

Action List

Davenant Foundation School

Governing Body Meeting on Wednesday 30 April 2025

Action	By Whom	Due Date	Action/ Resolved
FROM PREVIOUS MEETINGS			
Minute 1944: AT to speak to SIAMs re next inspection date and report back to the Governors on plan for meeting SIAMs requirements across each year group.	ATE	December 2024	Resolved
Minute 1900: To discuss the viability Youth Alpha Course with the Head of RE.	ATE	May 2024 Amended to December 2024	Resolved
Minute 1907: To research alumni network facilitation companies.	ATE	September 2024	Resolved
ACTIONS FROM THIS MEETING			
Minute 1957: To report further on Christian Ethos.	ATE/ JDN	July 2025	
To feedback following his meeting with the Diocese regarding the expectations of collective worship.	ATE	July 2025	
To feedback after attending a Diocese training course	CD	July 2025	
Minute 1961: Remove Project Flamingo from future FGB agendas.	JM	July 2025	



DAVENANT FOUNDATION SCHOOL

Minutes of a Meeting of the

GOVERNING BODY

Held in the Arter Library on

30 April 2025

At 6.30pm

MEMBERSHIP: Mr G Anthony (Chair) (**GA**) *Mr J Goldsworthy (**JG**) (Vice Chair)
 *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**)
 *Mrs C Hands (**CH**) *Mrs N Lee-Johnston (**NLJ**) *Mr D Prosser (**DP**)
 Indicates attendance Mr H Smith (**HS**) *Mrs S Temple (**ST**) *Mr A Thorne (**AT**)

In Attendance: Mrs J Dennison (**JD**), Mrs S McVittie (**SM**), Mrs J Beaumont (**JB**) and Mrs J McCallig (**JM**)

Apologies accepted from: Mr G Anthony, Mrs D Nelson, Mrs C Hands & Mr H Smith

Mrs Temple opened the meeting with a prayer.

Mr Goldsworthy chaired the meeting.

1955	Business Interests	None	
1956	Minutes of 10/12/2024	The minutes were reviewed and accepted as a correct record of the meeting.	
1957	Matters Arising	<p>Minute 1900: In response to a governor question regarding a Christian Ethos review, JDN said:</p> <ul style="list-style-type: none"> she meets regularly with the HoD, although he has recently suffered with ill health. The Diocese has offered to run Christian Ethos training. A local vicar would like to run a prayer room during exam season Christian Ethos will be looked at in more detail next term. The school plans to write to local clergy regarding support for the school <p>The governors discussed Christian Ethos. They were grateful for the provision of ashes on Ash Wednesday.</p> <p>Action: To report further on Christian Ethos.</p> <p>Minute 1944: As we are a 'new' CofE school SIAMS have agreed to delay their inspection for two years, by which time we should be fully compliant. We are compliant in all year groups other than Y11, which is 50% compliant.</p> <p>An in-depth discussion regarding SIAMS inspections took place. Although our last inspection was outstanding, there are concerns that SIAMS will not recognise our Y10 taking RE GCSE early. It was suggested that the governors look at the framework.</p>	AT/ JD

