

Action List

Davenant Foundation School

Governing Body Meeting 6th July 2022

Action	By Whom	Due Date	Action/ Resolved
FROM PREVIOUS MEETINGS			
Minute 1758: To draft a letter from the GB to the LA regarding the level of EHCP students allocated to DFS.	DP	May 2022	Ongoing
Minute 1760: To consider energy cost savings across school	Estate Committee	May 2022	Ongoing
Minute 1762: To write to DFS alumni regarding governor vacancies.	AT	May 2022	Resolved
To contact MVM or JM regarding joining new governor recruitment panel.	ALL	May 2022	Resolved
FROM THIS MEETING			
Minute 1778: To contact AT or DLE should they wish to join the ITT board.	ALL	July 2022	
Minute 1779: To send TA vacancy adverts to CD for church circulation.	DLE	July 2022	
Minute 1784: To check whether the T&Cs make it clear that full amounts may not be refunded due to our administration fees.	JB	July 2022	
To check we have adequate cover should a trip be cancelled due to Covid.	JB	July 2022	



DAVENANT FOUNDATION SCHOOL

Minutes of a Meeting of the GOVERNING BODY

Held in the Arter Library on

6th July 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 (**DL**) *Mr A Thorne (**AT**)

In Attendance: Mrs D Lake (**DLE**), Mrs J Beaumont (**JB**) and Mrs J McCallig (**JM**)

Apologies accepted from: Mrs M Vine-Morris, Mr G Anthony & Mrs A Olapade

The meeting was chaired by Mrs S Temple, who opened the meeting with a prayer.

1770	Business Interests	CD declared an interest as a member of clergy in the school's parish.	
1771	Retirements, Resignations & Appointments	Mrs Olapade will resign from her post of Foundation Governor at the end of term. The Whitechapel Trustees have re-appointed Mr Anthony and Mr Smith as Foundation Governors for a further 4 year term.	
1772	Minutes of 26/04/22	The governors reviewed the minutes and accepted them as a correct record of the meeting.	
1773	Matters Arising	Minute 1758: DLE requested the action be amended to read 'the level of EHCP students', not SEN . DLE is due to meet with Mrs Escott shortly regarding the level EHCP students being allocated to the school. Minute 1760: The Estates Committee are working on identifying areas for savings across the school. Having already recommended a swimming pool cover, Zenergi have offered (for a fee) to review our energy efficiency.	
1774	Academy Business	New Articles of Association will be drafted in due course. The re-appointment of Mr Anthony and Mr Smith will be reported at the next Whitechapel Trustees meeting in the autumn.	
1775	Financial Report	Juniper Internal Scrutiny: The Finance Committee have received two of Juniper's three annual reviews. The February review highlighted a high priority area, which the committee disagreed with. Following an appeal Juniper accepted our rationale and downgraded the area to a medium priority	

		<p>We are working through Juniper's recommendations from the May review, which did not contain any high priority areas.</p> <p>Monthly Financial Report: MH reviewed the report, which the GB had received in advance.</p> <p>The projected in year deficit of £48k is a slight improvement from the previously reported £67k.</p> <p>JB has carried out a reconciliation for the changes between the two versions of the budget and it is hoped that we can reach the new position.</p> <p>In response to a governor question, JB said the projected deficit for this year is less than earlier in the year, although costs have increased. MH added that we are in a better position than had been anticipated three months ago,</p> <p>Having oversight of the monthly budget, JB always tries to identify saving and changes budgets where outside factors may affect figures, with the up to date budget being the most realistic.</p> <p>ST thanked MH and JB for their work.</p>	
1776	<p>Annual School Budget</p> <p>6.55pm OF arrived.</p> <p>7pm JA arrived</p>	<p>The GB discussed the budget, which they had received in advance of the meeting.</p> <p>The budget aims to break even where possible, however there have been a number of funding/cost challenges. Assumptions are realistic, but uncertain.</p> <p>The Finance Committee recently tasked AT and JB to reduce the budget.</p> <p>Next year's budget remains at a deficit of £53k, but becomes a small surplus in the following year as additional funding is anticipated.</p> <p>The funding formula provided less funding for Davenant than the government's minimum funding guarantee, hence the required a top up.</p> <p>The Finance Committee hope any salary/overhead increases will be funded.</p> <p>The GB discussed a teachers' pay review, possibly without funding</p> <p>MH highlighted that the Finance Committee had done their best to ensure the school remains solvent, with the provision of education protected.</p> <p>ST thanked MH and the Finance Committee for their work.</p> <p><i>Decision: following a discussion the Governing Body agreed the budget for submission to the DfE.</i></p>	
1777	<p>Head-teacher's Report</p>	<p>AT presented his report, which the governors had received in advance. The highlights of which were:</p> <ul style="list-style-type: none"> - DFS athletes recently won the District Athletics title. - Despite the challenges of Covid, students have been offered many extra-curricular activities and residential trips. - Staff and students are enjoying the new building. - Following some strong appointments the school is fully staffed in all areas, with specialists in the sciences. 	

