

Action List

Davenant Foundation School

Governing Body Meeting on Tuesday 22 October 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
Minute 1891: To inform the GB of the details of the recent Prevent referral, in due course.	AT	October 2024	Resolved
Minute 1894: To discuss exam costs with the Exams Officer and the Audit, Risk and Finance Committee.	JB	May 2024	Resolved
Minute 1900: To discuss the viability Youth Alpha Course with the Head of RE.	AT	May 2024 Amended to December 2024	Ongoing
Minute 1907: To research alumni network facilitation companies.	AT	September 2024	Ongoing
Minute 1911: To forward the SEN, Sixth Form and RE Reports to the GB.	AT	July 2024	Resolved
Minute 1913: To let JM know if you would like to join the ITT Succession Planning Working Party.	ALL	September 2024	Resolved
Minute 1917: To sign the DofE Paperwork.	GA	July 2024	Resolved
To confirm DofE trip approval to Mrs Casson.	JM	July 2024	Resolved
ACTIONS FROM THIS MEETING			
Minute 1936: To send the updated Link Governor List to the GB.	JM	November 2024	
Minute 1940: To add a disclaimer to the letting forms regarding staff consuming alcohol on site.	AT/JB	November 2024	



DAVENANT FOUNDATION SCHOOL

Minutes of a Meeting of the

GOVERNING BODY

Held in the Arter Library on

22 October 2024

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: Mrs L Folkes, Rev C Davies & Mr H Smith

Mrs Temple opened the meeting with a prayer.

1921	Appointment of Chair and Vice Chair	<p>All qualifying Governors (not those employed by the school) had been invited to nominate themselves for the roles of Chair and Vice-Chair.</p> <p>Mr Anthony agreed to stand for Chair and Mr Goldsworthy agreed to stand for Vice-Chair. The Governing Body accepted this unanimously.</p> <p>Decision: Mr Anthony and Mr Goldsworthy were appointed Chair and Vice-Chair respectively for a period of one year.</p> <p>The Governing Body thanked Mrs Temple for her work as Vice-Chair.</p>	
1922	Business Interests	None	
1923	Minutes of 08/07/2024	The minutes were reviewed and accepted as a correct record of the meeting.	
1924	Matters Arising	<p>Minute 1806: AT has spoken with various companies regarding an alumni programme. The GB discussed engaging a company to provide a platform.</p> <p>Minute 1894: There will be a review of exam access arrangements. Changes will be implemented to ensure compliance with JCQ regulations. The governors noted the increased cost of exams and invigilation. Changes will be driven by what is best for pupils.</p> <p>Minute 1900: A review of our Christian Ethos is being carried out to ensure we present a clear vision (for both the Christian and Jewish faith sides of the school) during assemblies, throughout the day and as part of our societies. This is likely best carried out through the Christian Union.</p> <p>Minute 1913: The SLT have met to discuss ITT Succession Planning. The Assistant Head post currently enables the individual to teach. A hybrid advert for an Assistant Head/support staff member will be drafted, to</p>	

		ensure we do not miss out on the correct person for the job. The position will be advertised over the Christmas break.	
1925	Academy Business	<p>The governors noted that the Whitechapel Trustees had appointed JG as a Foundation Governor at their July meeting.</p> <p>The school has joined the CofE and has new Articles of Association.</p> <p>The Standing Committee have discussed our governance model becoming compliant with the DfE's requirements.</p> <p>The issues regarding Members can be now addressed. The Chair, Vice-Chair and Chair of the Audit, Risk & Finance Committee will become Members. Four further Members, who are not governors, will be required.</p> <p>The diocese and/or our lawyers will clarify who is permitted to be the CofE Member. If eligible, CD will make five internal Members, requiring a further five external Members.</p> <p>An in-depth discussion regarding individuals who may be approached to become external Members took place.</p> <p>In response to a governor question, JB confirmed that Members' roles are limited. They meet annually, oversee the GB and appoint auditors.</p> <p>The position regarding Parent and Staff Governors had been paused. The new Articles require three Parent Governors. Staff Governors are no longer permitted. JB clarified that the Governing Body currently consists of staff who are governors, not Staff Governors.</p> <p>Work will commence shortly to ensure we are compliant with the Articles of Association.</p> <p>In response to a governor question, JB confirmed that discussions will reconvene at the next Standing Committee meeting, with deadlines set for the New Year.</p> <p>Existing Members will sign a resolution to accept the new Articles.</p> <p>Following a discussion, the GB agreed that we must ensure we are clear about CD's position, the number of Members required and how we will secure external individuals.</p> <p>In response to a governor question, AT said the Diocese would like everything in place by September 2025.</p> <p>GA thanked JB for her work.</p>	
1926	Finance Report	<p>NLJ reported September's closing position, revenue and budget.</p> <p>There are free reserves of £295k. We must not go into negative reserves. Our position over the next few years must be considered.</p> <p>The GB discussed the free reserves, highlighting concerns around the reduced levels. NLJ confirmed that our policy is not to go below three months' salary.</p> <p>The budget will be revised following the July staffing changes, plus the funded teachers' increase.</p>	

