

Action List
Davenant Foundation School
Governing Body Meeting 26th April 2022

Action	By Whom	Due Date	Action/ Resolved
FROM PREVIOUS MEETINGS			
Minute 1669: To sensitively follow up Y7 Parental Contributions.	JB	October 2021	Resolved
Minute 1692: To write to the telecommunications company regarding their intentions (re mobile phone mast).	JB GA	January 2021	Resolved
ACTIONS FROM LAST MEETING			
Minute 1748: To contact AT with suggestions for the name of the new building.	ALL	February 2021	Resolved
Minute 1749: To virtually sign the Code of Conduct.	MVM	January 2021	Resolved
Minute 1754: To add 'Carbon Neutral School' as a standing item on future Estates Committee agendas.	JM	December 2021	Resolved
To forward any agenda item suggestions for the governor conference to JM.	ALL	February 2021	Resolved
ACTIONS FROM THIS MEETING			
Minute 1758: To draft a letter from the GB to the LA regarding the level of SEN students allocated to DFS.	DP	May 2022	
Minute 1760: To consider energy cost savings across school	Estate Committee	May 2022	
Minute 1762: To write to DFS alumni regarding governor vacancies.	AT	May 2022	
To contact MVM or JM regarding joining new governor recruitment panel.	ALL	May 2022	



DAVENANT FOUNDATION SCHOOL

Minutes of a Virtual Meeting of the GOVERNING BODY

held on

26th April 2022

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 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 Lee (**DLe**) *Mr A Thorne (**AT**)

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

Apologies accepted from: Mrs A Olapade and Mrs D Lee

Prior to the start of the meeting, AT conducted a tour of the new building.

Rev Davies opened the meeting with a prayer.

1755	Business Interests	None declared	
1756	Minutes of Meeting on 14/12/21	The governors reviewed the minutes and accepted them as a correct record of the meeting.	
1757	Matters Arising	Minute 1669: The Parent Newsletter encouraged donations to the Reynolds Fund, which will also be highlighted at the new Y7 welcome meeting	
1758	Head-teacher's Report	<p>AT presented his report, which the governors had received in advance. The highlights of which were:</p> <ul style="list-style-type: none"> - The return from Covid, together with rising prices and staff shortages continue to be a challenge. - Governors were pleased to hear about the football team's success. - The recent Women's Day event was successful and well attended. - A group of Sixth Formers have carried out some excellent diversity work with Y8 and Y9 students. - Teachers are continuing to manage exam anxiety. - The school is looking forward to the Queen's Platinum Jubilee events. - AT reviewed the safeguarding and emotional wellbeing data. - DFS's on-site Educational Psychologist has gained a place on a PHD course. Unfortunately, due to budget cuts the position will not be filled at the moment. - Fixed term exclusions are higher than the past 2 years, but similar to 2019. - In response to a governor question, AT said vaping has become a problem across schools nationwide. - In response to a governor question, AT explained how exclusion sessions were recorded. 	

		<ul style="list-style-type: none"> - In response to a governor question, AT explained the details of 5 day exclusions for sexual misconduct. The governors raised concerns, particularly as all students had recently attended workshops regarding acceptable behaviour. AT confirmed the workshops had been successful, adding that the recent incident had involved slightly inappropriate behaviour, which was immediately dealt with. - Attendance is slightly lower than expected (national attendance is significantly down). In response to a governor question, AT said not all absence was Covid related. The school are dealing with 3 students who have not returned to school post-Covid, but are not ill. - Teachers are reasonably confident in their exam students. Exam Boards have not provided details regarding this year's exams, making it difficult to predict grades. - AT is pleased that we have specialist teachers in every area. - Maternity leaves in music will leave the department short staffed for one term. The course will be redesigned to deal with this. - The school has been rewarded with an £18k payment following staff attendance at a Cyber Security Training course. - 41 EHCP Plans are expected in September 2022. In response to a governor question, AT confirmed DL had reported our concerns to the LA, who had visited to meet with our SENCO. Unfortunately, the meeting did not go well. The LA informed us there is no additional funding or specialist support available, suggesting we must be creative in our thinking. At suggested we are seen as a 'magnet school' with other local schools signposting parents to us. Numbers and severity are becoming so serious that AT fears we will fail some SEN students. ASHE heads are trying to make representation about this issue. In response to a governor question, AT said the majority of SEND student needs at DFS are ADHD. In response to a governor question, AT agreed it may be useful for the GB to intervene with the LA. An in-depth discussion took place. <p>Action: To draft a letter from the GB to the LA regarding the level of SEN students allocated to DFS.</p> <ul style="list-style-type: none"> - Teacher training application numbers have dropped. - Staff absence is high. Two staff are suffering from Long Covid. - Cover has been expensive, but staff have helped wherever possible. - In response to a governor question, the GB discussed DFS's mental health provision and their concerns regarding the loss of the Educational Psychologist. AT said that recruitment to the post was paused, but would be revisited shortly when staffing levels and budgets are clearer. - In response to a governor question, AT confirmed the Safeguarding Administrator post had been filled internally. <p>MVM thanked AT for his report</p> <p>AT informed governors that there was to be a slight change to the school timetable during the exam season, to ensure that assemblies could be re-introduced and give exam students a calm approach to their exams.</p>	DP
1759	Changed Summer Term Dates	As the building moves have been challenging, IW has recommended extra Inset Days to assist in a smooth transition.	

