

## Action List

### Davenant Foundation School

#### Governing Body Meeting 13<sup>th</sup> December 2022

Action	By Whom	Due Date	Action/ Resolved
<b>FROM PREVIOUS MEETINGS</b>			
<b>Minute 1758:</b> To draft a letter from the GB to the LA regarding the level of EHCP students allocated to DFS.	<b>DP</b>	May 2022	Ongoing
<b>Minute 1760:</b> To consider energy cost savings across school	<b>Estate Committee</b>	May 2022	Ongoing
<b>FROM LAST MEETING</b>			
<b>Minute 1791:</b> To let JM know whether any amendment to the 2021-22 attendance is required.	<b>ALL</b>	October 2022	Resolved
<b>Minute 1797:</b> To email any questions/comments/feedback regarding the SDP to AT.	<b>ALL</b>	October 2022	Resolved
<b>Minute 1798:</b> Let JM know if you would like to take over the Creative and Performing Arts Link area from December 2022.	<b>ALL</b>	December 2022	Resolved
<b>FROM THIS MEETING</b>			
<b>Minute 1806:</b> To liaise regarding proposals to engage Davenant alumni	<b>AT/JG</b>	March 2023	
To add DN to the accounts and confirm all electronic signatures required are up to date prior to submitting the accounts to the DfE.	<b>JB</b>	December 2022	
<b>Minute 1808:</b> To arrange for a long service award for Corinne Conway-Long.	<b>JM</b>	December 2022	Resolved
<b>Minute 1812:</b> To update/finalise the Exclusion & Suspension Policy and send to JM for upload to the TDrive and Website.	<b>AT</b>	December 2022	
<b>Minute 1813:</b> To amend the Terms of Reference to include the Safeguarding Governor as a member of the Standing Committee.	<b>JM</b>	December 2022	Resolved
To add CD to the Standing Committee.	<b>JM</b>	December 2022	Resolved
<b>Minute 1814:</b> To upload the Risk Register to Google Classroom.	<b>JM</b>	December 2022	Resolved



## DAVENANT FOUNDATION SCHOOL

### Minutes of a Meeting of the

### GOVERNING BODY

Held via Zoom on

13<sup>th</sup> December 2022

At 6pm

**MEMBERSHIP:** \*Mr G Anthony (Chair) (**GA**) \*Mrs S Temple (Vice Chair) (**ST**)  
 \*Mrs A M Allen (**AMA**) \*Mrs C Cantle (**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 D Lake (**DLE**), Mrs J Beaumont (**JB**) and Mrs J McCallig (**JM**)

**Apologies accepted from:** None

Rev Davies opened the meeting with a prayer.

Although Mr Anthony was present, Mrs Temple chaired the meeting.

The agenda was not followed in order.

<b>1803</b>	<b>Business Interests</b>	CD declared an interest as a member of clergy in the school's parish.	
<b>1804</b>	<b>Appointments and Resignations</b>	Juliet Anderson's term of Parent Governor office ended on 10 <sup>th</sup> December 2022.  JB confirmed Mrs Nelson's term of Parent Governor office for a term of four years.  The Whitechapel Trustees have agreed to re-appoint David Prosser for a term of four years.	
<b>1805</b>	<b>Minutes of 11/10/22</b>  <b>Matters Arising</b>	The governors reviewed the minutes and accepted them as a correct record of the meeting.  <b>Minute 1760:</b> A request for assistance with energy costs has been submitted to the Whitechapel Trustees.  The government has released extra funding for energy conservation projects, which could be used alongside any Whitechapel contribution.  In response to a governor question, JB confirmed we are likely to receive £50k from the government. The funds come with a degree of flexibility.  The governors are aware of a flooring issue in the Sixth Form block, for which Mr Morris has submitted an insurance claim.  Mr Morris plans to discuss our proposals with the architects shortly.	