		<p>In response to a governor question, JB said the budget did not show that we would balance this year. A meeting regarding a strategy for financial planning will be held shortly.</p> <p>In response to a governor question regarding earmarked funds, JB confirmed that budget holders are permitted to carry forward any unspent budget. This forms form part of reserves at year end.</p> <p>The Charities/Alumni Working Group are due to meet shortly. They will look at charities offering specific funding, in an attempt to alleviate pressure on the reserves. The group plans to approach ex-students regarding an Alumni initiative whilst looking to ensure marketing is more prominent. The committee would welcome any support.</p> <p>The GB discussed attracting alumni and updating our marketing strategy, particularly regarding fund raising.</p> <p>The school are grateful for some generous parental donations.</p>	
1927	Headteacher's Report	<p>AT reviewed his report, which the governors had received in advance, the main points of which were:</p> <p>The CofE church service was a positive start to the term.</p> <p>New staff have settled in well.</p> <p>The school is receiving an unprecedented number of complaints and SARs, all taking a large amount of staff time.</p> <p>Exam Results: Results have returned to pre-Covid levels. We are the highest A* school in Essex excluding grammar schools. Overall, we are B-</p> <p>There has been successful progression to university and apprenticeships, with some excellent city firms.</p> <p>Whilst our GCSEs were not the highest achieving, the cohort made excellent progress.</p> <p>Protected SEN and disadvantaged students' results were incredible. There is a need to improve our high on entry students. In response to a governor question, AT said although these students had made more than average progress, they had not made as much as lower on entry students. In response to a further governor question, AT said 0.28 is a good result. The SLT believe more work could be done with our G&T students.</p> <p>The governors asked whether some of the high on entry students had been coasting or whether staff had been preoccupied with the lower cohort. AT said the group's targets would have been 7s. It is unlikely they are not achieving, but we would expect them to be slightly higher. SM added that interventions were taking place with middle and lower attaining students, which may make it look as if we have not intervened.</p> <p>A governor added that SEN demands are often due to underfunding.</p> <p>An in-depth discussion took place regarding the difference between boys' and girls' grades.</p> <p>The only negative progress is EHCP students. If one student who did not take their exams was removed the others made excellent progress.</p>	

		<p>Attendance: Some changes/new coding mean non-urgent medical appointments are now expected to be made outside school.</p> <p>A new Data Manager and Attendance Officer will be in place after half term.</p> <p>In future, should a student miss 10 sessions within a 10-week period, the family will receive a fine from Essex. The school is expected to work with the families before Essex takes over. Students taking holidays will be fined.</p> <p>95.4% attendance across the school is higher than national. The new Attendance Officer has implemented attendance data by form. Classes falling below 95% will be flagged. Form teachers will have input before absence is authorised/unauthorised. Y7-Y10 attendance is strong. Some Y11 students have not attended, due to various exceptional circumstances. SM explained how these students are being supported. In response to a governor question, SM explained how a school refuser remained on role and would affect our Y11 results. An in-depth discussion took place regarding the safeguarding, pastoral and SEN team's input. The school always wants to ensure these children are kept safe.</p> <p>AT answered a number of governor questions regarding the imposed fines. He also confirmed that parents/carers would receive a letter regarding the changes to attendance and fines.</p> <p>Following a discussion, SM confirmed she will ensure we have a clear list of interventions with each of our EHCP students.</p> <p>Exclusions: AT reviewed the various exclusions and answered a number of governor questions.</p> <p>Trust Points: The new system is working well, but still being fine-tuned. It has helped identify students who are persistent low-level offenders. The governors discussed the process and AT answered a number of questions.</p> <p>CPD: JD is considering how we follow advice from the government. Lunchtime CPD workshops will continue and ensure everyone attends a coaching course. Staff will be put in T&L communities, which will link with performance management and coaching. The new initiative will be launched after half term and help make things more meaningful, particularly for teachers who are unable to progress any further up the pay scale. The new government has decoupled pay and performance management.</p> <p>Trips and Visits: AT reviewed various trips. In response to a governor question, AT confirmed that GB approval is required for international trips or any trip involving overnight stays.</p> <p>Premises: The new Site Manager has had an excellent start and recently attended his first Estates Committee meeting. The GB will support him as best they can. Many years of under planning and underinvestment has been identified. Best practice and effective running of the estates is being considered. AT thanked the Whitechapel Trustees for making funds available for the summer works.</p> <p>Staffing: 36 new staff have joined the school. HR have been busy! We have vacancies for a maternity cover technician, a senior MFL assistant and a brass tutor.</p> <p>GA thanked AT for his report.</p>	
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1928	Governance	Discussed above	
1929	Internal Scrutiny	<p>JB reviewed the reports which the GB had received in advance. A summary report will be uploaded to the DfE in December. Other than one medium recommendation regarding our Member situation, the report contained low priority recommendations.</p> <p>The 2024-25 review will be discussed by the Audit, Risk & Finance Committee. Governors are required to set a programme of high risks. Many risks are covered in other ways, i.e. GDPR. JB will report on areas being audited.</p> <p>GA thanked the Finance Team for their work on the positive reports</p>	
1930	Project Flamingo	A CONFIDENTIAL MATTER WAS DISCUSSED	
1931	Admissions Update	<p>The recent Y7 Open Evening was successful and very busy.</p> <p>In response to a governor question, JB confirmed the new Admission Arrangements will commence this year. An in-depth discussion regarding the new arrangements took place.</p> <p>Following a mid-year appeal, a new pupil will join Y7. The panel were happy we had followed our policies, but due to extenuating circumstances decided to offer the place. This will increase Y7 to 183 pupils.</p>	
1932	Standing Orders	<p>Having reviewed and updated the Standing Orders the Standing Committee recommended them to the GB. It is likely the Standing Orders may change once our new Articles of Association are in place.</p> <p><i>Decision: The GB accepted the Standing Orders, which will remain in place for the time being.</i></p>	
1933	Committee Reports	<p>Any outstanding minutes will be circulated shortly.</p> <p>Estates Committee: The Sixth Form plans will go to planning this week. The Chair of the Loughton Residents' Association has visited the site.</p> <p>Standing Committee: The committee asked AT to work on a timeline setting out target dates for all phases, to help ensure the Sixth Form project is on track.</p> <p>The plans for the new Sixth Form building and sports courts should be available for the next meeting.</p> <p>Curriculum Committee: The committee reviewed and discussed the summer exam results. Mrs Fisher and the Sixth Form team have spent a great deal of time on careers. An excellent new Careers Team is in place.</p> <p>The GB asked for their thanks to be passed to Mrs Fisher and the Sixth Form team.</p>	
1934	Safeguarding	Nothing further to report.	
1935	School Development Plan	The updated version of the new plan will be uploaded to Google Classroom shortly.	
1936	Link Governor Programme	<p>All paperwork and report templates have been uploaded to Google Classroom.</p> <p>The GB reviewed the Link Governor list and were encouraged to arrange their autumn visits.</p>	

