This is a strategic plan for the school, but the 1-year development plan will continue and will be monitored regularly by teams and governors, it will work alongside the 3 to 5-year SDP.</p> <p>AT has shared his ideas with the Standing Committee and will discuss his initial thoughts with the SIP in November.</p> <p>It is important for leaders and governors to begin to look to the future.</p>   |    |
| 1674 | <b>Link Governors</b>          | <p>The Link Governor programme has been reviewed. Following feedback and reflection the GB agreed the programme will remain with the following changes:</p> <p>OF will be Student Services/Learning Support link;<br/>ST will be MFL as well as RE link; and<br/>AO will lead on Equality; focusing on BLM, gender, social and economic equality.</p>   |    |

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|      |                    | <p>Home School Links (which has changed dramatically over the past few years) and PHSE Link Governor areas remain vacant.</p> <p><b>Action: To consider parental involvement beyond Home School Links</b></p> <p>It is important that governors continue to support teachers. Contact will remain via email/telephone, followed up with a note/verbal feedback.</p> <p>AT, MVM and JA have drafted a note to governors and relevant staff members explaining how the programme will work.</p> <p><b>Action: To make contact with Link Areas.</b></p> <p><b>Action: To share Governor and teachers email addresses.</b></p>  | <p><b>DL</b></p> <p><b>ALL</b></p> <p><b>JM</b></p> |
| 1675 | School Trips       | The Standing Committee reviewed the RA and subsequently approved a D of E bronze trip, revised to operate under Covid-19 restrictions. Although it is important to complete the current D of E, unfortunately we will not run one next year.  |   |
| 1676 | Risk Assessment    | The Standing Committee added 'having a sufficient workforce to be able to operate the school' to the Risk Register.   |   |
| 1676 | Any Other Business | <p>The governors received the following documents prior to the meeting:</p> <p><b>Best Value Statement:</b> The Governors accepted the Statement.</p> <p><b>Policy Review:</b> The Governors accepted the Policy Review document.</p> <p><b>Draft 2020-2021 Committee Membership:</b> Agreed (subject to any written comments within 2 weeks)</p> <p><b>Attendance Report:</b> The Governors agreed the report, which will be uploaded to the school website.</p> <p>Anna Kilden retired following almost 30 years of service. She was presented with engraved glassware and a card written by MVM. Mrs Kilden also received flowers from the GB and asked JM to pass on her thanks.</p> <p>The GB agreed they will continue to support the staff in any way they can, individually or as a collective.</p> |   |

Date of Next Meeting: Tuesday 15<sup>th</sup> December 2020

The Meeting ended at 8.35pm with the saying of Grace

\_\_\_\_\_ Chair

\_\_\_\_\_ Date