

Action List

Davenant Foundation School

Governing Body Meeting on Wednesday 16 July 2025

Actions	By Whom	Due Date	Action/ Resolved
FROM PREVIOUS MEETINGS			
Minute 1957: To report further on Christian Ethos.	ATE/ JDN	July 2025	Resolved
To feedback following his meeting with the Diocese regarding the expectations of collective worship.	ATE	July 2025	Resolved
To feedback after attending a Diocese training course	CD	July 2025	Ongoing
Minute 1961: Remove Project Flamingo from future FGB agendas.	JMG	July 2025	Resolved
ACTIONS FROM THIS MEETING			
Minute 1985: To email a survey to governors regarding a new approach to meetings.	AT	September 2025	



DAVENANT FOUNDATION SCHOOL

Minutes of a Meeting of the

GOVERNING BODY

Held in the Arter Library on

16 July 2025

At 6.30pm

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

In Attendance: Mrs J Dennison (**JD**), Mrs S McVittie (**SM**), Mrs R Lashley-Allen (**RLA**),
 Mrs J Beaumont (**JB**) and Mrs J McCallig (**JM**)

Apologies accepted from: Mr G Anthony, Mrs A M Allen, Mrs D Nelson, Rev C Davies, Mrs C Hands,
 Mr D Prosser, Mrs S Temple

Mr Goldsworthy opened the meeting with a prayer.

1970	Business Interests	None	
1971	Retirements, Resignations & Appointments	CH has tendered her resignation from her Community Governor position. The governors asked for their thanks to be passed to CH for her work. Two new parent governors will be appointed following completion of their checks and references. The governors discussed the GB vacancies and agreed that some of the Parent Governor applicants would be approached for interview in September.	
1972	Minutes of 30/04/2025	The minutes were reviewed and accepted as a correct record of the meeting.	
1973	Matters Arising	Minute 1957: ATE has met with the diocese regarding their view of collective worship. SIAMS have a particular definition of collective worship. We will change some terminology to ensure we are SIAMS compliant, i.e. slightly amending morning assembly/visiting minister/Rabi wording. We will ensure continuity across all tutor groups. ATE and CD have discussed Christian Ethos. Although we are a C of E Ecumenical school with Jewish links, we must ensure we have a C of E 'lens'. Our required RE hours will be SIAMS compliant within 12 months.	
1974	Academy Business	We are required to reconstitute the GB to ensure there are more members who are not governors. Diocese approval for the 3 individuals we have identified is expected in the autumn. Therefore, we are not currently compliant with best practice but the piece of work is underway.	
1975	Finance Report	NLJ reviewed the report which the GB had received in advance. For 2024-25 there is a slight increase in the deficit to £53k at year end. Income from actives is higher than budgeted.	

