

**Action List**  
**Davenant Foundation School**  
**Governing Body Meeting 14th December 2021**

<b>Action</b>	<b>By Whom</b>	<b>Due Date</b>	<b>Action/ Resolved</b>
<b>FROM PREVIOUS MEETINGS</b>			
<b>Minute 1669:</b> To sensitively follow up Y7 Parental Contributions.	<b>JB</b>	October 2021	Ongoing
<b>Minute 1674:</b> To make contact with Link Areas.	<b>ALL</b>	November 2020	Resolved
<b>Minute 1692:</b> To write to the telecommunications company regarding their intentions (re mobile phone mast).	<b>JB GA</b>	January 2021	Ongoing
<b>ACTIONS FROM LAST MEETING</b>			
<b>Minute 1730:</b> To provide the GB with a 3 year trend of GCSE results.	<b>AT</b>	October 2021	Resolved
<b>Minute 1734:</b> To consider covering the PHSE; PC & NHSS inc. Drugs link area during CD's absence.	<b>ALL</b>	October 2021	Resolved
<b>Minute 1738:</b> To consider joining Admissions, Estates or Personnel committee in CD's absence	<b>ALL</b>	October 2021	Resolved
<b>ACTIONS FROM THIS MEETING</b>			
<b>Minute 1748:</b> To contact AT with suggestions for the name of the new building.	<b>ALL</b>	February 2021	
<b>Minute 1749:</b> To virtually sign the Code of Conduct.	<b>MVM</b>	January 2021	
<b>Minute 1754:</b> To add 'Carbon Neutral School' as a standing item on future Estates Committee agendas.	<b>JM</b>	December 2021	Resolved
To forward any agenda item suggestions for the governor conference to JM.	<b>ALL</b>	February 2021	



# DAVENANT FOUNDATION SCHOOL

## Minutes of a Virtual Meeting of the GOVERNING BODY

held on

14<sup>th</sup> December 2021

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)  
 \*Mrs D Williams (DW) \*Mr A Thorne (AT)

\*Indicates attendance\*

**In Attendance:** Mrs D Lake (DL), Mrs J Beaumont (JB), Miss E Coughlan, Mr G Steel and Mrs J McCallig (JM)

**Apologies accepted from:** Rev C Davies and Mr H Smith

ST opened the meeting with a prayer.

1739	<b>Business Interests</b>	None declared
1740	<b>Introduction of Head Boy and Girl</b>	<p>The governors welcomed Ella and George and congratulated them on their appointments as Head Boy and Head Girl.</p> <p>Ella and George informed the governors of their plans, highlighting:</p> <ul style="list-style-type: none"> <li>• their roles during the recent Ofsted inspection;</li> <li>• the introduction of revision clinics to younger students;</li> <li>• mental health information;</li> <li>• plans to help the Student Council and Prefects work better together;</li> <li>• planning to create a sensory garden for students to de-stress;</li> <li>• plans to help Y12 with University applications;</li> <li>• prepare the Senior Prefect Team for their interviews;</li> <li>• interaction with younger students via Prefect led assemblies;</li> <li>• more inter-house competitions;</li> <li>• a successful Christmas Shoe Box collection.</li> </ul> <p>MVM commented that the Ofsted inspectors had been particularly impressed with the role of our Sixth Formers during the recent inspection and asked for the GBs thanks to be passed to the Sixth Form students.</p> <p>George highlighted DFS's student led Medical Society, founded by a number of Sixth Form Prefects, who are currently planning a similar society for students aspiring to careers in Legal professions.</p> <p>AO (Student Council Link Governor) explained her role to Ella and George and invited them to contact her with any suggestions or updates.</p>

