

Action List
Davenant Foundation School
Governing Body Meeting 15th December 2020

Action	By Whom	Due Date	Action/ Resolved
FROM PREVIOUS MEETINGS			
Minute 1623: To arrange Ofsted inspection support on leadership and governance.	AT	January 2020	Ongoing
To arrange a meeting for the GB to review the Effectiveness of Governance document with the school SIP.	AT	January 2020	Ongoing
To check and update the dashboard with the latest A Level data	AT	January 2020	Ongoing
ACTIONS FROM LAST MEETING			
Minute 1663: To arrange a Whitechapel Trustees meeting virtually or via email.	JB/JM	July 2020	Ongoing
ACTIONS FROM LAST MEETING			
Minute 1667: To arrange for the SIP to carry out work with the GB to review the Effectiveness of Governance.	AT	December 2020	Ongoing
To invite the Head Boy and Girl to the December meeting.	JM	October 2020	Resolved
Minute 1669: To sensitively follow up Y7 Parental	JB	October 2020	Ongoing
Minute 1670: To upload HT report to the GB Google Classroom.	AT	October 2020	Resolved
Minute 1671: To upload virtual minutes of Admissions Committee email meeting.	JM	October 2020	Resolved
Minute 1674: To consider parental involvement beyond Home School Links.	DL	December 2020	
To make contact with Link Areas.	ALL	November 2020	Ongoing
To share Governor and teachers email addresses.	JM	October 2020	Resolved
ACTIONS FROM THIS MEETING			
Minute 1681: To arrange an interim Whitechapel Trustee meeting in the New Year.	JM	January 2021	
Minute 1684: To add Report on Student Services to April 2021 GB agenda.	JM	April 2021	Resolved
Minute 1686: To let AT know if they would like to join the committee working on the new SDP.	GB	January 2021	
To present the new SDP at the next meeting.	AT	April 2021	
Minute 1688: To email the Code of Conduct to the GB, once agreed by the Standing Committee.	JM	January 2021	
Minute 1691: To discuss costs with Ingleton Wood, as they will be responsible for and the school accountable for cost management.	AT GA	January 2021	
Minute 1692: To write to the telecommunications company regarding their intentions (re mobile phone mast).	JB GA	January 2021	
To discuss postponing the Governor Conference with MVM	GA JM	January 2021	



DAVENANT FOUNDATION SCHOOL

Minutes of a Virtual Meeting of the GOVERNING BODY

held via Zoom on
15th December 2020

At 6.30pm

MEMBERSHIP: Mrs M Vine-Morris (Chair) (**MVM**)
 *Mr G Anthony (Vice Chair) (**GA**)
 Mrs J Anderson (**JA**) *Rev C Davies (**CD**) *Mrs Olu Fatoye (**OF**)
 *Mrs L Folkes (**LF**) *Mr M Hicks (**MH**) *Mrs A Olapade (**AO**)
 *Mr D Prosser (**DP**) *Mr H Smith (**HS**) *Mrs S Temple (**ST**)
 Indicates attendance *Mrs D Williams (**DW**) *Mr A Thorne (**AT**)

In Attendance: Mrs J Beaumont (**JB**) and Mrs J McCallig (**JM**)

Opening Prayer: Rev Chris Davies opened the meeting with a prayer.

