

**Action List**  
**Davenant Foundation School**  
**Governing Body Meeting 12th October 2021**

Action	By Whom	Due Date	Action/ Resolved
<b>FROM PREVIOUS MEETINGS</b>			
<b>Minute 1623:</b> To arrange Ofsted inspection support on leadership and governance.	AT	January 2020	Resolved
To check and update the dashboard with the latest A Level	AT	January 2020	Resolved
<b>Minute 1667:</b> To arrange for the SIP to carry out work with the GB to review the Effectiveness of Governance.	AT	December 2020	Resolved
<b>Minute 1669:</b> To sensitively follow up Y7 Parental Contributions.	JB	October 2021	Ongoing
<b>Minute 1674:</b> To make contact with Link Areas.	ALL	November 2020	Ongoing
<b>Minute 1692:</b> To write to the telecommunications company regarding their intentions (re mobile phone mast).	JB GA	January 2021	Ongoing
<b>ACTIONS FROM LAST MEETING</b>			
<b>Minute 1712:</b> To let MVM/JM know if they would be willing to become a member of a Governance Structures Working Party.	ALL	September 2021	Resolved
To amend the wording of the item 1 of the action plan.	MVM/ MH	July 2021	Resolved
<b>Minute 1715:</b> To forward any comments on the SDP to AT	ALL	July 2021	Resolved
<b>Minute 1721:</b> To review the Harmful Sexual Abuse – Peer on Peer Abuse Policy and submit any feedback to JM.	ALL	July 2021	Resolved
<b>ACTIONS FROM THIS MEETING</b>			
<b>Minute 1730:</b> To provide the GB with a 3 year trend of GCSE results.	AT	October 2021	
<b>Minute 1734:</b> To consider covering the PHSE; PC & NHSS inc. Drugs link area during CD's absence.	ALL	October 2021	
<b>Minute 1738:</b> To consider joining Admissions, Estates or Personnel committee in CD's absence	ALL	October 2021	



# DAVENANT FOUNDATION SCHOOL

## Minutes of a Virtual Meeting of the GOVERNING BODY

held on

12<sup>th</sup> October 2021

At 6.40pm

**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 J Beaumont (**JB**) and Mrs J McCallig (**JM**)

**Apologies accepted from:** Rev Davies, Mr M Hicks and Mr H Smith

Mrs Temple opened the meeting with a prayer.

Mrs Vine-Morris welcomed governors to this first meeting at school since the start of the Pandemic.

Mrs Vine-Morris asked the governors to keep Rev Davies in their prayers until he is able to return to his formal duties.

1724	<b>Appointment of Chair and Vice Chair</b>	<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>Mrs Vine-Morris agreed to stand for Chair and Mr Anthony agreed to stand for Vice-Chair. The Governing Body accepted this unanimously.</p> <p><b>Resolved: Mrs Vine-Morris and Mr Anthony were appointed Chair and Vice-Chair respectively for a period of one year.</b></p> <p>The governors thanked MVM and GA for their continued service</p>	
<p>6.45pm The meeting paused whilst the annual Academy Trust meeting was held.</p> <p>7pm The meeting resumed.</p>			
1725	<b>Business Interests</b>	None declared	
1726	<b>Minutes of Meeting held 7/07/21</b>	The governors reviewed the minutes and accepted them as a correct record of the meeting.	
1727	<b>Matters Arising</b>	<p><b>Minute 1623:</b> Governor data documents will be uploaded to Google Classroom in future.</p> <p><b>Minute 1667:</b> As we no longer have a SIP, Effectiveness of Governance will be dealt with during the governance review.</p>	

