

Action List

Davenant Foundation School

Governing Body Meeting 10^h October 2023

| Action | By Whom | Due Date | Action/ Resolved |
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| FROM PREVIOUS MEETINGS | | | |
| Minute 1758: To draft a letter from the GB to the LA regarding the level of RHCP students allocated to DFS. | DP | May 2022 | Removed |
| Minute 1760: To consider energy cost savings across school | Estate Committee | May 2022 | Resolved |
| Minute 1806: To liaise regarding proposals to engage Davenant alumni. | AT/JG | March 2023 | Ongoing |
| FROM THIS MEETING | | | |
| Minute 1851: To confirm costs of the company facilitating her school's alumni | CC | October 2023 | Resolved |



DAVENANT FOUNDATION SCHOOL

Minutes of a Meeting of the

GOVERNING BODY

Held at school on

10th October 2023

At 6.45pm

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**) Bea Stollar, and Mrs J McCallig (**JM**)

Apologies accepted from: JG and OF

Rev Davies opened the meeting with a prayer.

The agenda was not taken in order.

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| 1847 | Appointment of Chair and Vice Chair | All qualifying Governors (not those employed by the school) had been invited to nominate themselves for the roles of Chair and Vice-Chair. Mr Anthony agreed to stand for Chair and Mrs Temple agreed to stand for Vice-Chair. The Governing Body accepted this unanimously. Resolved: Mr Anthony and Mrs Temple were appointed Chair and Vice-Chair respectively for a period of one year. | |
| 1848 | Business Interests | CD declared an interest as a member of clergy in the school's parish. | |
| 1849 | Introduction of new Head Boy and Girl 7.15pm Bea arrived 7.25pm Bea left | GA welcomed Head Girl, Bea Stollar, and congratulated her on her appointment. The Head Boy, Nathaniel Aderemi, was unable to attend. Bea provided the GB with some insight into the start of the year and their plans. She also explained the role of the Senior Prefects. In response to a governor question, Bea said she thoroughly enjoys her role and is well supported by the Head Boy and Senior Prefect team. Having witnessed Bea facilitating open evenings and school concerts the governors are impressed with how hard she works. The GB offered their support to Bea and Nathaniel throughout the year. The governors thanked Bea for attending the meeting and wished her well. | |
| 1850 | Minutes of 05/07/23 | The governors reviewed the minutes and accepted them as a correct record of the meeting. | |
| 1851 | Matters Arising | Minute 1758: The action, writing to the LA regarding the level of EHCP students allocated to DFS will be reassessed in future. | |

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| | 7.50pm HS arrived | <p>Minute 1806: AT and JG have discussed engaging DFS alumni. Best practice may be to appoint a company to facilitate the programme. In response to a governor question, it was agreed that the Whitechapel Trustees could be approached to fund such a venture.</p> <p>Action: <i>To confirm costs of the company facilitating her school's alumni.</i></p> | CC |
| 1852 | Academy Business | To be discussed later under governance and internal scrutiny. | |
| 1853 | Finance Report | <p>The surplus of £130k, means carried forward reserves of £349k.</p> <p>The reserves have been helped by Premises being under budget, an underspend on teaching costs due to strikes, not using outside supply teachers and a decrease in utility costs, which are now on a fixed tariff.</p> <p>In response to governor questions, JB:</p> <ul style="list-style-type: none"> provided details of funds marked 'other capital balance'; said budget holders are permitted to carry forward their balances, therefore the extra funding received following STEM training, has been carried forward; and confirmed Code 500 Capital Income related to either a CIF Bid or Devolved Formula Capital. | |
| 1854 | Headteacher's Report | <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"> Our buildings have no RAAC problems; Y7 and Y12 are settling in well. KS2 literacy levels are suffering as a result of Covid. A new Communications Policy will be adopted shortly. The policy will help deal with the significant increase in parental complaints. In response to a governor question, AT said there was no singular concern from parents. Following objections from the local community, which were overturned, the temporary classrooms will arrive after half term; The pre-application is ready for submission, although costs have risen considerably. AT will speak with Essex regarding an increase to their offer. He will also speak with Dame Eleanor Lang regarding the complaint, which caused the delay. CD will introduce AT to a contact to help deal with the council. The RPA insurance will cover storage. The Sixth Form demolition is expected to commence in early December. <p>Attendance:</p> <ul style="list-style-type: none"> Although exam leave affects the data, attendance has dropped nationally post Covid. Attendance has been good since September. We are receiving a number of requests for term time holidays. DL believes this is a national issue. A discussion took place regarding termtime holidays. <p>Suspension Data</p> <ul style="list-style-type: none"> The rise in exclusions appears to reflect the national average. DFS is one of the lowest excluding schools in Essex. In response to a governor question, AT confirmed the various categories for suspensions in the school's software. <p>Exam Data</p> <ul style="list-style-type: none"> Our A Level results (A*-B) rank DFS the highest comprehensive school in Essex, only beaten by 4 grammar schools. | |

