

Action List
Davenant Foundation School
Governing Body Meeting 7th July 2021

Action	By Whom	Due Date	Action/ Resolved
FROM PREVIOUS MEETINGS			
Minute 1623: To arrange Ofsted inspection support on leadership and governance.	AT	January 2020	Ongoing
To check and update the dashboard with the latest A Level data	AT	January 2020	Ongoing
Minute 1667: To arrange for the SIP to carry out work with the GB to review the Effectiveness of Governance.	AT	December 2020	Ongoing
Minute 1669: To sensitively follow up Y7 Parental Contributions.	JB	October 2021	Ongoing
Minute 1674: To make contact with Link Areas.	ALL	November 2020	Ongoing
Minute 1686: To present the new SDP at the next meeting.	AT	April 2021	Resolved
Minute 1691: To discuss costs with Ingleton Wood, as they will be responsible for and the school accountable for cost management.	AT GA	January 2021	Resolved
Minute 1692: To write to the telecommunications company regarding their intentions (re mobile phone mast).	JB GA	January 2021	Ongoing
ACTIONS FROM LAST MEETING			
Minute 1703: To report to Juniper that the GB have accepted and agreed all ToRs.	JB	May 2021	Resolved
ACTIONS FROM THIS MEETING			
Minute 1712: To let MVM/JM know if they would be willing to become a member of a Governance Structures Working Party.	ALL	September 2021	
To amend the wording of the item 1 of the action plan.	MVM/ MH	July 2021	Resolved
Minute 1715: To forward any comments on the SDP to AT	ALL	July 2021	
Minute 1721: To review the Harmful Sexual Abuse – Peer on Peer Abuse Policy and submit any feedback to JM.	ALL	July 2021	



DAVENANT FOUNDATION SCHOOL

Minutes of a Virtual Meeting of the GOVERNING BODY

held via Zoom on

7th July 2021

At 6pm

MEMBERSHIP: *Mrs M Vine-Morris (Chair) (**MVM**)
Mr G Anthony (Vice Chair) (**GA**)
*Mrs J Anderson (**JA**) *Rev C Davies (CD) *Mrs O 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 Escott (**JE**), Mrs J Beaumont (**JB**) and Mrs J McCallig (**JM**)

Opening Prayer: MVM opened the meeting with a prayer.

Apologies accepted from: Mrs Olapade and Mr Anthony

Due to Mrs Escott attending the meeting the agenda was not followed in order.

1708	Business Interests	None	
1709	Retirements Resignations Appointments	The Whitechapel Trustees reappointed ST as Foundation Governor for a further 4-year term from 26 th June 2021.	
1710	Minutes of 27/04/21 <i>6.11pm AT, HS and CD arrived</i>	The governors reviewed the minutes and accepted them as a correct record of the meeting.	
1711	Matters Arising	<p>Minute 1669: JB has written to the Reynolds Trustees regarding changes to the way parental donations are made.</p> <p>Minute 1674: The governors were encouraged to contact their link area prior to the summer break.</p> <p>Minute 1691: AT and GA have discussed the revised budget. The project is ongoing.</p> <p>Minute 1692: JB has written to the telecommunications company informing them that having considered their request, the Trustees believe that a restrictive covenant may not permit a mobile 'phone mast on DFS's land. A response is awaited.</p>	
1712	Academy Business	<p>The governors had received the School Resource Management Advisor Recommendations Report (SRMA) and Action Plan in advance.</p> <p>The report was triggered due to our successful CIF bid and we were asked to produce an Action Plan for the individual recommendations.</p>	

