

Action List

Davenant Foundation School

Governing Body Meeting 5th July 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 RHCP students allocated to DFS.	DP	May 2022	Ongoing
Minute 1760: To consider energy cost savings across school	Estate Committee	May 2022	Ongoing
Minute 1806: To liaise regarding proposals to engage Davenant alumni.	AT/JG	March 2023	Ongoing
FROM THIS MEETING			
Minute 1841: To add toilet refurbishment to the next Estates Committee agenda.	JM	July 2023	Resolved



DAVENANT FOUNDATION SCHOOL

Minutes of a Meeting of the

GOVERNING BODY

Held at school on

5th July 2023

At 6.30pm

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 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: AMA, AC, CC & HS

Rev Davies opened the meeting with a prayer.

1831	Business Interests	CD declared an interest as a member of clergy in the school's parish.	
1832	Retirements, Resignations and Appointments	Mr Hicks will retire from his post of Foundation Governor, Chair of Audit, Risk & Finance Committee, Chair of Salaries Committee and Chair of the Headteacher's Review Panel from 6 th July 2023. Following a discussion: <ul style="list-style-type: none"> - Mrs Lee-Johnston was appointed Chair of the Audit, Risk & Finance Committee. - Mr Prosser was appointed Chair of the Salaries Committee. - Mrs Temple was appointed Chair of the Headteacher's Review Panel. 	
1833	Minutes of 26/04/23	The governors reviewed the minutes and accepted them as a correct record of the meeting.	
1834	Matters Arising	Minute 1758: DP will meet with Mrs Escott and AT will meet with the Head of County SEN shortly. Following these meetings, DP will draft a letter to the LA. Minute 1760: Although it remains difficult to source a suitable swimming pool cover, works to isolate the swimming pool heating system have been completed. As have the planned kitchen works. This action will remain, to enable governors to continue to share ideas. Minute 1806: AT and JG continue to work on the logistics to create an alumni database. The governors discussed a 'buy a brick' scheme to help raise funds for the new Sixth Form building.	

		An in-depth discussion took place regarding running a successful alumni network.	
1835	Academy Business	A confidential item was discussed.	
1836	Finance Report	<p>MH reviewed the Finance Report, which the GB had received in advance.</p> <p>The Audit, Risk & Finance Committee had reviewed all documents requiring agreement by the GB.</p> <p>The anticipated deficit is forecast to reduce to approx. £3k. Almost a breakeven point. When the budget was set, a deficit of £50k, which rose to £150k was anticipated. The reduced figure is due to a one-off grant and some leaving staff not being replaced. This had added further pressure on staff this term.</p>	
1837	<p>Annual School Budget</p> <p>7.15pm OF arrived</p>	<p>MH reviewed JB's paper explaining funding and the assumptions made.</p> <p>With the small deficit of £3k, £240k is being carried forward.</p> <p>The budget for 2023-23 is a projected deficit of £115k.</p> <p>The position will be closely monitored throughout the year.</p> <p>In 2024-25 a small surplus is expected, then a small deficit in 2025-26. Figures are constantly monitored and based on the best assumptions available.</p> <p>JB emphasised the uncertainty of the budget, particularly due to the unknown teachers and support staff pay awards, together with funding information for 2024 onwards.</p> <p>This year's lagged funding, due to a dip in numbers during Covid, has been challenging.</p> <p>In response to a governor question, JB said the income figures for years 2 and 3 were assumptions, as funding figures are unknown.</p> <p>Decision: Following a discussion the GB approved the budget.</p> <p>JB reviewed Juniper's Internal Audit Reports which have been scrutinised by the Audit, Risk & Finance Committee.</p>	
1838	Headteacher's Report	<p>AT reviewed his report, which the committee had received in advance, the main points of which were:</p> <ul style="list-style-type: none"> • challenges due to lack of finance and government support; • the many pupil achievements; • an amazing performance at Chelmsford Cathedral; • the school recently hosted the return Japanese visitors; • attendance is above the national average; • persistent absence figures were due to snow and strike days. <p>In response to governor questions, AT said:</p> <ul style="list-style-type: none"> - most long term absences are due to medical conditions, although 3 are school refusers; - absent students will always remain on role; - a family have been taken to court, but were unable to afford the fine; and - updated attendance figures will be available shortly. <p>Safeguarding: The GB discussed the safeguarding data.</p>	