7.52pm  
George and Ella left the meeting

		The GB thanked George and Ella for attending the meeting and wished them well in their forthcoming mock exams.	
1741	<b>Minutes of Meeting held 12/10/21</b>	The governors reviewed the minutes and accepted them as a correct record of the meeting.	
1742	<b>Matters Arising</b>	<p><b>Minute 1669:</b> Since the Parental Contributions were publicised during the Christmas concerts, some new donations have been received.</p> <p><b>Minute 1738:</b> The GB were pleased to hear that CD should be able to recommence some of his governor duties shortly.</p> <p>The governors were encouraged to attend other committee meetings throughout the year and at least one Finance Committee meeting.</p>	
1743	<b>Academy Business</b>	<p>MH highlighted that there were several documents presented for this item, which had been reviewed with our external auditors at the recent Finance and Audit Committee meeting. The recommendations from that meeting were that the Governors approve and note the documents as required.</p> <p>MH directed Governors to the summary note produced which contained all the relevant detail.</p> <p>The statutory accounts show a negative balance sheet position due to the long-term deficit on the non-teaching staff pension scheme. It was expected that the cost of the new classrooms will return the school to a position of positive net assets next year.</p> <p>There was however an in year operating surplus which is a credit to the hard work of the school management and the Finance Team.</p> <p>The auditors were happy to sign a clean audit opinion and did not raise any control issues.</p> <p>The auditors were particularly praising of JB and the Finance Team for their assistance throughout the audit.</p> <p>MH noted that the Representation Letter is industry standard and Buzzacott had confirmed that there were no items included that were specific to the School.</p> <p>A new formal paper to consider going concern had been produced this year and this had been provided to our auditors who were satisfied with its content.</p> <p>MH noted within the going concern review that there were several future uncertainties and cost pressures that would need to be carefully managed.</p> <p>The updated Reserves Policy in the accounts suggests a desire to achieve reserves of £500k. Due to the uncertainties noted, a specific date to meet this figure has not been indicated.</p> <p>The starting point for the going concern paper is the October management accounts. At this point of the year, the financial position is often more</p>	

		<p>pessimistic than the budget, however it is anticipated that the position will improve throughout the year with careful management.</p> <p>The governors noted Juniper’s summary report and the points raised, all of which have been or will shortly be dealt with.</p> <p>In response to a question from JB, it was agreed that MVM and AT’s virtual signatures would be provided to Buzzacott.</p> <p>The governors thanked MH for his clear and helpful explanatory note.</p> <p><b>Decision: Following a discussion the GB:</b></p> <ul style="list-style-type: none"> <li>• <b>approved the Statutory Accounts for signature;</b></li> <li>• <b>approved the Letter of Representation for signature;</b></li> <li>• <b>Noted the contents of the external auditors report on the audit;</b></li> <li>• <b>Approved the going concern statement; and</b></li> <li>• <b>Noted the contents of the Juniper Internal Scrutiny Annual Report.</b></li> </ul> <p>MVM thanked MH for the clarity of his presentation and JB and the Finance Team for their hard work.</p>	
1744	<b>2021/2022 Financial Report</b>	<p>The governors had received the Financial Report in advance of the meeting.</p> <p>The Finance Committee had reviewed the position at their November meeting, which was based on the October management accounts, and was as noted in the previous item where going concern was reviewed.</p> <p>The current position, which the external auditors had been made aware of was made with a background of uncertainties, particularly over funding and the Finance Committee would be better able to assess the position in the New Year.</p> <p>From this, the 5-year projection does not currently show positive reserves throughout, but the position would continue to be managed to ensure this would not be the case going forward.</p> <p>The governors thanked JB, the Finance Team and the SLT for their work.</p>	
1745	<b>Head-teacher’s Report</b>	<p>AT reviewed his report, which the governors had received in advance.</p> <p>AT suggested that this has been the hardest term during the pandemic so far. The school have done their best to ensure students have the maximum extra-curricular experience, whilst adhering to all the government guidance. There have been some excellent concerts, choirs, trips and sports fixtures which have taken place. And of course, there was continuing Covid prevalence and Ofsted.</p> <p>The 3-year GCSE and A Level data, together with this year’s data so far, is likely to change following the mock exams.</p> <p>Staff are being cautious in case of exam cancellation next summer and contingencies are in place should this happen.</p> <p>Attendance is slightly lower than normal, due to unprecedented amounts of illness, mainly Covid.</p>	