		<b>Minute 1798:</b> NLJ will become Link Governor for Creative and Performing Arts. Mrs Anderson has kindly offered to work with NLJ during handover.	
1806	<b>Academy Business</b>	<p>MH reviewed the statutory accounts, going concern assessment, letter of representation and external auditors report, which the Audit Risk and Finance Committee had recommended to the GB for approval.</p> <p>MH highlighted the conclusion from JB's report that it is reasonable for the GB to sign the going concern assessment.</p> <p>Our external auditors have stated in their post audit report that they are satisfied the governors have given due consideration and agree with their conclusion.</p> <p>Since the last Audit, Risk and Finance Committee meeting, JB has received notification of funding towards energy efficiency (capital grants). Plans are already in place for this funding.</p> <p>The Autumn Statement promised schools further funding, part of which is due this financial year.</p> <p>We are on track to keep within the forecast potential loss of £175k.</p> <p>In response to a governor question, JB said the further funding was in recognition of cost pressures, including the unfunded pay awards. It will not have any restrictions.</p> <p>In response to a further governor question, JB said the funding will be used to reduce the in-year deficit.</p> <p>Following a governor question, an in-depth discussion took place regarding helping to raise school funds.</p> <p>In response to a governor question, MH confirmed the academy is a charity.</p> <p>JB reminded governors that the Reynolds Fund receives parental donations, new families have pledged £3kpa Although spending of these funds are restricted they help us offer our diverse extra-curricular programme.</p> <p>In response to a governor question, a discussion took place regarding Davenant alumni.</p> <p><b>Action: To liaise regarding proposals to engage Davenant alumni.</b></p> <p><b>Decision: Following a discussion the GB approved the:</b></p> <ul style="list-style-type: none"> <li>- <b>statutory accounts for signature;</b></li> <li>- <b>the going concern assessment for signature;</b></li> <li>- <b>the letter of representation for signature; and</b></li> <li>- <b>External Auditors Report.</b></li> </ul> <p>MH thanked JB and her Finance Team for their hard work and patience. In turn, JB thanked MH for his support.</p> <p><b>Action: To add DN to the accounts and confirm all electronic signatures are up to date prior to submission to the DfE.</b></p>	<p>AT/ JG</p> <p>JB</p>
1807	<b>Finance Report</b>	<p>MH reviewed the Finance Report, circulated in advance of the meeting.</p> <p>The GB noted that the report shows our position to be in line with the current forecast.</p>	

		<p>The GB discussed the going concern.</p> <p><b>Five-Year Forecast:</b> The budget is being managed a year at a time. However, next year's three year budget will contain many assumptions.</p> <p>As our funding position remains fluid, the finance team will continue to work and plan for the budget.</p> <p>AT is aware that effectively minimising 2023-24 costs requires consideration.</p> <p><b>Internal Scrutiny Annual Report Summary:</b> This is a summary of the three internal audits undertaken by Juniper, which Governors have received. Other than an outstanding point regarding our governance, no urgent action has been identified.</p>	
1808	<p><b>Head-teacher's Report</b></p> <p>6.25pm DL &amp; DL joined</p> <p>6.30pm MH &amp; DP joined</p>	<p>AT presented his report, which the governors had received in advance, highlighting an excellent autumn term, with many trips and extra-curricular activities taking place.</p> <p>Unfortunately, the Christmas Fayre was not as well attended as usual, likely due to the current cost of living crisis.</p> <p><b>Attendance &amp; Suspensions:</b> AT reviewed the various suspensions, highlighting that one child had received thirteen suspensions. The student is receiving help via various interventions.</p> <p>In response to a governor question, DL said Y11 attendance was slightly lower than this time last year, likely due to a high amount of sickness. Most year groups are similar to this time last year. However, BME, FSM and vulnerable students' attendance is higher than this point last year.</p> <p><b>Safeguarding:</b> DL highlighted the work carried out without the benefit of funding. Our church links have helped immensely.</p> <p>A fully trained ex-parent is providing student counselling, together with supervision for the DSL and Safeguarding Manager.</p> <p>A current Social Services intervention will be reported to CD in due course.</p> <p>CD has met with the safeguarding team. Their main concern is the link between the high level of EHCP students' needs and the effect this is having on other students.</p> <p><b>Teaching &amp; Learning:</b> AT highlighted the Revision Revolution and Learning to Learn initiatives, based on research led learning and developments.</p> <p><b>ITT:</b> This year's retention rate is low. We have lost eight teachers, all for good reasons.</p> <p>AT highlighted the importance of continuing to encourage new teachers.</p> <p>Next year's numbers are positive.</p> <p>The ECTs are doing well, thanks to David Parker and his team's excellent work.</p> <p><b>Sixth Form:</b> The Careers Team continue to go from strength to strength, receiving excellent feedback.</p>	