	7.15pm DL arrived	<ul style="list-style-type: none"> - The exam season was a challenge, but the students coped well overall, as did the Exams Team. - Exam markers have threatened to strike this summer. - Attendance is slightly lower than usual. However, our BME students' attendance is excellent. - Due to the ITT's excellent work, there are over 55 trainee teachers for next year, with a number joining DFS. - Improved efficiency is an aim for teachers next year. - Of 301 Sixth Form places offered, AT expects 230 to be accepted, due to the low numbers of this year's Y12. This should help funding. - AT reviewed the staff members leaving who are all either moving away or retiring. <p>In response to governor questions AT said:</p> <ul style="list-style-type: none"> - He believes university offers are better than average despite UCAS's disorderly logistics. - Some Y13 classes may be amalgamated to accommodate all students. - There may be extra funding available due to low Sixth Form numbers. <p>ST thanked AT for his report.</p> <p>A confidential item was discussed.</p>	
1778	ITT Succession Planning	<p>The ITT has gone from strength to strength and oversees over 28 schools.</p> <p>50% of DFS's teachers have trained through the ITT.</p> <p>The ITT director is due to retire shortly. Mr Parker will continue his ITT work, together with 2 administrators.</p> <p>Although successful, the model requires restructure.</p> <p>AT would like to progress the ITT with the help of governors, who would help to oversee the ITT on a regular basis.</p> <p>GA has indicated to AT that he would be happy to support the board. DP will also join the board.</p> <p>Action: To contact AT or DLE should they wish to join the ITT board.</p>	ALL
1779	Committee Reports	<p>The GB have received all recent committee minutes, other than Curriculum and Personnel, which will be circulated shortly.</p> <p>Admissions Committee: The committee discussed mid-year admissions for Ukrainian students and received a report regarding the Y7 intake, who enjoyed a successful transition visit. We are struggling to recruit TAs.</p> <p>Action: To send TA vacancy adverts to CD for church circulation.</p>	DLE
1780	Governor Link Feedback	The GB discussed Link Visits and ST encouraged any outstanding visits to be made shortly, suggesting a telephone or Zoom meeting if necessary.	
1781	SDP	The new SDP will be presented to the GB in the autumn.	
1782	Policy Review Document	The GB reviewed the policy document.	

		<p>Decision: Following a discussion the GB accepted the following policies:</p> <ul style="list-style-type: none"> - Information Governance Strategy - Data Protection Policy - Statutory Requests for Information Policy - Acceptable Personal Use of Resources and Assets Policy - Data Handling Security Policy - Security Incident Policy - Records Management Policy - Biometrics Policy 	
1783	Risk Register Analysis	<p>MH reviewed the Risk Register, explaining that the GB are required to approve the risk register annually.</p> <p>The Audit Committee have reviewed the register, considered the process and whether the risks have been dealt with.</p> <p>MH highlighted the high priority of the Cyber Security training.</p> <p>Decision: The GB accepted the Risk Register for 2021/22.</p>	
1784	Any Other Business	<p>Trips and Visits: JB reviewed the trips and visits document submitted by Mrs Casson, for the following:</p> <p>Normandy - March/April 2023 - Anna Louis: In response to a governor question, JB said the trip will be run in an alternative way to ensure an ABTA company is used. The trip is covered by Covid insurance.</p> <p>Madrid - March/April 2023 - Sarah Ruiz: Mrs Ruiz will finalise the trip details upon her return from maternity leave, ensuring an ABTA tour operator is used.</p> <p>Le Touquet - Summer 2023 - Leader TBC.</p> <p>Japan - October 2022 - Adam Thorne: The Y7 students who were invited to Japan are now in Y11 and very much looking forward to their trip.</p> <p>Flatford Mills, Suffolk - November 2022 – Dr Lear and Lucy Hendry: The four day trip for 28 Y9 Geography and G&T students will cost approx. £120.</p> <p>In response to governor questions, JB and AT confirmed:</p> <ul style="list-style-type: none"> - RAs for the trips will be checked by Essex once the trips are agreed. - Staff have been asked to consider substitutes/contingencies should they be unable to travel. - Should a student contract Covid prior to a trip a student from the waiting list will be considered or an insurance claim made. - Our insurance covers illness, with provision of a doctor's certificate. - Parents have been made aware that there may be cancellation risks, with any costs not bourn by providers becoming their responsibility. - Tour operators do not usually refund deposits, however should they do so the deposit would be refunded to the parent, less our administration fees. - The Le Touquet trip travel is via Eurotunnel, not ferry. <p>Action: To check whether the T&Cs make it clear that full amounts may not be refunded due to our administration fees.</p>	JB

		<p>Action: <i>To check we have adequate cover should a trip be cancelled due to Covid.</i></p> <p>Decision: <i>Following a discussion, the GB agreed:</i></p> <ul style="list-style-type: none"> - <i>the trips to France and Spain, providing an ABTA tour operator is used and relevant insurance in place;</i> - <i>the trips to Japan and Suffolk</i> <p>Governor Recruitment Update: Following an excellent response to the recent advert for up to five Foundation Governors, the Panel are looking forward to interviewing 8 candidates in the coming weeks.</p> <p>Governor Cyber Security Training: JM reminded governors to complete the on-line Cyber Security training they had recently received by email. The training must be completed and confirmed to Mrs Casson by 22nd July 2022.</p> <p>ST thanked JB for her hard work during this difficult year and presented her with flowers and a card from the GB.</p> <p>Retrospective Minute: Following the meeting JM received an email from MVM asking for her thanks to be passed to all staff and the SLT for their amazing work this year.</p>	JB
--	--	---	----

Date of Next Meeting: TBC

The Meeting ended at 8.15pm

_____ Chair

_____ Date