		<p>ATE reminded the governors that DFS is one of two ecumenical schools nationally with 100% church attendance, plus a Jewish admissions policy.</p> <p>Action: To feedback following his meeting with the Diocese regarding the expectations of collective worship.</p> <p>Action: To feedback after attending a Diocese training course.</p>	<p>AT</p> <p>CD</p>
1958	Headteacher's Update	<p>AT reviewed his update, which the governors had received in advance, the main points of which were:</p> <p>ITT: Following a recommendation from TES, DFS ITT is due to take over the Havering ITT. Adding fourteen new schools and approx. fifteen (likely to increase) students, means the DFS ITT will comprise of thirty-five schools with eighty to one hundred students each year.</p> <p>Following his retirement in September Mr Parker will remain on a one-year contract to assist during the ITT transition.</p> <p>Sixth Form Building: Further planning has been submitted, with work anticipated to commence during the summer.</p> <p>Changes to timings of school day: By moving the 10-minute afternoon registration to P4, students will finish school at 3:20pm. Cars will not be permitted to move around site between 3:20pm and 3:30pm. Staff will use the 10 minutes until 3:30pm for telephone calls, admin, pastoral work, meetings, prep, etc.</p> <p>In response to a governor question regarding DFS's time budget, SME said our general directive time is under the national requirement.</p> <p>Safeguarding: ATE reviewed and the governors discussed the safeguarding and emotional wellbeing data.</p> <p>An audit was submitted to Essex prior to the Easter break, with nothing urgent to report.</p> <p>The governors discussed the significant rise in exclusions. ATE explained the reasons for a number of the exclusions, adding that although exclusions had trebled last term, the percentages of ratios remained within the same parameters. There were no spikes in any particular areas.</p> <p>Although physical assault and verbal abuse offences were high, this behaviour has been addressed.</p> <p>The governors discussed the various problems with different year groups. They also discussed the parents evening and access arrangements for a particular year group.</p> <p>The governors discussed Trust Points and suspensions, which are not related in a negative way.</p> <p>In response to a governor question, ATE said he will present a review of the Trust Points at the next meeting.</p> <p>Attendance: The governors discussed the 93.5% attendance. The national average is currently 88.5%.</p>	

		<p>SME reviewed the London and Essex attendance data. DFS's attendance is higher than London and the East of England. DFS has more access to attendance reporting, with an overall tracker in place for every student. Attendance data is monitored by the Attendance Officer.</p> <p>Having recently attended an Attendance Conference, SME explained the various strategies that had been offered, some of which will be implemented in the forthcoming academic year.</p> <p>Pupils continue to take a high number of term time holidays. SME explained how this is being dealt with, whilst changing parents' attitudes when requested time off is not authorised. The school will always offer support before considering fines.</p> <p>In response to a governor question, SME said that the school had not yet issued a fine for unauthorised holiday.</p> <p>A governor suggested providing parents with the impact on outcomes data. ATE said parents had previously received attendance data information. SME added that the conference had provided useful information regarding this.</p> <p>An discussion took place regarding suitable ways of rewarding attendance.</p> <p>In response to a governor question, ATE said attendance is covered in the Home School Agreement.</p> <p>SME added that although she would like to boost attendance, DFS is not a school for concern. JDN added that rewards for good behaviour and consistent hard work always help attendance.</p> <p>Progress Data: The governors discussed the data which will be used, should we receive an Ofsted visit next year. The data indicates how well DFS achieves in both attainment and progress.</p> <p>An in-depth discussion regarding KS3 progress checks, targets and predictions took place. ATE reminded governors that although it is difficult to predict Y8, KS3 is where he would expect it to be.</p> <p>ATE reviewed and the governors discussed the KS4 progress checks.</p> <p>Regarding ALPS grades, SME said teachers are working with a struggling high needs group, offering regular testing, tracking and feedback.</p> <p>Y11 students have practiced exam procedure and appear focussed. Study leave will start following the first week of exams.</p> <p>CD will give a blessing at the start of the exam season and prayers will be said at the start of every exam.</p> <p>Leavers' day celebrations will take place on the same day as prom, following the exams. Therefore, sanctions will remain, which should help maintain good behaviour during exams. Students are clear about the school's expectations.</p> <p>A Levels: The governors reviewed and discussed the data.</p> <p>Teaching & Learning: A new group has been set up to discuss and consider our priorities and T&L expectations.</p>	
--	--	---	--