		<p><b>Minute 1669:</b> The governors discussed various ways of raising awareness of the importance of parental contributions.</p> <p><b>Minute 1692:</b> JB wrote to the telecommunications company indicating a restrictive covenant on the land had been identified. A response has not been received to date.</p>	
1728	<b>Academy Business</b>	Discussed at earlier meeting.	
1729	<b>Finance Report</b>	<p>JB reviewed the Finance Report which the governors had received in advance of the meeting.</p> <p>An in-year unrestricted underspend of £36k is anticipated.</p> <p>It has been a difficult year due to the extra costs incurred as a result of COVID-19.</p> <p>SMRA Report suggested we increase our reserves and establish a contingency fund.</p> <p>A governor commented that a balanced budget was a great achievement, given the past year. AT said staff had helped immensely, particularly in providing cover and avoiding supply costs.</p> <p>In response to a governor question, JB said additional costs for the new capital project had been carried forward, adding that some contingencies are unlikely to be required.</p> <p>The CIF bid roof works will be completed by December 2021.</p> <p>The new teaching block is due to be completed by late January 2022, with all works finalised by the spring.</p> <p>MVM thanked JB and the Finance Team for their work.</p>	
1730	<b>Headteacher's Report</b>	<p>AT reviewed his report, which the governors had received in advance, the main point of which were:</p> <ul style="list-style-type: none"> <li>- the Ofsted Report is awaited;</li> <li>- the recent open evening was highly successful;</li> <li>- our sports teams are performing well;</li> <li>- a safeguarding update is underway;</li> <li>- DL has met with the parent of a persistent absentee;</li> <li>- A group of Y9 students were excluded for sexual harassment. AT explained the reasons behind this and a discussion took place;</li> <li>- CAG results were lower than last year, but slightly better than 2019;</li> <li>- 1 in 10 of our students have SEN, with a large number of Y7 students with EHCPs. The department is struggling with insufficient funding for additional support;</li> <li>- we are 100% GDPR compliant;</li> <li>- performance management reviews are underway;</li> <li>- Y12 numbers are lower this year, potentially due to cancelled open evenings (due to Covid). Students appear to have remained loyal to their schools.</li> </ul>	

		<ul style="list-style-type: none"> <li>- Destinations have been positive with a number of Y11s going on to suitable courses at further education settings, having been suitably advised by our excellent Careers Team;</li> <li>- a market review of ITT training will take place in due course;</li> </ul> <p>In response governor questions, AT clarified:</p> <ul style="list-style-type: none"> <li>• One exclusion session is equal to half a day.</li> <li>• Racist Abuse was an existing exclusion category, although it is rarely used. However, on this occasion an issue had to be dealt with in school and with the parents.</li> <li>• The breakdown of GCSE results by subject will be covered at the next Curriculum Committee meeting.</li> <li>• Next year's exams are likely to be adapted, but CAGS are unlikely.</li> </ul> <p>An in-depth discussion regarding next year's exams took place.</p> <p>A governor commented that excellent feedback had been received from a contact who had attended the recent Open Evening. AT added that tremendous feedback had been received from visitors and staff alike. Sixth form student engagement was specifically praised.</p> <p>The governors noted the dates of the forthcoming music recitals and Christmas concert.</p> <p><b>Action: To provide the GB with a 3-year trend of GCSE results.</b></p> <p>MVM thanked AT for his report.</p>	AT
1731	<b>Committee Reports</b>	<p><b>Standing Committee</b> discussed the Academies Trust Handbook.</p> <p>In response to a governor question, AT confirmed he and Mr Morris were finalising the Service Occupancy Safeguarding Policy.</p> <p><b>Estates Committee</b> discussed the capital projects.</p> <p><b>Curriculum Committee:</b> A governor raised concerns around diversity and inclusion in the curriculum content of some GCSE courses. DL said a curriculum review had taken place, resulting in amendments to the English A Level curriculum. DL suggested GCSE course content was more limited.</p>	
1732	<b>Safeguarding</b>	<p>All governors should have completed the safeguarding requirements recently requested by the school.</p> <p>Governor safeguarding training will be updated shortly.</p> <p>AT reminded governors that safeguarding included the whole school environment.</p> <p>MVM would like governors to think about how safeguarding is considered and reported to them, ensuring it has the same prominence as financial reporting.</p>	

		<p>There are concerns around our SEN students, particularly on the need to keep them safe, despite the lack of funds available to help. The situation may become unmanageable should more students join the school in the future.</p> <p>Student Mental health problems, even with our full time Psychology and Intervention Manager, are at an extremely high level. Staff are working hard to try to accommodate student's needs. No further funding has been offered.</p> <p>The budget could be significantly affected should the current energy crisis continue, also with agency staff employed to support our SEN students. JB will review the budget to try to accommodate these factors.</p> <p>In response to a governor question, the GB discussed energy prices and other anticipated inflationary cost increases.</p>	
1733	<b>SDP</b>	<p>The governors had received the SDP in advance of the meeting.</p> <p>AT thanked governors for their feedback on the draft SDP.</p> <p>The Ofsted Action Plan will be added as an annex shortly.</p> <p>Ofsted were happy with the SDP and our work on the 3i's in departmental planning.</p> <p>AT thanked DP for his work on the SDP.</p> <p>In response to a governor question regarding longer term planning, AT said this year the school would concentrate on post-Covid-19 recovery, with next year's plans looking towards the longer term.</p> <p>In response to a governor question, DL said the school was lucky to have the Chaplain, but added that there were currently no Church Youth Workers. Maurice (Cottrell?) and OF have responsibility for the CU.</p>	
1734	<b>Link Governors</b>	<p>The governors reviewed the Link Governor areas and were encouraged to make their Autumn Link visit/telephone contact shortly.</p> <p><b>Action: To consider covering the PHSE; PC &amp; NHSS inc. Drugs link area during CD's absence.</b></p>	ALL
1735	<b>Policy Review</b>	<p>The GB reviewed the document listing the policies reviewed by each committee.</p> <p>Following a discussion, the GB approved the following policies:</p> <p>Teaching and Learning Policy  Marking and Feedback Policy  Lockdown Policy  Pastoral Care Policy  RSE Policy  Harmful Sexual Behaviour – Peer on Peer Abuse Policy  Child Protection Policy  Code of Conduct  Equality Policy  Equality and Diversity in Employment Policy</p>	

