

Action List

Davenant Foundation School

Governing Body Meeting 30th April 2024

Action	By Whom	Due Date	Action/ Resolved
FROM PREVIOUS MEETINGS			
Minute 1806: To liaise regarding proposals to engage Davenant alumni.	AT/JG	March 2023	Ongoing
FROM LAST MEETING			
Minute 1870: To let JM know if you would like to be involved with the working group considering possible additional income.	ALL	January 2023	Resolved
To arrange a meeting in the New Year with the additional income working group.	JM	January 2023	
Minute 1875: To draft a letter to parents highlighting the high level of unreasonable complaints being received.	AT & GA	January 2023	Resolved
Minute 1877: To sign the Governors' Code of Conduct.	GA	January 2023	Resolved
Minute 1882: To liaise with committee chairs to identify which meeting might work for an in-person meeting.	JM	January 2023	Resolved
FROM THIS MEETING			
Minute 1891: To inform the GB of the details of the recent Prevent referral, in due course.	AT	October 2024	
Minute 1894: To discuss exam costs with the Exams Officer and the Audit, Risk and Finance Committee.	JB	May 2024	
Minute 1900: To discuss the viability Youth Alpha Course with the Head of RE.	AT	May 2024	



DAVENANT FOUNDATION SCHOOL

Minutes of a Meeting of the

GOVERNING BODY

Held in the Arter Library on

30th April 2024

At 6.30pm

MEMBERSHIP: *Mr G Anthony (Chair) (**GA**) *Mrs S Temple (Vice Chair) (**ST**)
 *Mrs A M Allen (**AMA**) Mrs C Cantle (**CC**) Mrs D Nelson (**DN**)
 *Mrs A Crombie (**AC**) *Rev C Davies (**CD**) *Mrs L Folkes (**LF**)
 *Mr J Goldsworthy (**JG**) Mrs C Hands (**CH**) *Mrs N Lee-Johnston (**NLJ**)
Indicates attendance *Mr D Prosser (**DP**) *Mr H Smith (**HS**) *Mr A Thorne (**AT**)

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

Apologies accepted from: Mrs C Cantle, Mrs D Nelson and Mrs C Hands

Rev Davies opened the meeting with a prayer.

1888	Business Interests	CD declared an interest as a member of clergy in the school's parish. He is also a member of the Church of England.	
1889	Minutes of meeting of 11/12/23 & 16/01/2024	The minutes of the both meetings were reviewed and accepted as a correct record of the meeting.	
1890	Matters Arising	None	
1891	Headteacher's Report	<p>AT reviewed his report, which the governors had received in advance.</p> <p>Staffing remains a challenge, meaning the school may not be fully staffed for September. An in-depth discussion took place.</p> <p>In response to governor questions AT said:</p> <ul style="list-style-type: none"> • approximately 10/15 lessons out of 200 daily are not taught by a qualified teacher; • high level TAs often cover small classes; • he often takes up to 5 classes together in the hall; • a permanent Hall Teacher is likely to be in place for next year; • lack of teachers being trained has led to a drop in good teachers; • although Davenant's pension offer is excellent, nearby London schools always offer a better package. • the DT A level will not run next year, although Design will continue. • GCSE classes are always staffed, with Y8 often being the year without permanent teachers. <p>The CofE designation has been agreed by the Government, subject to our governance structure. Governors will be welcome to join the celebration in the autumn (date TBC).</p> <p>GCSE & A Level Data: Our P8 of 0.48 is excellent for a non-selective school.</p>	

