

Action List

Davenant Foundation School

Governing Body Meeting 26th April 2023

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
FROM LAST MEETING			
Minute 1806: To liaise regarding proposals to engage Davenant alumni.	AT/JG	March 2023	Ongoing
To add DN to the accounts and confirm all electronic signatures required are up to date prior to submitting the accounts to the DfE.	JB	December 2022	Resolved
Minute 1812: To update/finalise the Exclusion & Suspension Policy and send to JM for upload to the TDrive and Website.	AT	December 2022	Resolved



DAVENANT FOUNDATION SCHOOL

Minutes of a Meeting of the

GOVERNING BODY

Held via Zoom on

26th April 2023

At 6pm

MEMBERSHIP: *Mr G Anthony (Chair) (**GA**) *Mrs S Temple (Vice Chair) (**ST**)
 *Mrs A M Allen (**AMA**) *Mrs C Cattle (**CC**) *Mrs D Nelson (**DN**)
 *Mrs A Crombie (**AC**) *Rev C Davies (**CD**) Mrs O Fatoye (**OF**)
 *Mrs L Folkes (**LF**) *Mr J Goldsworthy (**JG**) Mrs C Hands (**CH**)
 *Mr M Hicks (**MH**) *Mrs D Lee (**DL**) *Mrs N Lee-Johnston (**NLJ**)
 Indicates attendance *Mr D Prosser (**DP**) *Mr H Smith (**HS**) *Mr A Thorne (**AT**)

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

Apologies accepted from: Mrs Fatoye and Mrs Hands

Rev Davies opened the meeting with a prayer.

1817	Business Interests	CD declared an interest as a member of clergy in the school's parish.	
1818	Minutes of 13/12/22	The governors reviewed the minutes and accepted them as a correct record of the meeting.	
1819	Matters Arising	Minute 1806: JG will liaise with AT shortly regarding implementation of an online alumni network.	
1820	Headteacher's Report 6.45pm AC arrived	<p>AT presented his report, the main points of which were:</p> <ul style="list-style-type: none"> - We have saved £45k by not using outside cover. - Sadly, David Bolton, Headteacher between 1975-1982, has passed away. - Our insurance brokers have agreed to cover the cost of building a new Sixth Form Block. <p>Spring Data KS4:</p> <ul style="list-style-type: none"> - 0.17 P8 is predicted. - This year's grade boundaries appear harsh. - Anxiety is high amongst exam students. - Targeted interventions are taking place. - Departments are using ALPS to look at their data. <p>Spring Data KS5</p> <ul style="list-style-type: none"> - Teachers are using ALPS target data. - We are expecting lower results this year, partly due to outside students' TAGs/CAGs being inaccurate. - Attainment and percentage of A and B grades is positive. <p>Exclusions: AT reviewed the exclusion data, reporting no concerning trends.</p> <p>In response to a governor question regarding ethnicity, AT confirmed that DFS collates ethnicity via a DfE pro forma, sent to parents, although not all complete the form.</p>	

		<p>Attendance: 92% attendance includes the Sixth Form. AT will provide a more accurate view of attendance in due course.</p> <p>Detention: AT reviewed the various detentions.</p> <p>Teaching and Learning: Mr Parker has kindly provided Teaching and Learning and Teacher Training reports. Our recruitment levels are low, reflecting recruitment nationally.</p> <p>The ETCs are performing well.</p> <p>Sixth Form Recruitment: AT anticipates that 180 Y12 students will join in September.</p> <p>Human Resources: AT reviewed staff leaving and joining DFS.</p> <p>The school has appointed a new Head of RE.</p> <p>Six out of eight maternity vacancies have been filled.</p> <p>GA thanked AT for his report.</p>	
1821	Finance Report	<p>MH reviewed the Finance Report, circulated in advance of the meeting.</p> <p>The school is in a better position than anticipated, with an overall deficit of £42k. There is a chance we may break even.</p> <p>Some reserves will be carried forward, although the next couple of years are likely to be challenging.</p> <p>The media have recently reported additional government funding, however we have already received and allocated this.</p> <p>Not immediately replacing leaving staff has helped make savings.</p> <p>The PE, Music, Drama and DT A level courses will not run next year.</p> <p>In response to governor questions, an in-depth discussion took place regarding the reduced A Level offering. AT said that although unfortunate, the school had been given no option but to cut subjects due to funding. The decision was made prior to the last Curriculum Committee meeting.</p> <p>Staff are aware that their teaching allocation will increase by two classes per week next year. However, students will spend one lesson per week in the hall or studying PHSE, thereby giving teachers some time back.</p> <p>In response to a governor question, AT said teaching load was 45 hours out of 50.</p>	
1822	A CONFIDENTIAL ITEM WAS DISCUSSED		
1823	Committee Reports	<p>Having received recent committee minutes, the GB were invited to ask any questions arising from those minutes.</p> <p>Audit, Risk & Finance Committee: The minutes from the April meeting are due shortly.</p> <p>The June meeting will further consider the budget.</p> <p>It will be difficult to produce a 3-year budget with positive reserves.</p>	

