

Action List

Davenant Foundation School

Governing Body Meeting 27th April 2021

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 check and update the dashboard with the latest A Level data	AT	January 2020	Ongoing
Minute 1663: To arrange a Whitechapel Trustees meeting virtually or via email.	JB/JM	July 2020	Resolved
Minute 1667: To arrange for the SIP to carry out work with the GB to review the Effectiveness of Governance.	AT	December 2020	Ongoing
Minute 1669: To sensitively follow up Y7 Parental Contributions.	JB	October 2021	Ongoing
Minute 1674: To consider parental involvement beyond Home School Links.	DL	December 2020	Resolved
To make contact with Link Areas.	ALL	November 2020	Ongoing
ACTIONS FROM LAST MEETING			
Minute 1681: To arrange an interim Whitechapel Trustee meeting in the New Year.	JM	January 2021	Resolved
Minute 1684: To add Report on Student Services to July 2021 GB agenda.	JM	July 2021	Resolved
Minute 1686: To let AT know if they would like to join the committee working on the new SDP.	GB	January 2021	Resolved
To present the new SDP at the next meeting.	AT	April 2021	Ongoing
Minute 1688: To email the Code of Conduct to the GB, once agreed by the Standing Committee.	JM	January 2021	Resolved
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	Ongoing
Minute 1692: To write to the telecommunications company regarding their intentions (re mobile phone mast).	JB GA	January 2021	Ongoing
To discuss postponing the Governor Conference with MVM	GA JM	January 2021	Resolved
ACTIONS FROM THIS MEETING			
Minute 1703: To report to Juniper that the GB have accepted and agreed all ToRs.	JB	May 2021	Resolved



DAVENANT FOUNDATION SCHOOL

Minutes of a Virtual Meeting of the GOVERNING BODY

held via Zoom on

27th April 2021

At 6pm

MEMBERSHIP: *Mrs M Vine-Morris (Chair) (**MVM**)
 *Mr G Anthony (Vice Chair) (**GA**)
 *Mrs J Anderson (**JA**) *Rev C Davies (**CD**) *Mrs O 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 D Lake (**DL**), Mrs G Casson (**GC**), Mrs J Beaumont (**JB**)
 and Mrs J McCallig (**JM**)

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

Apologies accepted from: None

Due to Mrs Casson attending the meeting the agenda was not followed in order

1693	Business Interests	None
1694	Minutes of 15/12/20	The governors reviewed the minutes and accepted them as a correct record of the meeting.
1695	Matters Arising	<p>Minute 1663: As JB is currently involved in an ESFA Review she has consulted with MVM and MH, who have agreed to defer the Whitechapel Audit until July. The Trustees meeting planned for 7th July will be postponed until the Autumn.</p> <p>AT has identified a C of E school in the Whitechapel/Stepney area and is in preliminary conversations with the headteacher.</p> <p>Minute 1669: Due to the pandemic there has been a low uptake from Y7 parents. This will not be followed up until we are able to offer students the facilities provided by Reynolds. Parents will receive information regarding how Parental Contributions are spent.</p> <p>Minute 1674: Home School Links has evolved and now being used as an online provision presenting information to parents. Parental pages on the website will be updated in due course.</p> <p>Minute 1684: The report on Student Services has been postponed until July 2021.</p> <p>Minute 1688: The Code of Conduct has been approved and signed.</p>

		<p>Minute 1691: Following a Value Engineering Process, Ingleton Wood have identified a possible £50k reduction. Further information to follow.</p> <p>Minute 1692: The Standing Committee requested information regarding the mobile 'phone mast application, JB expects to report further shortly.</p> <p>It has been identified that giving leave for a mobile communication mast may be a breach of the school's Restrictive Covenant. In response to a governor question, a discussion took place regarding overriding Restrictive Covenants.</p>	
1696	Head-teacher's Report	<p>AT delivered his report, the main points of which were:</p> <ul style="list-style-type: none"> • Updated RAs have been agreed and uploaded onto the website. • Staff are continuing to be Covid vigilant. • Extra-curricular activities are in full swing and well attended. • Y11 and Y13 mocks have taken place. • Unfortunately, there has been a number of exclusions, reported separately. • Essex have raised concerns around young peoples' behaviour following the pandemic. • CAGs are taking place, causing huge amounts of pressure and workloads on schools. • D of E awards have taken place in line with Covid restrictions. The team has been fantastic. • Students are being offered training by Bancroft RFC, with girls given the opportunity to meet an ex-England international player. • We have been offered £55k by the government to provide a summer school • Active Essex will hire our facilities to deliver a summer camp. • An external-club day is due to take place shortly. • Leyton Orient are considering an investment in a 3/4G AstroTurf pitch for our use. • CPD has been either online or via CAG training. • Another successful year for ITT, with positive numbers next year. • 7 NQTs have been excellent, particularly in view of Covid. • The SEN Department is facing a heavy workload with 10 EHCP students due to join Y7 in September. DL will meet with the Essex SEN Department, to challenge our allocation of EHCP students, together with the decrease in funding. DL believe the increase is due to the particular care DFS shows EHCP students. There are concerns regarding how the students will be accommodated, without affecting the teaching of other students. AT is due to meet the DFS SEN Department regarding the lack of SEN teachers. • Y11 and Y13 will complete formal study on 28th May, but return to attend various catch-ups, inductions and celebrations. • By 21 June, with the lifting of all Covid restrictions, is it anticipated that students will move freely around school. 	