Apologies accepted from: MVM

1678	Business Interests	None	
1679	Introduction of Head Boy and Head Girl	<p>GA welcomed Saint and Roisin, who introduced themselves and outlined their plans for the year, highlighting their wish to endeavour to keep the school inclusive and dynamic.</p> <p>GA acknowledged the difficulty of their positions this year and offered the GB's support should they need it.</p> <p>The governors congratulated Saint and Roisin on their positions and asked a number of questions, to which Saint and Roisin responded:</p> <ul style="list-style-type: none"> - Senior prefect positions are being finalised; - The students are endeavouring to take care of the Sixth Form Centre to help demonstrate their commitment to staff; - They are being creative, using videos and other forms of media to distribute messages throughout school; - Having recently met Saint to discuss diversity and equality, AO encouraged governors to read her Link Report; - There is a heightened sense of anxiety in the Sixth Form, with many students concerned about their exams; - Some students found it hard to motivate themselves during lockdown; - Due to the time spent away from school some students are finding it hard to meet their predicted grades; - Students are struggling with being unable to socialise; - The GCSE students are struggling. They are being offered after school interventions to help them; - The announcement that the exams are likely to be less rigorous has been welcomed. <p>The governors would like the school to think about what can be done to help all exam students this year.</p>	<p>JA arrived 1849</p>

	6.55pm Saint and Roisin left	GA thanked Saint and Roisin for attending the meeting. As some governors had not met her GA invited OF to introduce herself.	
1680	Minutes of 13/10/20	The governors reviewed the minutes and accepted them as a correct record of the meeting.	
1681	Matters Arising	Minutes 1623 and 1667: Ofsted inspection support will be arrange once governors are able to meet at school. A virtual meeting will be arranged with the SIP for Governors likely to meet with Ofsted. In response to a governor question, AT confirmed Ofsted would not recommence visits until after Easter 2021 (at least). Minute 1663: HS continues to work on the Whitechapel Trust document which will be presented to the trustees at their next meeting. Action: To arrange an interim Whitechapel Trustee meeting. Minute 1669: Some further parental donations have been received. JB will follow this up again in the Spring.	JM
1682	Academy Accounts	Approval of Statutory Accounts: MH reviewed his summary of the school's financial position. Following a meeting attended by Buzzacotts, the Audit, Finance and members of the Standing Committee, where Buzzacotts were presented with a number of questions and challenges, the Audit Committee recommended approval of the Accounts and Letter of Representation. They also asked the GB to note the Auditor's Report. The auditors were pleased with work of the Finance team. GA thanked MH for his report. ST thanked MH for his useful note making the paperwork easier to understand. Decision: The governors approved the accounts and Letter of Representation and noted the External Auditors Report.	
1683	2020/2021 Finance Report	MH reviewed and asked the governors to note the report. The potential surplus has reduced and will be considered further in the New Year. The original budget had predicted lettings income would resume in the New Year. This now remains unclear due to the new national lockdown. The budget will continue to be managed closely. GA thanked MH, JB and the Finance Committee for their work, adding that MH's report had been particularly useful to governors.	
1684	Report on Student Services	This item has been referred to the next meeting. Action: To add item to April GB agenda.	JM

1685	Head-teacher's Report	<p>AT reviewed his report, the main points of which were:</p> <ul style="list-style-type: none"> - Although the past 2 weeks have been challenging due to Covid-19, Essex have been supportive as have parents/carers; - AT thanked the Standing Committee for supporting the decision to move to remote learning; - The school remains open for Key Workers/vulnerable students. - Full registers are taken at each virtual lesson; - Staff are in touch with SEN and vulnerable students; - The SLT and Admin staff have been amazing; - January Mocks have been put back 2 weeks; - DFS has passed H&S and Safeguarding audits; - The school is fully staffed for January, but will require a new Maths teacher by February; - Staff performance management is complete; - Planning for the new building is ongoing, with work due to start in February; - There will be a SIF bid for the roof this year; - A lower school student achieved the best score in the country in the BEBRAS challenge. <p>The governors are supportive of how the school is being run and acknowledged how difficult the situation has been. They also acknowledged the GCSE and A Level students' difficult and disadvantageous situation.</p> <p>Essex have been supportive due to how well we performed during the first lockdown.</p> <p>A governor acknowledged that parental communications had been excellent. Another highlighted the move to remote learning being seamless. Adding that AT's advice/recommendations would be taken above all others.</p> <p>GA said the GB must continue to challenge and support, acknowledging that AT's recommendations had been born out of necessity.</p> <p>The GB have enjoyed the school's Christmas film.</p> <p>GA thanked AT for his update and asked for the GB's thanks to be passed to Beverley Escoffery for her report.</p>	
1686	School Development Plan Review	<p>Whilst the current SDP has 5 months to run, AT is working with the SIP on a new operational SDP covering a longer (3-5 year) term. The Standing Committee are considering the draft.</p> <p>Action: To let AT know if they would like to join the committee working on the new SDP.</p> <p>Action: To present the new SDP at the next meeting.</p>	<p>GB</p> <p>AT</p>
687	Committee Reports	<p>Having received minutes of committee meeting governors were invited to ask questions. Whilst there were no questions regarding committee meetings, the governors discussed Link reports.</p> <p>In response to governor questions:</p> <ul style="list-style-type: none"> - AO gave details of her recent School Council link visit; - The governors discussed the current lunch arrangements; 	