	<p><b>7.30pm ST left the meeting</b></p>	<p><b>Exclusions:</b> AT reviewed the exclusion breakdown, explaining the reasons behind a number of the exclusions.</p> <p><b>Teacher Training:</b> Although lower than last year, recruitment is higher than nationally.</p> <p><b>Student Services:</b> Concerns around the high levels of EHCPs (with complex needs), are adding pressure to the SEN Department.</p> <p><b>Trips and Visits:</b> The governors were pleased to hear about the various trips and sports fixtures taking place.</p> <p><b>Sixth Form:</b> Following successful Open Evenings, AT anticipates excellent numbers next year.</p> <p>Levels of Covid at school are currently low, compared with many other schools.</p> <p>In response to governor questions AT said:</p> <ul style="list-style-type: none"> <li>• the school had followed all government guidance whilst planning the Christmas concerts;</li> <li>• all necessary risk assessments had been carried out, with a reduced numbers of tickets available;</li> <li>• the refreshment area at the concerts had been appropriately risk assessed, although the school were unable to dictate where individuals gathered during intervals. The area was reorganised on the second evening to assist with the flow of people. An in-depth discussion took place regarding the flow of public during school events;</li> <li>• the school is prepared to move to online learning should there be a designated Covid outbreak defined by Public Health England or there is not enough staff to run the school;</li> <li>• it is impossible to know how many students are regularly taking a Lateral Flow Test. Many students may not log their test result;</li> <li>• Y13 attendance is low due to high Covid infections, although AT will ask KF to clarify the position;</li> <li>• lower school geography field trips usually take place in the summer. The current trips are exam based;</li> <li>• BME exclusions are being analysed. The data has been skewed by 6 boys who had been excluded together in early September. Since then BME exclusion numbers have not been prevalent.</li> </ul> <p>MVM thanked AT for his comprehensive report.</p> <p>The governors acknowledged the difficulty of the past term and asked that their thanks be passed to the SLT and all staff.</p>	
<p><b>1746</b></p>	<p><b>Ofsted Report</b></p>	<p>The GB reviewed the Ofsted Report, which they had received in advance.</p> <p>The Sixth Form outstanding grade was well deserved.</p> <p>There are plans in place to address the few areas of concern Ofsted raised.</p>	

		<p>The governors thanked AT for his leadership and agreed the school had done an incredible job and should be proud of the inspection result. which was a reflection of the excellent work in the school.</p> <p>MVM thanked the governors involved in the inspection panel.</p>	
1747	<b>School Development Plan</b>	<p>AT reviewed the SDP, which the governors had received in advance and highlighted the suggested areas committees will oversee.</p> <p>MVM thanked AT for his clear explanation of the SDP.</p>	
1748	<b>Committee Reports</b>	<p><b>Standing Committee:</b> The Governance Working Group is due to meet in early January to consider the SRMA Report on governance and an action plan.</p> <p><b>Personnel Committee:</b> DP had undertaken a helpful review of the Performance Management process, the outcome of which had been reported to Personnel.</p> <p><b>Finance Committee:</b> Discussed above.</p> <p><b>Curriculum Committee:</b> Discussed above.</p> <p><b>Estates Committee:</b> The building work is progressing well and on time. The roofers will have vacated the site by the New Year, with the buildings due for hand over during the second week of February.</p> <p><b>Action: To contact AT with suggestions for a name for the new building.</b></p> <p><b>Admissions Committee:</b> The committee reviewed some challenging Clause 11 applications, with governors finding it difficult to reach some decisions.</p> <p>To help ensure the equality of all staff, the committee agreed to extend the Clause 11 Exceptional Criteria to include the child of any staff member working in a shortage area. In future, Standing Committee will identify skill shortage areas at their autumn meeting to help inform the decision making on Clause 11's.</p> <p><b>Decision: GB agreed to the proposals from Admission Committee on Clause 11 Exceptional Criteria on shortage areas.</b></p>	ALL
1749	<b>Governors' Code of Conduct</b>	<p>The governors reviewed the Code of Conduct, which they had received in advance.</p> <p><b>Decision: Following a discussion the GB agreed the Code of Conduct.</b></p> <p><b>Action: To virtually sign the Code of Conduct.</b></p>	MVM
1750	<b>Policy Review</b>	<p>The GB reviewed the document listing the following policies:</p> <p><b>Decision: The GB accepted the following policies:</b>  <u>Standing Committee</u>  Teaching and Learning  Marking and Feedback Policy  Homework Policy</p>	