		<p>The report is positive. The few concerns raised are:</p> <ul style="list-style-type: none"> • The school's governance arrangements relating to the academy and trustees. As all members of the Academy are governors, there is no independence between them and the GB. This could be seen as a potential weakness. We will consider separation of our members and governors. • Following the recommendation, we will review the recently released model Memorandum and Articles of Association and consider whether our current Articles require updating. <p>The governors noted that our governance had been illustrated as be strong and that legally we are not required to make any amendments. However, it is likely that the recommended structure will become mandatory.</p> <ul style="list-style-type: none"> • It has been highlighted that we do not use enough benchmarks in financial assessments. Although we do benchmark well, we do not use this towards financial judgements. This will be formalised in future. • The report highlighted one of the benchmarks (teacher contact time) as out of line, which if remedied could save £100k per year. We do not believe this action is appropriate, however we will continue to monitor and consider how time is spent. • We have and will continue to benchmark externally. <p>In response to a governor question, MVM said once approved the Standing Committee would oversee the Action Plan and report to the GB.</p> <p>There will be a substantive review of governance, the findings and available options will be considered and reported to the GB in the autumn.</p> <p>A Governance Structures Working Party will be established to carry out work on the recommendations.</p> <p>Action: To let MVM/JM know if they would be willing to become a member of the Governance Structures Working Party.</p> <p>The Finance Committee have begun considering benchmarks and will continue to reflect on the action plan.</p> <p>In response to a governor question regarding removing full time positions from our budget/projections, MH said next year's timetable had already been costed and any amendments would require consideration via the Curriculum Committee.</p> <p>Following a discussion, the governors agreed that item 1 of the action plan should be amended to reflect governor reservations, rather than suggest we agree with it. Some staffing will be lost through natural wastage and consideration will always be given prior to replacing a full-time member of staff.</p>	<p>ALL</p>
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		<p>Action: To amend the wording of the item 1 of the action plan.</p> <p>Decision: Subject to the above amendment the Governors agreed the Action Plan for submission to the ESFA.</p>	MVM /MH
1713	Finance Report	<p>MH reviewed the Finance Report and supporting note, which the governors had received in advance.</p> <p>There is an unplanned surplus of £14k.</p> <p>A number of late changes to the budget are expected, but any negatives should be offset by positives.</p> <p>The governors noted the Report which had been reviewed by the Finance Committee.</p> <p>MVM thanked MH and JB for their excellent work on finance.</p>	
1714	Annual School Budget	<p>The governors had received a paper in advance of the meeting.</p> <p>The Finance Committee reviewed the budget and recommended it for approval by the GB.</p> <p>Appendix B: The 5-year projection shows an expected projection of approx. £14k. In 4 years' time the reserves are projected to be £500k; the SRMA's recommendation.</p> <p>The SRMA also recommended a contingency, which has been included for 2023/24 and 2024/25.</p> <p>Contingency for capital costs are usually covered by funds made available by Whitechapel. The reserves have been managed well in the past and increasing reserves are providing a buffer.</p> <p>The GB noted inflation assumptions.</p> <p>Although the budget appears favourable, any unknown items could make a difference. This is an ongoing review process and action will be taken should there be any increases in expenditure.</p> <p>In response to a governor question, MH said the SRMA report had not considered Whitechapel Trust's governance separately, only the academy.</p> <p>Decision: The GB approved the Annual School Budget for submission.</p> <p>MH thanked JB and her finance team for their work on the SRMA Report and all other financial requirements.</p>	
1715	Head-teacher's Report	<p>AT reviewed his report, which the governors had received, the main points of which were:</p> <ul style="list-style-type: none"> • 2 DFS students have been chosen to represent Team GB at the forthcoming Olympics. • CAGs: All grades and evidence have been submitted. • Teaching staff will not be required at school during the summer. • The process has taken a huge toll on staff. 	

		<ul style="list-style-type: none"> • Results: P8 is 0.75. • Staff Welfare Survey: AT reviewed the mainly positive responses to the recent Staff Welfare Survey, which the SLT will discuss with staff shortly. • Summer School will run for a number of students. • De-bubbling has not taken place due to the Covid Delta variant. • DFS will be fully staffed with teachers in September. • Attendance is 95.6%, which is excellent. • Y7 and Sixth Form inductions have taken place virtually. • There are 29 TES trainees at DFS. ITT continues to go from strength to strength. • Students have experienced many extra-curricular activities. <p>In response to governor questions AT confirmed:</p> <ul style="list-style-type: none"> • Approximately 80% of staff had so far responded to the Welfare Survey. • DL had attended a webinar regarding planning for September's return to school. • Student bubbles will continue to the end of term. • Staff are being asked to carry out Quality Assurance Covid testing. • Student Covid testing will be carried out in September; • Guidance will be issued to parents regarding isolating. <p>School Development Plan: An in-depth discussion took place regarding the draft SDP.</p> <p>Action: To forward any comments on the SDP to AT.</p> <p>Student Services is included, but is currently covered under Behaviour and Quality of Education, although this may change prior to finalisation.</p> <p>The one-year plan is linked to our 5-year aims.</p> <p>Once HoDs have completed their Development Plans they will be submitted to the GB.</p> <p>MVM thanked AT for his report.</p>	ALL
1716	<p>Report on Student Services</p> <p><i>6.26pm JA arrived</i></p>	<p>MVM welcomed JE to the meeting and congratulated her on her appointment.</p> <p>DL and JE reviewed their presentation on Student Services, Intent and Ideology, which the governors had received in advance of the meeting.</p> <p>In response to a governor question, JE said a HoY would take an overview focus on behaviour.</p> <p>In response to governor questions, DL said:</p> <ul style="list-style-type: none"> • Form teachers refer students for various reasons. Currently HoDs carry out sessions with year groups. A broader meeting will now help identify the various types of emotional need with targeted approaches delivered to certain groups. • The school will respond to emotional needs identified at Level 2. • Structures are being put in place to manage the increased number of EHCP students due in September. 	