		<p>- AO gave details of how governors' responses to School Council are fed back.</p> <p>Outstanding Link Reports will be submitted shortly.</p>	
1688	Governor Code of Conduct	<p>The Code of Conduct will follow via email, for agreement, in due course.</p> <p>Action: To email the Code of Conduct to the GB, once agreed by the Standing Committee.</p>	JM
1689	Policy Review	<p>The governors discussed the Policy Review. The policies are ongoing and will be re-presented to the GB in due course.</p>	
1690	School Trips	<p>The GB discussed the forms for approval for gold and silver D of E trips.</p> <p>JB, Mrs Casson and the D of E Co-ordinator have worked together on the revised schemes for the trips. Mrs Casson has ensured the schemes are Covid-19 secure. RAs, assuming we continue to work within Covid-19 restrictions, have been submitted</p> <p>An in-depth discussion took place regarding the D of E Trips.</p> <p>In response to a governor question, JB confirmed the trips were local without overnight stays.</p> <p>The Music Tour has been postponed to July 2021. As government rules state there must be no planning for overnight stays, this will be considered nearer the time.</p> <p>GA thanked JB and LF for their input.</p> <p>Decision: The GB agreed the Silver and Gold D of E trips.</p>	
1691	Risk Register	<p>Building Works: Site risk to staff and students.</p> <p>Financial Risk: Although the SIF bid covers 90% of the cost, the GB are conscious of the possibility of the building work costs overrunning.</p> <p>GA suggested considering a working party to oversee costs (including Ingleton Wood's). JB would like this to be an ongoing action, with the Finance, Estates Committee and school staff monitoring the risk.</p> <p>Ingleton Wood must be aware that we are unable to overrun costs, however small. Ingleton Wood will provide a regular budget and cost management report once they begin to tender for the project.</p> <p>Action: To discuss costs with Ingleton Wood, as the school are accountable for cost management.</p>	AT GA
1692	Any Other Business	<p>JB informed the GB of a request from a telecommunications company to locate a mobile 'phone mast within the school grounds.</p> <p>Following an in-depth discussion, the GB agreed the telecoms company should be asked to provide more details about the mast.</p> <p>Action: To write to the telecommunications company regarding their intentions (re mobile phone mast).</p> <p>The governors received the following documents prior to the meeting:</p>	JB GA

		<p>Governor Link Reports Updated 2020-2021 Committee Membership</p> <p>The governors discussed the possibility of postponing the Governor Conference until they are able to meet face to face.</p> <p><i>Action: To discuss postponing the Governor Conference with MVM.</i></p> <p>Governor Conference: Saturday 27th February 2021 Trustees Meeting: Tuesday 23rd March 2021 FGB Tuesday 27th April 2021</p>	<p>GA JM</p>
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Date of Next Meeting: Tuesday 23rd March 2021

The Meeting ended at 8.25pm with the saying of Grace

_____ Chair

_____ Date