		<p>Behaviour, Attendance and Suspension Data: AT reviewed and the governors discussed and asked various questions regarding the data.</p> <p>In response to a governor question regarding student misconduct, AT said behaviour is mostly year specific. Y9 are immature and generally causing problems. Some high-level behaviour issues with (4 or 5) students require dealing with individually. Mental health, online issues, rudeness and defiance are also causing problems. Most of these appear to be a national trend and seem to be contributing to the national teaching crises.</p> <p>Safeguarding: AT reviewed the Safeguarding data and an in-depth discussion took place.</p> <p>In response to a governor question, AT said the Prevent referral was being deal with by the Met Police, although he was unable to comment further.</p> <p>AT explained how a Prevent issue might be flagged to staff. The GB were concerned that the Prevent software constantly monitoring students (using their school sign), often results in email alerts to staff outside school hours. CD said we must ensure our policy makes it clear that staff are not expected to monitor emails during evenings, weekends and holidays.</p> <p>In response to a governor question, AT said our Monitoring Policy indicates that Prevent alerts are only monitored during school hours.</p> <p>Action: To inform the GB of the details of the recent Prevent referral, in due course.</p> <p>The governors noted that CD had been called into school regarding two serious safeguarding incidents.</p> <p>In response to a governor question regarding sexual abuse classifications, AT said although these were an increase from 5 years ago, they are more common now and in line with last year's data. He highlighted that the 10 'child exploitation' cases were not necessarily 10 different children. A discussion took place regarding the various abuse classifications. In response to a further governor question, AT said these incidents could be reported by either a teacher or student.</p> <p>ITT: recruitment is positive.</p> <p>AT reviewed teaching and learning, the varied trips and visits offered, together with the leavers, starters and current vacancies.</p> <p>Sixth Form Building: Pre-application results are due this week. Results have been delayed due to the Environmental Agency being required to carry out a number of surveys prior to planning application submission.</p> <p>Although now resolved there was an issue with Essex regarding funding for the new MLD Centre. Essex have confirmed £1m funding and are supportive of the MLD and a future forest school.</p> <p>Following pre-application amendments will be made and plans submitted.</p> <p>In response to a governor question, AT said although the Head of Essex had confirmed the funding via email, the MLD centre would not progress until receipt of written confirmation.</p>	AT
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		In response to a governor question, AT is hopeful work on the Sixth Form will start this year, with a view to opening in September 2025.	
1892	Church of England Consultation Update	Discussed above.	
1893	Sixth Form Block	Discussed above.	
1894	Finance Report	<p>NLJ reviewed and the governors discussed the Financial Report which the GB had received in advance.</p> <p>Although we are currently under budget, it is likely some of this will be used before the end of the year. JB is hopeful some savings will be made on utilities, although the cost of covering staff absence must be reviewed. Invigilation and exam costs are rising. JB will endeavour to update the budget by the next Finance Meetings.</p> <p>Energy Renewal: Zenergi have indicated that we should consider contract renewal. JB has received offers for renewal from 1st October, although prices are live and subject to fluctuation until fixed. Zenergi recommend entering into 24-month electricity and 36-month gas contracts. With the current offer saving would be over £50k.</p> <p>NLJ highlighted that although commercial contracts are particularly difficult, we do not have the funds to withstand variances.</p> <p>Decision: Following an in-depth discussion the GB agreed for JB to contact Zenergi with a view to fixing our energy prices, but to revert to GA should Zenergi's advice or the quote change by more than 10%.</p> <p>Exam costs are increasing, due to the rising number of access arrangements and invigilation costs. There is a shortage of exam accommodation due to the lack of Sixth Form and Reynolds Theatre.</p> <p>Action: To discuss exam costs with the Exams Officer and the Audit, Risk and Finance Committee.</p> <p>JB drew governors' attention to the circulated documents: (i) Report 1 : Internal scrutiny; (ii) School Resource Management Self-Assessment; and (iii) Academy Financial Budget 2023-24</p> <p>GA thanked NLJ and JB for the report.</p>	JB
1895	Project Flamingo	A CONFIDENTIAL DISCUSSION TOOK PLACE.	
1896	Committee Meetings	<p>Curriculum: Sixth Form curriculum provision was discussed, particularly our ability to continue to offer certain subjects.</p> <p>Applications for next year are low.</p> <p>DT will not run. Music and MFL will run, depend on the numbers applying.</p> <p>Some MFL courses are modular, meaning Y12 and Y13 can be taught together.</p> <p>Although difficult, Music will run. It is likely that two years could be taught together. The Music Technical can work with students on their projects.</p>	

		In response to a governor question, AT said it would be difficult for a student from another school to join an A Level subject, for various logistical reasons.	
1897	Scheme of Financial Delegation & Regulations	<p>JB reviewed the amendment to the Scheme of Financial Delegation and Regulations. Although the document is considered by the Audit, Risk & Finance Committee annually, FGB approval is required. JB explained that our internal audit recommended including the amendment is a separate section.</p> <p>Decision: Following a discussion the GB accepted the Scheme of Financial Delegation & Regulations.</p>	
1898	Policy Review Document	<p>Reviewed and accepted the following policies: Equality Policy (+ 4 appendix) (agreed December 2023) Probationary Procedure (agreed February 2024) Capability Procedure (agreed February 2024) Supporting Pupils with Medical Conditions Policy (January 2024) First Aid Policy (January 2024) Allergen and Anaphylaxis Policy (January 2024) Charging Policy & School Trip Terms & Conditions Gifts and Hospitality Policy</p>	
1899	SDP	<p>AT reviewed the SDP which the GB had received in advance.</p> <p>AT was pleased to report a new Careers Lead.</p> <p>The GB discussed our excellent Quality of Teaching progress, which was outstanding last year.</p>	
1900	Governor Link Visit Actions	<p>The GB have received the RE and T&L Link Reports.</p> <p>AT said it was likely that the Youth Alpha course offered during RE lessons may not be appropriate.</p> <p>Action: To discuss the viability of the Youth Alpha Course with the Head of RE.</p>	AT
1901	School Trips	<p>Netball Tour to Disneyland Paris in April 2025 led by Carla Ball.</p> <p>Decision: Following a discussion, the governors agreed the Netball Tour.</p>	
1902	Risk Register	Nothing further.	
1903	AOB	<p>Y9 & 10 Cricket Trip: AT has been invited to take a small number of students on a cricket tour to Headingley, Leeds, in July. A similar trip took place two years ago. The trip will cost £150 and require a hired minibus.</p> <p>Decision: Due to time constraints, the governors agreed to review the trip paperwork virtually.</p> <p>Electrical Works: The works funded by the CIF bid require the school to be 'powered down'. It is likely that the work can be completed within 10 working days. To facilitate this AT proposed the work takes place during the summer, prior to exam results week. To retain the education quality, AT proposed extending Mondays after half term to a six-period day, reducing lunch by 30 mins and removing afternoon registration, making the day 20 minutes longer. This should ensure minimum disruption to students catching buses or attending extra-curricular activities. The required number of teaching hours will be retained.</p> <p>Decision: Following a discussion the GB agreed to the change in the school calendar.</p>	

Date of Next Meetings: **TBC**

The Meeting ended with the saying of Grace at 8.15pm

_____Chair

_____Date