		<ul style="list-style-type: none"> • The new process will ensure students are monitored, assessed and provided with the correct intervention. The volume of issues may increase, but the system will ensure students are quickly dealt with. • Mental Health organisations are currently offering free services. • TAs are being trained in specialist intervention. • Students were monitored during lockdown (via Zoom) to ensure they were receiving the correct support. • When a student presents with emotional difficulties the new system will pick them up. <p>Tutors will oversee low level problems, with a programme in place to ensure they touch base with students throughout a term.</p> <p>The new system will ensure that G&T students continue to develop at a higher rate.</p> <p>A governor asked how the new system would interact with PP students and DL confirmed these students are on a broad list, with a sub-list overseen by Mrs Katsikas.</p> <p>Part of the programme looks at PP or LAC students. For any students arriving without an EHCP, a One Plan will be considered to help assess what intervention may be required.</p> <p>The programme will help ensure PP students are monitored and tracked, ensuring we have a clear history of students needs and progress.</p> <p>Following a governor question, DL suggested that the programme is unlikely to make a difference for permanent exclusions. We have so few and these students have been reviewed many times prior to exclusion. However, students constantly receiving fixed term exclusions will benefit from the process.</p> <p>MVM thanked DL and JE for their presentation.</p> <p><i>7pm JE left the meeting.</i></p>	
1717	Committee Meetings	The governors had received minutes of all committee meetings in advance.	
1718	Staff Wellbeing Survey	Reported earlier.	
1719	Governor Link Feedback	<p>The Governors had received RE and Sixth Form Link Reports in advance of the meeting.</p> <p>Link Reports for the Careers Department, School Council and Diversity, Equality and Cultural Intelligence will be submitted shortly.</p>	
1720	New SDP	Reported earlier.	
1721	Policy Review	<p>The GB reviewed the document listing the policies reviewed by each committee.</p> <p>Following a discussion, the GB approved the following policies:</p>	

		<p>Fire Safety Policy – Exam Contingency Policy Gifts and Hospitality Policy Expenses Policy Update to Financial Regulations. Bereavement policy: Information Governance Strategy Acceptable Personal Use of Resources and Assets Policy Data Handling Security Policy Data Protection Policy: Records Management Policy: Security Incidents Policy: Statutory Requests for Information:</p> <p>The following policies are currently being reviewed virtually:</p> <p>Teaching and Learning Policy (Curriculum) Lockdown Policy (Curriculum) Pastoral care (Curriculum) Anti-Radicalisation Statement (Personnel) Cover & PPA (Personnel) Redundancy & Restructuring Procedure (Personnel) Equality Policy (Personnel) Equality and Diversity in Employment Policy (Personnel) Performance Management (Personnel) Staff Sickness absence Management (Personnel) Staff Leave of Absence (Personnel) Building Contractors Working in School (Personnel) Visitors & Visiting Speakers Policy (Personnel)</p> <p>Harmful Sexual Abuse – Peer on Peer Abuse: The draft policy has been uploaded to the website, with governor feedback due shortly.</p> <p>Action: To review the Harmful Sexual Abuse – Peer on Peer Abuse Policy and submit any feedback to JM.</p>	
1722	Risk Analysis	<p>The governors reviewed the Risk Register. All risks flagged during the year are covered under the register.</p> <p>Decision: Following a discussion the governors agreed the Risk Register.</p>	
1723	Any Other Business	<p>The governors were asked to review the 2021/22 meeting calendar.</p> <p>In response to a governor question, DL said:</p> <ul style="list-style-type: none"> • She was unsure how many students/staff were taking regular Lateral Flow Covid-19 tests. • She believed we have the right to refuse entry to school to any child not taking a Covid-19 test. • If an individual has been in contact with a positive Covid case they will be given the choice to either isolate or take a test. <p>The governors asked for their personal good wishes and congratulations to be passed to Mr Escott, who is leaving DFS to join the clergy.</p>	

		<p>The governors asked for their thanks to be passed to all staff for their hard work during this difficult year.</p> <p>MVM thanked the governors for their responsive work during what has been an unusual and difficult year.</p>	
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Date of Next Meeting: TBC

The Meeting ended at 8.05pm with the saying of Grace

_____Chair

_____Date