		<p>DFS has been invited to take part in the Havering Festival in June. Our speakers were well received last year and JDN anticipates a similar experience this year. ATE believes this is excellent for future recruitment.</p> <p>2025-2026 Term Dates: Staff recently voted on changes to term dates. The proposals were not well received, so there will be no change.</p> <p>JG thanked ATE for his update.</p>	
1959	Sixth Form Update	<p>External applications have significantly increased. Numbers are healthy and offers have made.</p> <p>SME has written to the small number of borderline DFS students' families to let them know their child did not meet DFS's criteria. This has been well received. The students have received careers guidance.</p> <p>At their next meeting the Curriculum Committee will receive a presentation regarding making further savings.</p> <p>ATE explained details of some role changes within the SLG from September.</p>	
1960	Finance Report	<p>NLJ reviewed the Finance Report which the Governors had received in advance.</p> <p>Funding per student has been increased by £1k, which has helped slightly improve our position.</p> <p>Juniper Internal Scrutiny Report: JBT explained Juniper's various reviews. The Finance Committee had requested a more thorough review to ensure we were not double auditing ourselves. Following the detailed review, the committee concluded that Juniper will be retained for finance.</p> <p>In response to a governor question, JBT said NI costs are not considered as schools are funded per pupil. We have more staff than pupils. There is a weighting for PP, which does not favour DFS.</p> <p>In response to a further governor question, JBT explained the Reynolds Trustees donations.</p> <p>JG thanked NLJ and JBT for their report.</p>	
1961	Project Flamingo	Action: To remove Project Flamingo from future FGB agendas.	JMG
1962	Committee Meetings	The governors discussed the recent committee meetings. There were no questions.	
1963	Scheme of Financial Delegation & Regulations	<p>JB reviewed and the governors discussed the amendments to the Scheme of Financial Delegation & Regulations, which they had received in advance.</p> <p>Decision: The governors accepted the Scheme of Financial Delegation & Regulations.</p>	
1964	Policy Review Document	<p>The GB reviewed the policy list and approved the following:</p> <p>Standing Committee:</p> <ul style="list-style-type: none"> • First Aid Policy • Supporting Pupils with Medical Conditions Policy • Equality Policy 	

		<ul style="list-style-type: none"> • Whistleblowing Policy • An updated to the Complaints Policy Procedure • Lockdown Policy • Redundancy & Restructure Procedure <p>Audit, Risk & Finance Committee:</p> <ul style="list-style-type: none"> • Review of Financial Scheme of Delegation and Financial Limits • Charging Policy & School Trip Terms & Conditions • Teachers' Severance Policy • Pension Scheme Discretions Local Government Policy • Gifts & Hospitality policy <p>Curriculum Committee:</p> <ul style="list-style-type: none"> • Attendance & Absence Policy (virtual review) • Emotional Wellbeing and Mental Health Policy • Searching, Screening and Confiscation • Monitoring Policy <p>Estate Management Committee:</p> <ul style="list-style-type: none"> • Surveillance & CCTV Policy • School Security Policy • Lone Worker Policy • Health & Safety Policy • Working at Heights • Manual Handling Policy • Asbestos Management Plan • Asbestos Re-Inspection Survey 	
1965	SDP	A review of the new two-year SDP will take place in July.	
1966	Governor Link Visit Actions	The governors were encouraged to make their link visits before the end of the academic year.	
1967	School Trips	<p>JB reviewed the following trip, details of which the GB had received in advance.</p> <p>2026 Ski Trip February 2026: The governors discussed the trip which had previously been approved in principle. JBT confirmed that the resort had now been confirmed.</p> <p>In response to governor questions, ATE explained how ski trip places are allocated should the trip be oversubscribed. JDN added that the whole process is very transparent.</p> <p>Decision: Following a discussion the GB approved the ski trip.</p> <p>In response to a governor question, ATE said although complaints had not increased, numbers are higher than pre-Covid. An in-depth discussion regarding complaints took place.</p> <p>In response to a governor question regarding busy options evenings, SME explained that to help Y8 choose their options they will be taken off timetable and offered the opportunity to drop into model lessons or trial new subjects. Option preference letters will be sent shortly.</p>	
1968	Risk Analysis	Nothing further.	

1969	AOB	<p>Meeting date change: Following a discussion it was agreed that the July FGB meeting date will change from 8 July to Wednesday 16 July.</p> <p>Governor Appointment: The Whitechapel Trustees recently agreed to reappoint ST as a Foundation Governor for a four-year period from 26 June 2025.</p> <p>School Resource Management Self-Assessment: The governors discussed the document which they had received in advance.</p> <p>Decision: <i>The governors approved the School Resource Management Self-Assessment.</i></p> <p>Academy Trust Meeting: The Church of England Corporate Member is required to approve our new Members. The next meeting for this process will be held in June, therefore the proposed Academy Trust meeting has been postponed until July.</p>	
------	-----	--	--

Date of Next Meeting: **Wednesday 16 July 2025**

The Meeting ended with the saying of Grace at 8.20pm

_____Chair

_____Date