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| | | <ul style="list-style-type: none"> • A Level progress appears low against some other schools, due to our students performing well at GCSE. • Our ALPS scores are lower, due to the inflated TAG/CAG results awarded mainly by other schools. • Our GCSE P8 is the highest in the school's history and puts us in top 10% of comprehensive schools in country. • The Curriculum Committee have considered the BEM, SEN and PP data in depth. <p>Student Services:</p> <ul style="list-style-type: none"> • The pastoral and SEN report is essential reading for governors. • DFS has a significantly high level of EHCPs. • 10% of students across the school are SEN. • We always try to accommodate as many applicants as possible. <p>Safeguarding:</p> <ul style="list-style-type: none"> • AT reviewed the safeguarding concerns reported so far this year. In response to a governor question, DL confirmed each concern relates to separate individuals. • Our safeguarding staff are offered supervision due to help them deal with the concerns they face on a daily basis. <p>Teacher recruitment:</p> <ul style="list-style-type: none"> • Although lower than last year numbers are positive. • 50% of teachers in the local area have trained through our ITT. <p>T&L:</p> <ul style="list-style-type: none"> • Jen Dennison, new Associate Assistant Head has taken over T&L. • An impressive number of staff are engaging with lunchtime CPD. <p>Sixth Form Update:</p> <ul style="list-style-type: none"> • The Sixth Form continues to flourish. • The prospective new building will be promoted at Open Evening. <p>GA thanked AT for his report.</p> | |
| 1855 | Governance Update | <p>The Academy Trust Handbook has been reviewed by the Audit, Risk & Finance and the Standing Committees.</p> <p>The school are compliant with the recommended 'musts', although some of the 'shoulds' are outstanding, which will be addressed in due course.</p> <p>It was recommended that all governors read the Academy Trust Handbook</p> | |
| 1856 | Internal Scrutiny | <p>Report 3 of 3 for 2022-23: The Audit, Risk & Finance Committee and the Standing Committee have reviewed the report.</p> <p>Summary Report for 2022-23: Buzzacott's summary of the 3 reports will be submitted to the DfE. No high priority items have been identified.</p> <p>The governors are aware that the DfE would prefer 50% of our members not to be trustees. There is ongoing work and discussion around this.</p> <p>Reappointment of Juniper Education Services & Proposed schedule for 2023-24: The Audit, Risk & Finance Committee agreed and recommended Juniper's reappointment to the GB.</p> <p>Decision: The GB agreed Juniper's reappointment for the 2023-24 Internal Scrutiny Schedule.</p> | |
| 1857 | Confidential | A confidential item was discussed. | |
| 1858 | Admissions Update | There has been a noticeable decrease in applications from families with 140 (max) points. This year two offers have been made to families below 140 points. | |