		<ul style="list-style-type: none"> • PHSE dropdown sessions will be offered, with workshop specialists attending to engage with all year groups. • It is anticipated that Sports Day will go ahead. • Ofsted is expected to visit in the new academic year. • A staff party will be held at the end of term. • It is hoped that Y11 and Y13 proms will take place. • Y7 induction and parent meeting is likely to take place in person. <p>In response to a governor question, AT confirmed he had made his views on Ofqual/the DfE's guidance clear, via an ASCL questionnaire</p> <p>In response to a governor question, DL said the SEN funding would be challenged, but if no further funding is forthcoming the school would do everything it could for the students within its budget. JB added that DFS has 2% for spending on SEN students, although often loses out as our students do not have low prior attainment and we have few PP students.</p> <p>Essex are impressed with how we have spent our funding, particularly as we always ensure we invest in TAs. Unfortunately EHCPs have recently been financially downgraded. DL said we may have to reconsider how our SEN support is offered in future.</p> <p>The governors agreed that it is clear we offer excellent SEN provision.</p> <p>In response to a governor question, DL confirmed she intends to challenge the finances - not the principle of the EHCP allocation. Adding however, that 10 EHCP students in a year group would have an impact on the other students, meaning classes may be disrupted on a regular basis. DFS do not like to take EHCP children out of class and educate them elsewhere, however, in future, this could be seen as beneficial to the remainder of students.</p> <p>DL would also like to discuss how EHCP students are fairly distributed throughout the Essex area.</p> <p>Following a discussion, DL reminded the GB that as well as EHCP students there are other SEN students.</p> <p>MVM thanked AT for his report and reminded him that the GB are there to support the school at this difficult time.</p> <p>The GB asked for their thanks to be passed to HoDs and teachers.</p>	
1697	Finance Report	<p>JB reviewed the Financial Report to 31st March.</p> <p>Our position has not changed in respect of the expected outcome since December, although there are a number of uncertainties that may still affect this. We are currently breaking even, with a small surplus anticipated.</p> <p>There remain pay awards to consider.</p> <p>Government Covid Funding and lettings income is expected.</p>	

		<p>MVM thanked JB for her work on Finance.</p> <p>JB reported that the DfE had identified DFS (likely due to our successful CIF bid) for a visit from School Resource Advisor.</p> <p>Various meeting have taken place with the Advisor, who has been looking at governance and teaching deployment in particular. The Advisor has received an immense amount of data.</p> <p>The Advisor has considered the legal structure of the school, particularly separation between members of the company and governors. We are likely to be instructed to change our constitution, which would be a large piece of work, particularly in light of the Whitechapel Trust involvement.</p> <p>The governors were assured that the Advisor has identified our current practices as acceptable and any risks minor.</p> <p>The GB agreed the visit may be a useful precursor to an Ofsted visit.</p> <p>The outcome of the visit is expected in due course.</p>	
1698	Royal Life Saving Society	<p>The governors welcomed Mrs Casson and took the opportunity to thank her for all of her hard work on behalf of the school.</p> <p>DFS is hoping to become an Approved Training Centre and an Approved Training Provider for the IQL UK Qualification (NPLQ and NRASTC).</p> <p>In order to meet the certificate of compliance the GB are required to adopt a number of policies. The RLSS have provided template policies, which the governors received in advance of the meeting.</p> <p>Upon ratification the school expects to receive accreditation within 2 weeks.</p> <p>Lisa Wogan would become DFS's Accredited Training Assessor, delivering training programmes to staff and potentially external candidates. Ms Wogan also plans to attain a First Aid accreditation, enabling her to deliver First Aid Training to DFS staff, removing the expense of external trainers.</p> <p>In response to a governor question (in advance of the meeting), GC confirmed courses would be offered to both internal and external candidates over 16 years of age.</p> <p>Ms Wogan is currently delivering a lifeguard course to year 12. In response to a governor question, GC confirmed pupils bear their own costs.</p> <p>Once the Ms Wogan and the centre is accredited DFS will be able to offer CPD to local schools, with a longer term view for DFS to commercialise the pool and Ms Wogan's specialised skills.</p> <p>In response to a governor question, GC said the pool had recently been updated and confirmed any income generated would be</p>	

