

Action List

Davenant Foundation School

Governing Body Meeting 12th December 2023

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 THIS 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	
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	
Minute 1877: To sign the Governors' Code of Conduct.	GA	January 2023	
Minute 1882: To liaise with committee chairs to identify which meeting might work for an in-person meeting.	JM	January 2023	



DAVENANT FOUNDATION SCHOOL

Minutes of a Meeting of the

GOVERNING BODY

Held at school on

12th December 2023

At 6.00pm

MEMBERSHIP: *Mr G Anthony (Chair) (**GA**) *Mrs S Temple (Vice Chair) (**ST**)
 *Mrs A M Allen (**AMA**) *Mrs C Cattle (**CC**) Mrs D Nelson (**DN**)
 *Mrs A Crombie (**AC**) *Rev C Davies (**CD**) *Mrs O Fatoye (**OF**)
 *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 Nelson

Rev Davies opened the meeting with a prayer.

The meeting commenced with coffee and mince pies, and the governors enjoyed meeting with student representatives from the School Council.

1867	Business Interests	CD declared an interest as a member of clergy in the school's parish.	
1868	Minutes of 10/10/23 and Matters Arising	The governors reviewed the minutes and accepted them as a correct record of the meeting. There were no matters arising.	
1869	Academy Business	<p>NLJ reviewed the statutory accounts, going concern assessment, letter of representation and external auditors report, which the GB had received in advance and the Audit Risk and Finance Committee had recommended to the GB for approval.</p> <p>Approval of statutory accounts: The school received an unqualified audit, which the Audit, Risk and Finance Committee have reviewed.</p> <p>The governors discussed concerns around being unable to retain one month's salary bill for our reserves, also that free reserves are likely to run out by 2025-26. But they concluded that the academy is a going concern for at least the next 12 months.</p> <p>Approval of the going concern assessment: A going concern assessment has been carried out. The governors are aware of the issues.</p> <p>Approval of letter of representation: The governors reviewed and approved the letter.</p> <p>Noting of External Auditors Report: The governors noted the report.</p> <p>In response to a governor question regarding reducing reserves to £168k, JB confirmed the school will be in a difficult position in 12 months' time,</p>	

		<p>however the Going Concern Assessment can be approved at this point as we have demonstrated we are aware of the issues.</p> <p>In response to a governor question regarding post audit recommendations around disaster recovery and cyber security, JB confirmed the school's auditors are now required to consider our IT security.</p> <p>Following a discussion, the GB approved the:</p> <ul style="list-style-type: none"> - statutory accounts for signature; - the going concern assessment for signature; - the letter of representation for signature; and - External Auditors Report. <p>NLJ thanked JB and her team for their hard work. In turn, JB thanked NLJ for her support.</p>	
1870	2023/2024 Financial Report	<p>NLJ reviewed the Finance Report, circulated in advance of the meeting.</p> <p>The teachers' pay award, Ukrainian funding and some staff changes has increased the in-year deficit to £169k, which affects the longer-term going concern.</p> <p>A governor asked how the financial position could be improved to ensure we do not run out of reserves. JB reminded the GB that the school have been in similar positions at this point of the year and with various cost savings the budget often recovers towards the end of the year. JB and AT will reconsider the budget in the New Year. AT added that the current number of long-term sicknesses is unfortunate.</p> <p>In response to a governor question JB said the £113k figure related to sickness cover, the Pastoral Team expanding and maternity cover. Plans to cover absent colleagues have been put in place. Last year casual supply staff was zero, but we had to use some agency staff at the start of the year to cover casual absence.</p> <p>A governor commented that the Leadership and Finance Teams' hard work to get to this point, taking account of all of the forced increases, was amazing.</p> <p>The GB agreed that the school's excellent financial management had allowed us to keep our head above water during various crises and asked for their thanks to be passed to all involved.</p> <p>NLJ reminded the governors that the in-year deficit is £169k, however there are no reserves to absorb some of the issues long term. Cost savings and/or cuttings must be considered.</p> <p>A governor asked whether there is anything the GB could do to help the school regarding additional income. Following a discussion, it was agreed that a collaboration of minds might be useful.</p> <p>CC uses a software package called Edval, which AT may find useful.</p> <p>Action: To let JM know if you would like to be involved with the working group considering possible additional income.</p> <p>Action: To arrange a meeting in the New Year with the additional income working group.</p>	

