

Action List

Davenant Foundation School

Governing Body Meeting 11th October 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 1778: To contact AT or DLE should they wish to join the ITT board.	ALL	July 2022	Resolved
Minute 1779: To send TA vacancy adverts to CD for church circulation.	DLE	July 2022	Resolved
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	Resolved
To check we have adequate cover should a trip be cancelled due to Covid.	JB	July 2022	Resolved
FROM THIS MEETING			
Minute 1791: To let JM know whether any amendment to the 2021-22 attendance is required.	ALL	October 2022	
Minute 1797: To email any questions/comments/feedback regarding the SDP to AT.	ALL	October 2022	
Minute 1798: Let JM know if you would like to take over the Creative and Performing Arts Link area from December 2022.	ALL	December 2022	

1788	Business Interests	CD declared an interest as a member of clergy in the school's parish.	
1789	Minutes of 06/07/22	The governors reviewed the minutes and accepted them as a correct record of the meeting.	
1790	Matters Arising	<p>Minute 1758: DP will discuss the level of EHCP students allocated to DFS with AT and Mrs Escott shortly.</p> <p>Minute 1778: DL (Teaching & Learning Link) will support AT with ITT.</p> <p>Minute 1784: JB confirmed that the school trip T&Cs make it clear that should someone withdraw from a trip, they may not receive a full refund due to our administration fees.</p> <p>Staff are required to ensure any tour company used will offer either a postponement or refund should a trip not go ahead as a result of Covid.</p>	
1791	Academy Business	<p>Changes to the GB will be formally recognised at an Academy Trust meeting on 13th December 2022.</p> <p>JB asked governors to review their attendance record, as the information is required for the annual audit of Academy accounts.</p> <p>Action: To let JM know whether any amendment to the 2021-22 attendance is required.</p> <p>JB reminded Staff Governors that their salary information will be included in the accounts and published on the school website.</p> <p>Consideration of the split of members and directors, in line with the DfE's recommendation, is an ongoing project.</p>	ALL
1792	Finance Report	<p>MH reviewed the Finance Report which had been circulated in advance.</p> <p>The GB were asked to note the current financial difficulties faced by the school. This year's position has been a major focus for the committee.</p> <p>Additional necessary costs have been incurred. These were neither under our control or funded. The impact on the current year is currently being assessed.</p> <p>The Audit, Risk & Finance Committee noted their concern, particularly regarding uncertainties around energy costs and government assistance.</p> <p>Although reserves help, they will require careful management and we must ensure they are not depleted.</p> <p>Action to restrict costs may become necessary.</p> <p>In response to a governor question regarding energy assumptions, JB said she is due to attend a webinar with Zenergi (energy consultants) where she will discuss our budget and Zenergi will update her on the general situation.</p> <p>There have been large unfunded pay awards for teaching and support staff, including the recent Brazel Court ruling.</p> <p>A governor commented that there is concern across schools generally.</p> <p>The Standing Committee have been tasked with reviewing our position and carrying out scenario planning.</p>	

1793	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 highest public exam results in the school's history. - The highest mixed comp. results in Essex. - GCSE Science results are the best in the school's history. The department's approach is being rolled out across the school. - The excellent work and recovery curriculum that led to the results is to be celebrated. - Our P8 has been confirmed as 0.42. - The Japan visit will finally take place during half term. - Due to rising costs and lack of funding we may be unable to offer some typical activities in future. - Our results are higher than last year's CAGs. <p>In response to governor questions:</p> <ul style="list-style-type: none"> - regarding DFS's typical activities, AT gave examples of the school no longer having the ability to staff sports fixtures, lack of parental donations and the possibility of reducing day trips due to staff cover costs. Additionally we have lost our Ed. Psych. - regarding low PP funding, JB said the Disadvantaged Fund cash amount had fallen due to a portion of the funds being reallocated. - regarding cover, AT said due to staff sickness, the SLT had covered a number of lessons, often with groups in the hall. - AT said unfortunately it is not always possible to limit the amount of time students are required to study in the hall, but added that students appear to enjoy the approach, compared to having an outside supply teacher. Online teaching will be considered as a last resort should we be short of staff. - AT said he was proud of the SEN students' progress of 0.13, adding that it would be rare for SEN, PP and low on entry students to perform better (on average) than all students nationally. - AT said PE results, particularly A Level, had appeared to have suffered over the past few years. Therefore the PE Curriculum is being reviewed. Additionally, DT had not performed well, likely due to last year's difficult cohort. Although the subject is in a better place, so far, this year. - AT said the 6 for A Level core subjects was not currently a concern. - AT highlighted that DFS make very few permanent exclusions and explained the unusual reasons behind the three suspensions. - AT said looking after our EHCP students, together with staff mental health is likely to become more difficult. DLE added that there are no EHCP places across Essex, although they have provided an extra £1k funding, which does not go far. An in-depth discussion regarding funding and EHCP students took place. - AT confirmed future reports would highlight special characteristic. - AT confirmed the school is fully staffed with specialist teachers in every subject. - DLE said there is increasing evidence that some students/families are suffering from the cost of living crisis. Some families are taken care of by their church community. DFS has provided uniform for at least 3 students. Additionally, the canteen keep DLE informed should children appear hungry. - JB is considering offering families help to complete FSM application paperwork. Additionally, invited parental contributions (for school trips) are often not being paid, however the school cannot continue to subsidise these trips. <p>A governor commented that DFS's ALPS score is incredible.</p>
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1794	Attendance Proposal	<p>DLE reviewed the attendance proposal which the governors had received in advance.</p> <p>The school receives a high number of requests for leaves of absence i.e. religious, cultural, elite sport or drama. Although the school are strict regarding term time holidays, requests from families with relatives abroad, are usually granted to attend a wedding or funeral. Each request is considered carefully by DLE and her team.</p> <p>In response to governor questions, DLE said:</p> <ul style="list-style-type: none"> - the school are permitted to award a P mark, meaning a child is in education, when that child is away training with their sports team. - how often a family requests leave is closely monitored. 	