	<p>6.41pm GC left the meeting</p>	<p>reinvested, helping maximise the commerciality of the facility. GC oversees the pool health and safety protocols.</p> <p>In response to a governor question, GC said she had discussed the policy obligations with the Director of Sport, who had been involved throughout the process. Ms Wogan has also confirmed she is happy with the policy content.</p> <p>In response to a governor question, GC said Y12 students would obtain their own Lifeguard qualification and Ms Wogan would be the lifeguard on duty during their training. When the pool is hired out for commercial use, lifeguards becomes the hirer's responsibility.</p> <p>In response to a further governor question, JB confirmed that Ms Wogan would only deliver training on behalf of DFS</p> <p>Decision: The governors approved DFS's application to become an approved training centre and training provider.</p> <p>Decision: The governors agreed to accept the following new policies:</p> <ul style="list-style-type: none"> • Malpractice and Maladministration Policy • Appeals Policy • Complaints Policy • Equal Opportunities and Diversity Policy • Special Consideration and Reasonable Adjustment Policy <p>Decision: The governors agreed that the Estate Management Committee would oversee the new policies.</p> <p>MVM thanked GC for attending the meeting and asked that the governors thanks to be passed to Ms Wogan.</p>	
<p>1699</p>	<p>Committee Meetings</p>	<p>Having received meeting minutes governors were invited to ask questions.</p> <p>Admissions Committee: The Admissions Policy had identified that it would be useful for the Sixth Form Admissions process to be moderated. MVM has visited school to work with Mrs Fisher and reported that the admission process is carried out conscientiously. She has no concerns.</p> <p>Estates Committee: The committee continue to oversee the capital build.</p> <p>Personnel Committee: The committee attended the recent Standing Committee meeting to receive a staff wellbeing report. A Staff Wellbeing Survey is due to take place shortly, the results will be shared with governors, together with highlights of a recent Student Survey.</p>	
<p>1700</p>	<p>Policy Review</p>	<p>The GB reviewed the document listing the policies reviewed by each committee.</p> <p>Decision: Following a discussion the GB approved the:</p> <ul style="list-style-type: none"> • (interim) Worship Policy 	

		<ul style="list-style-type: none"> • Review of Financial Scheme of Delegation and Financial Limits • Charging Policy and School Trip Terms and Conditions • Surveillance and CCTV Policy • Biometrics Policy <p>Decision: The GB also approved the following Curriculum Committee policies, agreed in December 2020:</p> <ul style="list-style-type: none"> • ICT Acceptable Use Staff & Student • Anti-Bullying • Behaviour Policy • Curriculum Statement • Drugs Education and Awareness • Examinations • Exclusion from Maintained Schools, Academies and Pupil Referral Units Policy • School Attendance Policy • Homework Policy • Monitoring Policy • Marking and Feedback Policy 	
1701	Complaints Policy	<p>Following recent DfE updates, the updated policy has been circulated to and accepted by the Standing Committee and recommended to the GB.</p> <p>Decision: Following a discussion, the GB accepted the updated Complaints Policy Procedure which will be uploaded to the website.</p>	
1702	New SDP Review	<p>AT and DP have worked on the Vision and Values and plan to meet again in due course to finalise the draft SDP.</p> <p>AT anticipates being in a position to present the new SDP towards the end of the academic year, or at the start of the next.</p>	
1703	Committee Terms of Reference	<p>During their recent Internal Scrutiny Visit Juniper recommended the GB review and agree the Terms of Reference for all committees, once each committee has reconsidered its remit during its first meeting of the academic year. In future, this will happen during the December GB meeting.</p> <p>Decision: The GB agreed all Committee Terms of Reference for 2020-2021.</p> <p>Action: To report to Juniper that the GB have accepted and agreed all ToRs.</p>	JB
1704	Governor Link Visit Actions	<p>In response to a governor question, JA confirmed that the Music Room had been identified as requiring significant refurbishment. AT will meet with the HoD to discuss their aims for the room.</p> <p>MVM encouraged governors to contact their link areas to offer support.</p>	
1705	School Trips	<p>Bushcraft: This Y9 trip was deferred last year, but is unlikely to go ahead this year. The company will carry forward the monies to 2022.</p> <p>Music Tour: This trip has been deferred until 2022.</p>	

		<p>Japan: This trip has been deferred until 2022.</p> <p>Widemouth Bay: Unfortunately the company has gone into liquidation. We are listed as a creditors, but can make an insurance claim if necessary.</p> <p>The Finance Team continue to work on trips that have been unable to depart due to Covid.</p>	
1706	Risk Analysis	From a financial point of view, the high number of Y7 EHCP students.	
1707	Any Other Business	<p>Following a rigorous interview process, Dorothy Smith has been appointed Head of Humanities.</p> <p>Mark Escott is to leave DFS to join the Clergy and will be ordained at St Albans Cathedral in June. MVM asked for the GB's best wishes to be passed to Mr Escott.</p> <p>AT and MVM thanked the governors involved in the recent Staff Recruitment procedure and those involved in the forthcoming Pupil Discipline Panel.</p>	

Date of Next Meeting: Wednesday 7th July 2021

The Meeting ended at 7.45pm with the saying of Grace

_____ Chair

_____ Date