		<p>The income and expenditure to 31 October was lower than budgeted, mainly due to the school trip profile. JB has reallocated some budgets to ensure we meet the DfE classifications to aid comparisons to other schools.</p> <p>The budget will be reviewed again by the Audit, Risk & Finance Committee in January 2024.</p> <p>GA thanked NLJ and JB for their work.</p>	
1871	Headteacher's Report 6.55pm OF arrived	<p>AT thanked governors for helping appoint two new Deputy Heads following a thorough interview process, involving an excellent student panel. He also thanked DL for facilitating the interviews. A readjustment of the SLT will allow for the appointments.</p> <p>AT reviewed his report, which the GB had received in advance. The main points of which were:</p> <ul style="list-style-type: none"> • The many positive sporting successes across the school. • The donation of cherry blossom trees from Japan. • Behaviour and Attendance: DL reported some unreasonable parental behaviour. Some parents expect to take their children out of school for holidays. • BME students' attendance is excellent. They are our highest attending cohort. Although their punctuality is often hit due to public transport problems. • Exclusions: AT reviewed the exclusions. Our exclusions are significantly below other schools in Essex. We do our utmost best to retain students. • Safeguarding & Emotional Wellbeing: AT reviewed and explained the various suspensions. Y7 and Y12 have settled in well. The GB were concerned about the high number of concerns. • Progress: BME students are outperforming non-BME students. Girls are outperforming boys. • ITT: David Parker has taken over the running of the ITT. Offers are similar to the usual number, with a number recruited from the Chelmsford area. • T&L: Mandatory anaphylaxis and asthma training has taken place. Trauma perceptive practice will take place shortly. This will be particularly useful due to more students suffering with trauma. • AT reviewed the staff leaving and joining. • More students are requiring exam special arrangements, for which we do not receive funding. More invigilators will be required, unfortunately schools are struggling to hire invigilators. <p>In response to a governor question regarding CPD outside inset days, AT confirmed CPD takes place weekly after school and also during the monthly early closing. Mrs Dennison has introduced a middle-leaders training programme and various drop in clubs. She has also included support staff training and is working closely with heads of key areas. Staff are being offered online training to take at a time to suit them.</p> <p>In response to a governor question, DL confirmed some students had applied for cleaning work at school. JB reported that the new cleaning supervisor is very enthusiastic and the team are beginning to improve.</p>	
1872	A CONFIDENTIAL ITEM WAS DISCUSSED		
1873	A CONFIDENTIAL ITEM WAS DISCUSSED.		
1874	Deputy Headteacher Appointment	Discussed above.	

1875	School Development Plan	<p>AT reviewed RAG rated SDP circulated in advance.</p> <p>An in-depth discussion took place regarding the high level of unreasonable complaints being received.</p> <p>Action: To draft a letter to parents highlighting the high level of unreasonable complaints being received.</p> <p>In response to a governor question, AT confirmed the SDP will include Ofsted's specific SEN requirements.</p> <p>The SDP will be updated and further reviewed in the New Year.</p>	AT & GA
1876	Committee Reports	The minutes of the Estates Committee, Standing Committee and Audit, Risk & Finance Committee will be circulated shortly.	
1877	Governors Code of Conduct	<p>The governors reviewed the Code of Conduct which they had received in advance of the meeting.</p> <p>Decision: The Governors accepted the Code of Conduct for a further year.</p> <p>Action: To sign the governors' Code of Conduct.</p>	GA
1878	Policy Review Document 7:45pm AC & AMA left the meeting	<p>Behaviour Policy: The governors discussed the updated policy which they had received in advance of the meeting.</p> <p>A governor commented that the policy was difficult to navigate. DL agreed that the policy had become 'dense', however the updates follow recommendations from a respected educational barrister. It was agreed that a summary of the policy might be helpful.</p> <p>Decision: The GB agreed the updates to the Behaviour Policy.</p> <p>Decision: Following a discussion the governors accepted the following policies:</p> <p>Salaries Committee: Pay Policy Audit, Risk & Finance Committee: Anti-Fraud Policy Estates Committee: Fire Safety Policy and Health & Safety (inc. Lone Worker) Policy.</p> <p>The following policies remain outstanding and will be forwarded to the committees to virtually review in due course:</p> <p>Standing Committee: Equality Policy (+ 4 Appendix) Curriculum Committee: Searching Screening & Confiscation Policy</p>	
1879	Acceptance of Committee Terms of Reference	<p>The governors reviewed the Terms of Reference for the Curriculum Committee, the Estates Committee, the Audit, Risk & Finance Committee, the Salaries Committee and the Standing Committee.</p> <p>Decision: The Governing Body accepted committee the terms of reference for a further year.</p> <p>The Admissions Committee Terms of Reference will be reviewed shortly.</p>	
1880	School Trips	<p>Ski Trip February 2025: The ski trip organiser would like to start planning the 2025 trip. Initial research has identified a good deal from our current provider, priced at approx. £1,500.</p> <p>The trip will be facilitated by Georgie Wyatt and Ashleigh Cooper.</p>	

		<p>The GB were asked for their approval in principle, with the paperwork being further reviewed in due course.</p> <p>In response to a governor question, JB confirmed the trip will be for eighty students from Y8-Y13.</p> <p>Decision: Following a discussion the GB agreed the above trip in principle.</p>	
1881	Risk Assessment	Nothing further.	
1882	AOB	<p>The Standing Committee recently discussed the option of holding one in person committee meeting annually.</p> <p>Action: To liaise with committee chairs to identify which meeting might work for an in-person meeting.</p> <p>GA thanked DP, ST & LF for their link reports.</p> <p>The GB discussed staff allocation and AT confirmed that no member of staff, part time or otherwise is over their teaching allocation.</p> <p>The GB discussed the school's uniform and how the governors could support the school in implementing the uniform policy.</p> <p>AT thanked the governors for their support, which has significantly increased over the past year. He and the SLT appreciate everything the governors do.</p> <p>Whitechapel: The Trustees who are member of the Audit, Risk & Finance Committee recently agreed a move of bank account to the Charity Aid Foundation. The Trustees noted that their details would be listed on the account opening form.</p>	JM

Date of Next Meetings:

Extraordinary Governing Body Meeting: Tuesday 16th January 2024
Governor Conference Saturday 2nd March 2024
Trustees Meeting: Wednesday 24th April 2024
Governing Body Meeting: Tuesday 20th April 2024

The Meeting ended with the saying of Grace at 8pm

_____Chair

_____Date