		DLE reassured governors that the school does not have a problem with attendance. The document was drafted to help bring consistency and understanding for governors and the new Attendance Officer.	
1795	Committee Reports	<p>The GB have received all recent committee minutes, other than Curriculum which will be circulated shortly.</p> <p>Audit, Risk & Finance Committee: JB informed the GB that the committee had recommended the final Internal Scrutiny Report for 2021-22 and the proposed programme for 2022-23 to the GB for approval.</p> <p>Decision: The GB accepted the Internal Scrutiny Report and agreed the Programme for the forthcoming year.</p>	
1796	Safeguarding	Discussed above	
1797	SDP	<p>AT reviewed the new draft SDP and explained the updates.</p> <p>The governors' attention was drawn to the BME students, who usually out achieve DFS other students. Last year their results were not as high, although they still achieved with positive progress. The school are exploring whether this is a one-off dip in results, maybe due to lost learning or lack of access to technology during the pandemic.</p> <p>The GB discussed the new SDP.</p> <p>In response to a governor concern regarding the wide range of the new SDP, AT said he believes the new format is workable, with various items assigned to each committee.</p> <p>In response to a governor questions:</p> <ul style="list-style-type: none"> - DLE confirmed the BME population of the school was approx. 30%. - AT said when reviewing last year's BME cohort following their CAGs, the dip in results had not been expected. DLE agreed that the results had been a surprise, as there had been no early data to indicate this. - DLE said BME students usually perform better in their exams than their mocks. - DLE said throughout GCSE years P8 meetings are held with HoDs, to ensure data is continually analysed. - DLE confirmed the BME data would be scrutinised further. <p>AT reassured governors that the BME students had achieved well, just not as well as expected at DFS.</p> <p>In response to a further governor question, AT confirmed how the SDP should be viewed over 5 years, with various one year plan sections.</p> <p>Action: To email any questions/comments/feedback regarding the SDP to AT.</p> <p>GA thanked AT for his update.</p>	ALL
1798	Link Governor Programme	<p>The governors reviewed the Link Governor List and GA explained how the Link Governor Programme worked.</p> <p>Following a discussion the following vacant link areas were allocated:</p> <p>Sixth Form: Andrea Crombie Equality: Jon Goldsworthy PHSE: Ann Marie Allen Student Voice: Caroline Hands PE: Clare Cantle.</p>	

		<p>CC will also advise on Section 48, under the Christian Ethos Link area. JA will shortly retire from the Governing Body, meaning the Creative and Performing Arts link areas will require a new link governor.</p> <p>Action: Let JM know if you would like to take over the Creative and Performing Arts Link area from December 2022.</p> <p>GA thanked JA for her recent Link Reports.</p>	ALL
1799	Policy Review Document	<p>The GB reviewed the policy document.</p> <p>Decision: Following a discussion the GB accepted the following policies:</p> <ul style="list-style-type: none"> - Anti-Bullying Policy - Child Protection Policy - Curriculum Statement - Examinations Policy - Harmful Sexual Behaviour – Child on Child Abuse Policy - Monitoring Policy - SEND Policy 	
1800	School Trips	<p>The governors reviewed the details of the following trips received in advance, with the caveat that due to costs some trips may not eventually proceed. Additionally, Mrs Casson is seeking assurance from tour operators regarding Covid cover:</p> <p>Y12 Geography to Margam Discovery Centre in September 2023 Y7 PGL Windmill Hill in June 2023 Y8 or Y9 PGL Bawdsey Manor, in May 2023 D of E Bronze, Silver and Gold Trips in 2023</p> <p>Decision: Following a discussion, the GB acknowledged the caveats and approved the trips.</p>	
1801	Risk Assessment	<p>MH explained that this item was to highlight any risks arising from this meeting. Inviting any governor who wished to review the whole school risk register to contact him.</p>	
1802	Any Other Business	<p>GA thanked MVM and presented her with flowers and a gift in recognition of her hard work and dedication to the Governing Body.</p> <p>MVM presented JA with flowers in recognition of her service to the Governing Body.</p>	

Date of Next Meeting: Tuesday 13th December 2022

The Meeting ended at 9.20pm

_____Chair

_____Date