		<p>Nut Free Policy  Performance Management Policy  Redundancy and Restructuring Procedure  Staff Sickness Absence Management  Staff Leave of Absence  Visitors and Visiting Speakers Policy  Asbestos Management Plan  Educational Trips and Visits Policy <i>(subject to agreed amendments)</i>  Health and Safety (inc Lone Worker) Policy <i>(subject to agreed amendments)</i></p>	
1736	<b>School Trips</b>	<p>The governors had received supporting paperwork in advance of the meeting.</p> <p>The overriding work for all trips has been checked for Covid-19 cover. There is a requirement for providers to factor in refunds/postponements due to unexpected lockdowns. GC is working with our providers to ensure this is in place.</p> <p>Most of our pre-Covid-19 trips were either postponed or cancelled. With most cancelled trips covered by insurance.</p> <p>Relevant staff have received details of GB meeting dates to enable them to submit trip applications in time for GB consideration.</p> <p>In response to a governor question on affordability, JB reported that the government have strict rules around schools charging for trips. Contributions may be invited for trips occurring during the school day. Trips outside school, which are not critical to the curriculum are classed as enhanced trips, which we may charge for in full.</p> <p>In response to a governor question, AT confirmed PP students receive subsidised trip places. JB reminded the governors that the Reynolds Hardship Fund is available to support families and bursaries are available for Sixth Form trips.</p> <p>In response to a governor question, DL explained that a number of Y10 prefects attend the Windmill Hill trip as student leaders.</p> <p>In response to a governor question, AT confirmed DFS's next ski trip will run in 2023.</p> <p>In response to a governor question, AT said an alternative to the Widemouth Bay trip for Year 8 had not yet been identified.</p> <p><b>Decision: Following a discussion, the governors approved the following trips:</b></p> <ul style="list-style-type: none"> <li>- Y7 Windmill Hill trip in June 2022;</li> <li>- Y9 Bushcraft trip in May 2022;</li> <li>- Y11-13 Iceland trip in October 2022;</li> <li>- Y13 Margan trip in September 2022; and</li> <li>- Y12-13 trip to the USA in October 2022.</li> </ul>	
1737	<b>Risk Analysis</b>	<p>Possible inflation across all areas affecting the budget.</p> <p>Recruitment issues.</p>	

1738	<p><b>Any Other Business</b></p> <p>8.30pm OF left the meeting</p>	<p>The governors had received the following papers for review in advance of the meeting:</p> <ul style="list-style-type: none"> <li>• <b>Best Value Statement</b></li> <li>• <b>Draft Committee Membership:</b> MVM encouraged governors to attend other committee meetings should they wish to do so.</li> </ul> <p>In response to a governor question, MVM said governor vacancies would be revisited during the forthcoming governance review. MVM encouraged governors to attend other committee meetings as development - and particularly in CDs absence.</p> <p><b>Decision: DP agreed to be confirmed as a member of the Pupil Discipline Committee.</b></p> <p><b>Action: To consider temporarily joining the Admissions Committee, Estates Committee or Personnel Committee during CD's absence.</b></p> <ul style="list-style-type: none"> <li>• <b>Attendance Report:</b> In response to a governor question, DL said Covid-19 levels are currently relatively low at school, for both staff and students. Staff are due to receive their booster jabs shortly. The school are hosting student vaccinations, which have received remarkably high uptake.</li> <li>• <b>Carlos' IT Rules:</b> The GB discussed the useful IT rules.</li> </ul>	ALL
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Date of Next Meeting: Tuesday 14<sup>th</sup> December 2021

The Meeting ended at 8.40pm

\_\_\_\_\_ Chair

\_\_\_\_\_ Date