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| | | <p>There appears to be a trend of students starting at other schools, then submitting an in-year application. This adds to the Admissions workload.</p> <p>In response to a governor question, DL said an application may be submitted at any point, it is usually rejected as we are full, but the family can then appeal. DL is required to attend any appeal.</p> <p>Other faiths have begun to challenge our criteria.</p> <p>There is large population dip due in the next few years, meaning less children of school age.</p> <p>An in-depth discussion took place regarding DFS's admissions.</p> | | | | | | | | | | | |
| 1859 | Committee Reports | The minutes of the Standing Committee, Audit, Risk & Finance Committee and the Curriculum Committee will be circulated shortly. | | | | | | | | | | | |
| 1860 | Safeguarding | <p>JM reminded governors to complete any outstanding training.</p> <p>So far this year there has been no particular increase in safeguarding.</p> <p>The GB were provided with an update on the new members of the team, who are focussing on training and retraining mental health first aiders.</p> <p>Prevent Training is due to take place shortly.</p> <p>An in-depth discussion took place regarding the many challenges faced by the Pastoral Team.</p> | | | | | | | | | | | |
| 1861 | SDP Review | <p>AT reviewed and the GB discussed the SDP which the governors had received in advance.</p> <p>Mr Midgley is currently working on the faith area of the document.</p> <p>AT was pleased to report a thriving Jewish Club, led by two staff members.</p> <p>In response to a governor question, AT said each section of the SDP will be reported to the committee linked to it.</p> <p>In response to a governor question, AT confirmed Personnel Committee responsibilities would be transferred to the Standing Committee.</p> <p>GA thanked AT for the new format SDP.</p> | | | | | | | | | | | |
| 1862 | Link Governor Programme | <p>The GB discussed the link governor paperwork which they had received in advance.</p> <p>GA thanked AMA, CC and DN for their informative reports.</p> <p>Governors were asked to consider filling the two vacant link positions.</p> <p><i>Decision: CH agreed to take the Science Link Area and AC agreed to take the Performing Arts Link Area.</i></p> | | | | | | | | | | | |
| 1863 | Policy Review Document | <p><i>Decision: Following a discussion the governors accepted the following policies:</i></p> <p>Standing Committee:</p> <table><tr><td>Code of Conduct (inc Whistleblowing)</td><td>RSE Policy</td></tr><tr><td>Equality & Diversity in Employment</td><td>Whistleblowing Policy</td></tr><tr><td>Staff Sickness Absence Management</td><td>Staff Leave of Absence</td></tr><tr><td>Visitors & Visiting Speakers</td><td>Performance Management</td></tr><tr><td>Staff Sickness Absence Management</td><td></td></tr></table> | Code of Conduct (inc Whistleblowing) | RSE Policy | Equality & Diversity in Employment | Whistleblowing Policy | Staff Sickness Absence Management | Staff Leave of Absence | Visitors & Visiting Speakers | Performance Management | Staff Sickness Absence Management | | |
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| Staff Sickness Absence Management | | | | | | | | | | | | | |

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| | | <p>Audit, Risk & Finance Committee: Staff Expenses Policy</p> <p>Curriculum Committee: Anti-Bullying Behaviour Policy Child Protection Curriculum Statement Communications Policy Exams Access Arrangements ICT Acceptable Use Staff ICT Acceptable Use Students Marking & Feedback SEND</p> <p>The following policies remain outstanding and will be forwarded to the committees to virtually review in due course.</p> <p>Standing Committee: Worship Policy Prevent Duty</p> <p>Curriculum Committee: Suspension & Exclusions Drugs Education & Awareness Monitoring Policy Teaching & Learning SEND Policy for Most Able & Gifted & Talented Relationship & Sex Education Policy (DHL) Child on Child Harmful Sexual Behaviour Policy (AT/DHL)</p> | |
| 1864 | School Trips | <p>JB reviewed the paperwork for the following trips, which the GB had received in advance:</p> <ul style="list-style-type: none"> - Windmill Hill: June 2024 (Year 7 residential); - Iceland: Oct 2024 (extra-curricular); - Bawdsey Manor: July 2024 (Year 9 residential); - FSC Margam: July 2024 (Year 12/13 residential); and - DofE IA forms. <p>In response to governor questions DL explained:</p> <ul style="list-style-type: none"> • that the HoY9 had been asked to locate a more suitable residential venue for this year's Y9 trip; and • that the Y7 & Y9 trips are being supported by PP to help make the trips more accessible. <p><i>Decision: Following a discussion the GB agreed the above trips.</i></p> | |
| 1865 | Risk Assessment | Nothing further. | |
| 1866 | AOB | <p>Single Central Record: Reported above CD confirmed he had recently met with Mrs Greengrass to review the Single Central Record and found everything in order.</p> <p>CD and the GB asked for their thanks to be passed to Mrs Greengrass for her work on the Single Central Record.</p> <p>AT will be advertising for a Deputy Head shortly and will require the support of a panel of governors.</p> <p>The following documents were circulated to the GB for their attention prior to the meeting:</p> <ul style="list-style-type: none"> • Best Value Statement (enclosed) • 2023-2024 Committee Membership (enclosed) • Link Governor Reports: PE; T&L & PHSE (enclosed) • Attendance Report | |

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| | | <i>Decision: Following a discussion the GB agreed for AT and GA to sign the Best Value Statement.</i> | |
| | | <i>Decision: Following a discussion the GB agreed the Attendance Report, which will be uploaded to the website.</i> | |

Date of Next Meeting: Tuesday 12th December 2023

The Meeting ended with the saying of Grace at 8.40pm

_____Chair

_____Date