		In response to a governor question, AT confirmed a new Head of PE had been appointed. Action: To send the updated Link Governor List to the GB.	JM
1937	Policy Review Document	<p>The GB reviewed the policy list and approved the following policies:</p> <p>Standing Committee:</p> <ul style="list-style-type: none"> • Worship • Prevent Duty • Redundancy and Restructure Policy • School Uniform Policy (AT) • Stress & Staff Wellbeing <p>Curriculum Committee:</p> <ul style="list-style-type: none"> • Behaviour Policy • Child Protection • Conflicts of Interest Policy • Curriculum Statement • Communications Policy • Examinations • Homework • ICT Acceptable Use Staff • ICT Acceptable Use Students • Suspension & Exclusions • SEND • Child on Child Harmful Sexual Behaviour Policy • Relationship & Sex Education Policy <p>Estate Management Committee:</p> <ul style="list-style-type: none"> • Critical Incident Policy/Incident Management Plan • Fire Safety Policy • Educational Visits & School Trips Policy 	
1938	School Trips	<p>JB reviewed the following trips, details of which the GB had received in advance.</p> <p>2026 Ski Trip: Governors noted the change of location.</p> <p>A Level Geography Trip: The trip will run later than usual next year.</p> <p>Decision: Following a discussion the GB approved the above trips.</p>	
1939	Risk Register	A possible risk to the school regarding conflicting HR advice.	
1940	AOB	<p>Single Central Record: CD will report at the next meeting.</p> <p>Alcohol on Site: As staff often hire school premises (for children's parties or other celebrations/events), they have requested clarification regarding bringing and/or consuming alcohol on site (outside of school hours).</p> <p>The DfE has not published any guidance for schools on staff drinking alcohol at school social events. It will be at the discretion of the headteacher and the school governing body if the event is on the school site.</p> <p>A discussion took place and AT answered a number of questions.</p> <p>Action: To add a disclaimer to the letting forms regarding staff consuming alcohol on site.</p>	AT/JB

		<p>Decision: <i>The GB agreed staff should be permitted to bring/consume alcohol, at their own risk, on site when hiring school premises for an event/celebration.</i></p> <p>Emails to Staff: Governors were asked to help support the school in endeavouring not to send emails to staff outside school hours.</p> <p>Circulated Documents: The governors reviewed, discussed and/or noted the following documents which had been circulated in advance of the meeting:</p> <ul style="list-style-type: none"> - Annual H&S Report - Best Value Statement - Summary of Governance Items 2024 - 2024-2025 Committee Membership - Link Governor Reports: PE, Clare Cattle; ITT, Donna Nelson; BICT, Lucy Folkes - Attendance Report 	
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Date of Next Meeting: **Tuesday 10 December 2024**

The Meeting ended with the saying of Grace at 8:30pm

_____Chair

_____Date