		<p>SEND is £19k over budget.</p> <p>Staff expenditure is £14k under than budget.</p> <p>NLJ believes the position is better than expected, although JBT had hoped to break even.</p> <p>Spending must be minimised until end of August.</p> <p>CC thought £53k was not too bad. JBT added that unfortunately our reserves are too low.</p> <p>The Finance Committee approved and recommended the budget to the GB.</p> <p>There is less income budgeted for next year than received this year i.e. teachers' pay.</p> <p>Funding per pupil has reduced from £6580 to £6542, which will provide a large deficit whilst eating into reserves.</p> <p>ATE will consider making £200k savings next year. Teaching staff has already reduced due to natural wastage.</p> <p>CC was concerned about the 'unknowns', i.e. unfunded future pay rises and/or pension contributions. JBT said many assumptions had been made.</p> <p>NLJ highlighted concerns around our going concern position. We must demonstrate that we are dealing with the problem to ensure the auditors will sign off the going concern.</p> <p>ATE, NLJ and JBT will meet early next term to consider what happens next.</p> <p>ATE clarified that the school was being run on £1.7m less than 3 years ago.</p> <p>JB explained the Essex Schools Forum. We receive our funding from the DfE but are governed under the Essex Funding Formula who have set the minus half a percent minimum funding guarantee.</p> <p>An in-depth discussion took place. ATE said ASHE had members who sit on the Schools Forum. JBT suggested writing to them, adding that she would like to find out how interests can be more prominent for the minimum funding guarantee decision.</p> <p>When she submits the budget to the DfE, JBT will make it clear a £200k assumed in year saving, although not yet identified, has been included. Without the saving we will be in a negative situation.</p> <p>In response to a governor question, ATE said saving more than £200k would require teaching staff redundancies, resulting in no benefit from the saving.</p> <p>The GB discussed budget savings and the going concern position.</p> <p>In response to a governor question, JBT said £200k is the target. An identified plan will commence in September.</p> <p><i>Decision: The GB agreed to retain the £200k and agreed the budget for signature</i></p>	
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		<p>In response to a governor question, SME explained the number of EHCP plans, with more expected in the new Y7. She also explained the various unfunded work carried out prior to EHCP funding.</p> <p>A governor suggested parents applying for EHCPs. SME said this caused problems when the school indicate there is not enough evidence or parents wish to know why the full £6k had not been spent on their child. It has been suggested the parents apply themselves with the support of the school. An in-depth discussion regarding EHCPs, access arrangements and parental pressures took place.</p> <p>ITT: Having taken over Havering, we are now one of the largest ITTs locally.</p> <p>Leavers: ATE reviewed those leaving DFS, particularly highlighting those retiring after long, successful careers.</p> <p>JG thanked ATE for his update.</p>	
1978	Committee Meetings	The governors discussed the recent committee meetings. There were no questions.	
1979	Review of Governor Conference	The GB agreed the conference had been interesting, with an excellent presentation from the Diocese.	
1980	Governor Link Feedback	In response to a governor question regarding insurance for larger classes, SME said this had been raised and the line manager was working on it.	
1981	SDP Plan Review	JDN and SME are continuing to work on the SDP, which will be shared in due course.	
1982	School Trips	<p>Portugal Football Trip: The trip was approved in principle at the last meeting. The GB discussed the updated information.</p> <p>DofE: The GB discussed next year's bronze, silver & gold trips.</p> <p>Decision: The GB approved the trips.</p>	
1983	Policy Review Document	<p>The GB reviewed the policy list and approved the following:</p> <p>Standing Committee: Bereavement Policy Complaints Procedure Policy</p> <p>Audit, Risk & Finance Committee: Staff Expenses Policy</p> <p>GDPR Policies: Data Protection Policy Information Governance Strategy Acceptable Personal Use of Resources and Assets Policy Statutory Requests for Information Policy Records Management Policy Data Handling Security Policy Data Breach Policy Generative Artificial Intelligence Policy Biometrics Policy Policy Change Log Framework Actions & Urgency</p>	
1984	Risk Analysis	Nothing further.	

		<p>JBT is working on updating the Risk Register, which governors will be required to approve in the autumn term. The Audit, Risk and Finance Committee have recently reviewed the document.</p> <p><i>Decision: Following a discussion, the GB accepted the Risk Register.</i></p>	
1985	AOB	<p>Revised Governance Model: Many schools have changed the way they meet. Often holding committee Zoom meetings in the morning with larger meetings taking place during the day enabling governors to make link visits, spend time with students and attend training. This approach would help with SLT wellbeing</p> <p>Following a discussion, the GB agreed online morning meetings would work. They enjoy visiting school for FGB and to meet teachers and students. Attending assemblies would help meet Section 48 requirements.</p> <p><i>Action: To email a survey to governors regarding a new approach to meetings.</i></p> <p>Internal Scrutiny Report: The governors noted the Internal Scrutiny Report. The Audit, Risk and Finance Committee recommended we continue to use Juniper for the next year.</p> <p><i>Decision: Following a discussion the GB agreed to appoint Juniper for a further year.</i></p> <p>Link Reports: The governors noted link reports received</p> <p>Calendar of Meetings: The 2025-26 calendar will be circulated shortly.</p>	

Date of Next Meeting: **Tuesday 21 October 2025**

The Meeting ended at 7:50pm

_____ Chair

_____ Date