		<p><b><u>Salaries Committee</u></b> Pay Policy</p> <p><b><u>Finance Committee</u></b> Anti-Fraud Policy Governor Expenses Policy</p> <p><b><u>Estates Committee</u></b> Asbestos Management Plan Educational Visits and School Trips Policy Health &amp; Safety (inc Lone Worker Policy):</p> <p><b><u>Admissions Committee</u></b> Admission Arrangements for 2023</p> <p><b><u>Personnel Committee</u></b> Code of Conduct Equality Policy Equality and Diversity in Employment Policy Nut Free Policy Performance Management Redundancy &amp; Restructuring Procedure Staff Sickness absence Management Staff Leave of Absence Visitors &amp; Visiting Speakers Policy Whistleblowing Policy</p> <p><i>The committee have been asked to virtually review the following policies:</i> Supporting Children with Medical Conditions Policy Allergen and Anaphylaxis Policy Cover &amp; PPA</p> <p><b><u>Curriculum Committee</u></b> The committee have been asked to virtually review the following policies: Anti-Bullying Behaviour Policy Curriculum Statement Drug Education and Awareness Monitoring SEND Policy for Most Able &amp; Gifted &amp; Talented Students SEND Exclusion from Maintained Schools, Academies &amp; Pupil Referral Units ICT Acceptable Use Staff &amp; Student Assessment Policy</p>	
1751	<b>Acceptance of Committee Terms of Reference</b>	<b><i>Decision: The committee reviewed all committees' Terms of Reference and agreed them for a further year.</i></b>	
1752	<b>School Trips</b>	<p>Due to time constraints, MVM reviewed the application for the 2023 Ski trip at the November Standing Committee meeting.</p> <p><b><i>Decision: The GB noted that following due consideration MVM had approved the 2023 ski trip.</i></b></p> <p>In response to a governor question, JB confirmed the ski trip was oversubscribed, with places to be drawn at random.</p>	

1753	<b>Risk Register</b>	The new Covid Omicron variant. The GB agreed they would be available to consider updated risk assessments should Government guidance change.	
1754	<b>Any Other Business</b>	<p>In response to a governor question, JB confirmed that the tour operator had postponed next year's Music Tour. Parents will be informed shortly.</p> <p>JB reported that the new parental contributions received so far will yield £840 annually.</p> <p>In response to a governor question, the GB discussed Essex's target for schools to be carbon neutral by 2030.</p> <p><b>Action: To add 'Carbon Neutral School' as a standing item on future Estates Committee agendas.</b></p> <p>The GB noted that the Whitechapel Trustees had recently reappointed LF as a Foundation Governor for a further 4 years.</p> <p>Governors attention was drawn to the papers circulated with the agenda.</p> <p><b>Action: To forward any agenda item suggestions for the governor conference to JM.</b></p> <p>MVM thanked the governors for their work during the year.</p> <p>The GB thanked the SLT for an amazing start to the academic year and asked that thanks be passed to staff.</p>	<p><b>JM</b></p> <p><b>ALL</b></p>

Date of Next Meeting: Saturday 26<sup>th</sup> February 2022; and

Tuesday 26<sup>th</sup> April 2022

The Meeting ended at 8.30pm

\_\_\_\_\_ Chair

\_\_\_\_\_ Date