		<p><b>Joiners and Leavers:</b> AT reviewed those leaving and joining the school.</p> <p>As the IT Systems Manager is due to retire in January, AT was pleased to report the appointment of an excellent candidate.</p> <p>Recruitment remains incredibly challenging.</p> <p><b>Action: To arrange for a long service award for Corinne Conway-Long.</b></p> <p>The governors thanked AT for the way the school had coped with the recent unexpected snow days. The school will remain closed for an extra day, to ensure the safety of students and staff.</p> <p>In response to a governor question, AT said the Christmas Concert would not take place, due to the music teachers' maternity leave. There are plans for an Easter concert. A Christmas Service will take place at the end of term.</p> <p>ST thanked AT for his report.</p>	JM
1809	SDP	AT will present the updated School Development Plan at the next meeting.	
1810	Committee Reports	<p>The GB have received all recent committee minutes, other than Finance and Admissions.</p> <p><b>Admissions Committee:</b> The committee considered various Clause 11s.</p> <p>Applications for September 2023 are slightly lower than usual, however applicants with full church attendance are similar.</p>	
1811	Governors' Code of Conduct	<p>The governors discussed the Code of Conduct, which they had received in advance of the meeting. In particular, ST asked the new governors to confirm their agreement.</p> <p><b>Decision: The Governors' agreed the 2022-23 Code of Conduct.</b></p>	
1812	Policies	<p><b>Behaviour Policy:</b> The governors discussed the updated policy, which they had received in advance.</p> <p><b>Exclusion &amp; Suspension Policy:</b> The governors discussed the policy, which they had received in advance. The policy highlights governors' suggested amendments. No further amendments were required.</p> <p><b>Action: To update/finalise the Exclusion &amp; Suspension Policy and send to JM for upload to the TDrive and Website.</b></p> <p><b>Decision: The governors accepted the Behaviour Policy and, subject to update/amendment, the Exclusion and Suspension Policy.</b></p> <p><b>Policy Review Document:</b> The governors reviewed the document, which they had received in advance.</p> <p><b>Decision: Following a discussion the GB accepted the following policies:</b></p> <ul style="list-style-type: none"> <li>• <b>Complaints Procedure</b></li> <li>• <b>Pay Policy</b></li> <li>• <b>Asbestos Re-Inspection Survey</b></li> <li>• <b>Incident Management Plan</b></li> <li>• <b>Health &amp; Safety (inc. Lone Worker) Policy</b></li> </ul>	AT
1813	Acceptance of Committee	The governors discussed all committee Terms of Reference, which they had received in advance.	

	<b>Terms of Reference</b>	<p>The Standing Committee will undertake the remit of the Personnel Committee for 12 months.</p> <p><b>Decision: The governors accepted the Terms of Reference for all committees for a further year.</b></p> <p><b>Decision: Given absence of the Personnel Committee, it was agreed that the Safeguarding Governor would become a member of the Standing Committee.</b></p> <p><b>Action: To amend the Terms of Reference to include the Safeguarding Governor as a member of the Standing Committee.</b></p> <p><b>Action: To add CD to the Standing Committee.</b></p> <p>In response to a governor question, JM confirmed that all new governors would receive in-house Safeguarding Training in the new year.</p> <p><b>Decision: The GB accepted all committee Terms of Reference, subject to CD's comments regarding the Standing Committee.</b></p>	<p>JM</p> <p>JM</p>
1814	<b>School Trips</b>	<p><b>Y9 PGL Residential:</b> The trip, led by Micayla Dodd, replaces both the Y9 Widemouth Bay and Bush Craft trips. Risk assessment will be carried out in due course.</p> <p>DL has reviewed the trip to ensure parents' receive value for money.</p> <p>An in-depth discussion regarding PGL took place.</p> <p>The governors were pleased to hear about the trip, particularly as Y9 had missed many trips due to Covid.</p> <p><b>Decision: Following a discussion, the GB agreed the initial request for the Y9 Osmington Bay PGL trip.</b></p> <p><b>Action: To upload the Risk Register to Google Classroom.</b></p>	JM
1815	<b>Risk Register</b>	Potential teacher strike action.	
1816	<b>AOB</b>	None	

Date of Next Meetings: Governor Conference Saturday: 25<sup>th</sup> February 2023  
Trustees Meeting: Monday 20<sup>th</sup> March 2023  
FGB: Wednesday 26<sup>th</sup> April 2023

The Meeting ended at 7.35pm

\_\_\_\_\_ Chair

\_\_\_\_\_ Date