		GA reminded the governors that they are always welcome to join an Audit, Risk and Finance committee meeting.	
1824	Policies	<p>Financial Scheme of Delegation and Financial Limits and Charging Policy & School Trip Terms and Conditions:</p> <p>The Audit, Risk & Finance Committee recently reviewed the policies and recommended them to the GB for approval.</p> <p>Examinations Policy Update: The Curriculum Committee recently reviewed and approved an update to the policy, regarding A.I.</p> <p>Decision: The Governors' accepted the policies.</p>	
1825	Policy Review Document	<p>The governors reviewed the document, which they had received in advance of the meeting.</p> <p>Decision: Following a discussion the governors accepted the following policies:</p> <p>Complaints Procedure: Worship Policy Redundancy & Restructuring Policy Code of Conduct Grievance Procedure Allergen and Anaphylaxis Policy Whole-school Food Policy Separated Parents Policy Prevent Policy Charging Policy & School Trip T&Cs Emotional Wellbeing & Mental Health Surveillance & CCTV Policy Minibus Policy Visitors & Visiting Speakers Policy – is being further reviewed by AT and CD</p> <p>Royal Life Saving Society Policies Appeals Policy Equal Opportunities & Diversity Policy Special Consideration & Reasonable Adjustment</p> <p>Cover & PPA Policy Bereavement Policy Flexible Working Policy Whistle Blowing Supporting Pupils with Medical Conditions First Aid Policy (new policy) Equality Policy Financial Scheme of Delegation Gifts & Hospitality Policy Manual Handling Policy: Working at Heights</p> <p>Complaints Policy Malpractice and Maladministration Policy</p>	
1826	SDP	The SLT are currently reviewing the SDP, whilst working on the SEF.	
1827	Governor Link Visit Actions	GA thanked ST and CC for their recent reports and encouraged all governors to make their link visits.	
1828	School Trips	<p>Ski Trip - Italy: The trip, led by Georgina Wyatt, originally planned for Austria, in February 2024 for Y8-11.</p> <p>Decision: Following a discussion, the GB agreed the initial request for the Italy Ski Trip.</p>	
1829	Risk Register	Nothing further.	
1830	AOB	<p>Strikes: AT reported that teachers would strike on 27th April and 2nd May. Some teachers have set work for their exam groups. To date parents have been supportive of our striking staff.</p> <p>The Headteachers' Union is about to go to ballot, although AT is unsure of the logistics of a Headteacher strike.</p> <p>In response to a governor question, JB said strikes save approximately £8k per day. AT reminded the GB of the current recruitment crisis. Although DFS is fully staffed there are no guarantees for the future.</p> <p>Governor Retirement: Mrs Lee will retire from her post as Co-Opted Governor forthwith.</p> <p>GA thanked DL for her work on the GB and presented her with a small gift.</p>	

		Succession Planning: MH is due to retire from the GB at the end of the academic year, leaving an opportunity for a new Chair of the Audit, Risk & Finance Committee, Chair of the Salaries Committee and Chair of Headteacher's Performance Review Panel.	
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Date of Next Meetings: Wednesday 5th July 2023

The Meeting ended with the saying of Grace at 8.10pm

_____Chair

_____Date