	<p>An in-depth discussion took place regarding safeguarding and adequately supporting students.</p> <p>In response to governor questions AT said:</p> <ul style="list-style-type: none"> - each item listed related to individual children; - there is no comparable data. This data is not benchmarked, although he believes DFS is in a better position than other schools; - the increase in self-harming is often due to alarming social media influence; - it is believed there is a link between EHCPs and safeguarding problems. - DFS safeguarding leads now receive regular supervision; - 2 students have been sexually assaulted, although not at school; - of the incidents reported each term, some may relate to the same student. However the data is monitored to help identify repeats; - the school has helped educate parents, by signposting them to appropriate provisions. <p>Exclusions: There has been a significant rise in Y8 suspensions. This year group missed Y5 and Y6 due to Covid. No major groups are represented.</p> <p>A recent permanent exclusion was reported to the Standing Committee. The outcome of the appeal is expected shortly.</p> <p>Examinations: The exam season has been busier than ever this season.</p> <p>More students have required access arrangement and individual access arrangements, causing operational costs to soar.</p> <p>There has been a shortage of invigilators.</p> <p>Teachers and the SLT have been inconvenienced by having to move out of their classrooms/offices.</p> <p>SEN: Although numbers have been increasing, next year's Y7 has a lower number of SEN students.</p> <p>ITT: Over 50 new teachers graduated from the ITT, with 4 due to join DFS.</p> <p>Half of new teachers locally have come through the ITT.</p> <p>55 candidates have already signed up for the ITT next year.</p> <p>Recruitment of MFL trainees has become difficult due to Brexit.</p> <p>Geography trainees have received a bursary to train, although it has become difficult to recruit science trainees.</p> <p>Staffing: AT had no concerns regarding leavers and joiners. The school is fully staffed for September, other than 1 PE teacher.</p> <p>An in-depth discussion regarding staffing difficulties took place.</p> <p>Parents Expectations: AT is working on a Communications Policy and a Parental Behaviour Policy.</p> <p>Although the school responds quickly to enquiries, parents are becoming increasingly difficult to deal with due to their extreme expectations.</p>	
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1839	ITT Succession Planning	<p>Trevor Hounslow will retire at the end term. David Parker will take over the running of the ITT, supported by a small team.</p> <p>The ITT, which deals with approx. 28 schools is expanding into Havering.</p> <p>5% of AT's time is spent supporting the ITT team.</p>	
1840	Committee Reports	<p>Having received recent committee minutes, the GB were invited to ask any questions arising from those minutes.</p> <p>Estates: AT provided an update on the Sixth Form building.</p> <p>The RPA will cover the cost of rebuilding the new Sixth Form building. They will also pay for the temporary relocation of the Sixth Form.</p> <p>The LA have offered to donate £500k to the rebuild, upon the proviso that DFS consider a new SEN provision to support both DFS and some outside students with autism and mild learning difficulties.</p> <p>AT will meet with the LA shortly. A decision will not be made until the LA's expectations are clear.</p> <p>A governor cautioned that we must be careful that incremental expenditure is enough to provide the facilities. AT said stringent guidelines would be agreed prior to acceptance of any funding.</p> <p>In response to governor questions, AT said:</p> <ul style="list-style-type: none"> - the new building will be ready for September 2024; - the Sixth Form will move into temporary buildings this September; - the new building will be built on the Sixth Form footprint. 	
1841	Governor Link Feedback	<p>The governors have recently received the following link reports:</p> <ul style="list-style-type: none"> - Creative Studies (NLJ) - Performing Arts (NLJ); and - Student Voice (C Hands) <p>Having recently met with Mr Parker, DN's report is due shortly.</p> <p>The governors discussed the Student Voice report, following which students have attended assemblies, highlighting the damage to the toilets.</p> <p>To discourage inappropriate behaviour, quotes are being obtained to alter the toilets into open plan areas, with full length cubicle doors. Vape detectors and CCTV outside toilets will provide a further deterrent.</p> <p>In response to governor questions AT said:</p> <ul style="list-style-type: none"> - the toilets will remain single gender; - the toilets will be separated between the upper and lower school; - although there are not enough toilets, the school are just within the permitted ratios. <p>Action: To add toilet refurbishment to the next Estates Committee agenda.</p>	JM

1842	SDP Review	<p>AT reviewed the SDP which the governors had received in advance.</p> <p>All safeguarding and teaching and learning items have been achieved.</p> <p>AT reminded governors that teachers facilitate extra-curricular clubs voluntarily. In future it is likely that, professional coaches will be engaged to offer (paid) extra-curricular activities.</p> <p>SDP 2023: AT circulated the new draft SDP, highlighting the seven core areas the plan will be broken down into, with departmental plans embedded within each sub-section. The governors agreed the new format will be easier to work with.</p> <p>In response to a governor question, AT explained the term ‘subject literacy’ which ensures students are able to utilise suitable vocabulary for their age, i.e. using ‘economics’ rather than ‘money’.</p>															
1843	Policy Review Document	<p>The governors reviewed the document, which they had received in advance of the meeting.</p> <p><i>Decision: Following a discussion the governors accepted the following policies:</i></p> <table><tr><td>Lockdown Policy</td><td>Information Governance Strategy</td></tr><tr><td>Data Protection Policy</td><td>Statutory Requests for Information</td></tr><tr><td>Records Management Policy</td><td>Policy Change Log</td></tr><tr><td>Data Handling Security</td><td>Biometrics Policy</td></tr><tr><td colspan="2">Acceptable Personal Use of Resources and Assets Policy</td></tr><tr><td colspan="2">Data Breach Policy (previously the Security Incident Policy)</td></tr><tr><td colspan="2">Framework Actions & Urgency</td></tr></table>	Lockdown Policy	Information Governance Strategy	Data Protection Policy	Statutory Requests for Information	Records Management Policy	Policy Change Log	Data Handling Security	Biometrics Policy	Acceptable Personal Use of Resources and Assets Policy		Data Breach Policy (previously the Security Incident Policy)		Framework Actions & Urgency		
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1845	Risk Register Analysis	<p>As the statutory accounts ask governors to confirm that they have reviewed all risks, the analysis highlights all actions taken and how the risks are controlled.</p> <p>The GB noted the process of mitigating risks identified as high, with risks being rescored to evaluate their net risk.</p> <p>In response to a governor question, JB confirmed succession planning is a risk, which is reviewed regularly.</p>															
1846	AOB	<p>Gold Duke of Edinburgh Award Trip Approval: The Standing Committee recently reviewed the Brecon Beacons trip for October 2023. The trip was postponed at Easter due to student illness. The practice trip will take place next week, with the actual expedition in October.</p> <p><i>Decision: Following a discussion the GB approved the Duke of Edinburgh Gold Award trip.</i></p> <p>GA thanked MH and presented him with a gift in recognition of his hard work and dedication to the Governing Body. AT added his thanks and that of the school to MH.</p>															

Date of Next Meeting: Tuesday 10th October 2023 (*Provisional*)

The Meeting ended with the saying of Grace at 8.50pm

_____ Chair

_____ Date