		<p>AT requested the governors' permission for the school to break up 1.5 days early in July to enable the moves to take place.</p> <p>AT answered a number of governor questions regarding logistics.</p> <p>Decision: Following a discussion the GB agreed the extra Inset Days.</p> <p>Parents will be informed of the details of the extra Inset Days shortly.</p>	
1760	Finance Report	<p>The governors had received the Finance report in advance of the meeting.</p> <p>The school is suffering from increased costs and utilities.</p> <p>Our KS3 and KS4 funding has fallen, meaning a top-up has been required.</p> <p>The budget has gone from break even to a deficit of £60/70k. Work will continue to try to rectify this before August. Reserves may be required.</p> <p>The Audit, Risk & Finance Committee have looked at the 5 year projections, which show future years using most of the deficit. To try to avoid this, targets have been set to try to break even.</p> <p>There are currently £300k of reserves, which we would like to maintain to provide a contingency buffer.</p> <p>This challenging financial position will be dealt with on a year-by-year basis, with the school likely to have to make some unpleasant choices.</p> <p>Next year's teachers' pay award is likely to be substantial.</p> <p>Fewer Y12 students has lowered our funding.</p> <p>The Audit, Risk & Finance Committee plan to carry out further work on next year's budget.</p> <p>Although AT believes September is likely to look 'grim', he anticipates plans coming to fruition by early 2023 to put the school in a better position.</p> <p>The governors discussed cover and cover teachers. AT explained a cost saving idea regarding how he is planning to run cover lessons.</p> <p>In response to a governor question, JB confirmed that the deficit was largely due to energy costs. £90k extra energy costs are anticipated. AT added that rising energy costs had wiped out any planned savings this year.</p> <p>An in-depth discussion took place regarding energy costs and savings.</p> <p>Action: To consider energy cost savings across school.</p> <p>The GB reviewed Tenet's Tender Evaluation Report, which they had received in advance. Tenet recommended reappointment of Buzzacott.</p> <p>Decision: Following a discussion the GB agreed to reappoint Buzzacott.</p> <p>The transition to the new payroll provider has been successful.</p>	Estate Comm- -ittee
1761	Confidential	A confidential item was discussed.	

1762	Governor Recruitment	<p>MVM reported that as number of governors are due to retire over the coming months, an open recruitment process will be required which might necessitate a more open approach to attracting governors with specific skill sets.</p> <p>The GB discussed removing church affiliation requirement from some governor positions, in anticipation of recruiting candidates with specific skills. Applicants will always be expected to be respectful of the school's ethos.</p> <p>We particularly need to locate a Chair of Finance, plus someone with knowledge in the educational field.</p> <p>Parent Governor posts will need to be recruited in Autumn 2022 In response to a governor question, JB confirmed the Articles of Association requirements regarding the characteristics of the GB, i.e. Foundation Governors need to represent the ecumenical nature of the school. This would not be undermined by the proposal.</p> <p>Decision: Following a discussion the GB agreed specialist roles must take priority and church attendance may be relaxed as long as individuals support our ethos.</p> <p>Action: To write to DFS alumni regarding governor vacancies.</p> <p>Action: To contact MVM or JM regarding joining new governor recruitment panel.</p>	AT ALL
1762	Committee Meetings	The minutes of all recent committee meetings have been circulated.	
1763	Policies	<p>The Finance Committee recommended the Financial Scheme of Delegation and Financial Limits and the Charging Policy & School Trip Terms and Conditions to the GB.</p> <p>Decision: Following a discussion the GB accepted the Financial Scheme of Delegation and Financial Limits and the Charging Policy & School Trip Terms and Conditions.</p>	
1764	Policy Review Document	<p>The GB reviewed the policy document.</p> <p>Decision: The GB accepted the following policies:</p> <ul style="list-style-type: none"> Complaints Procedure Bereavement Policy Teachers' Severance Policy Pension scheme Discretions Local Government Capability Procedure Probationary Procedure Nut Aware Policy Recruitment (& Recruitment & Selection Policy Statement) Whole School Food Policy Children with Medical Conditions Policy Allergen and Anaphylaxis Policy Incident Management Plan Biometrics Policy Surveillance and CCTV Policy Admission Arrangements 	

		RLSS Policies: Appeals Policy Complaints Policy Equal Opportunities & Diversity Policy Malpractice and Maladministration Policy Special Consideration & Reasonable Adjustment Policy	
1765	SDP	The GB reviewed the SDP, which they had received in advance. The SLT have reviewed the document and anticipate next year's SDP will be 90% complete by the end of term and finalised following publication of the exam results. The full evaluation of the current SDP will be carried out with the departments and SLT towards the summer. The themes for next year's SDP are efficiency, engagement and effectiveness.	
1766	Governor Link Visit Actions	MVM encouraged governors to arrange their Spring link visits.	
1767	School Trips	Duke of Edinburgh Award – Special Approval by Chair: MVM reported that she had recently given special approval for the D of E trip. The GB were asked to consider the following trips: <ul style="list-style-type: none"> - Residential Cricket Tour. 20 June to 2 July 2022. Lead by AT. - Day trip to Le Touquet France. 1 July 2022. Lead by A Louis for Y7. <i>Decision: Following a discussion the GB approved the trips.</i>	
1768	Risk Register	Utility costs/inflation.	
1769	Any Other Business	None.	

Date of Next Meeting: Wednesday 6th July 2022

The Meeting ended at 8.30pm

_____ Chair

_____ Date