

Dove House School Board of Trustees

Minutes of Meeting Tuesday 15th September 2020

Present:	Category:
Juliet Annesley-Gamester (JAG)	Parent Trustee
Kevin Barwick (KB)	Community Trustee
Dave Dupont (DD)	Acting Headteacher
Andrea Francis (AF)	Community Trustee
Lisa Goodall (LG)	Parent Trustee
Debbie McLatch (DM) (Chair)	Community Trustee
Kate Need (KN)	Co-opted Trustee
Neil Plant (NP) Items 1-18	Co-opted Trustee
Ryan Williams (RW)	Staff Trustee
Apologies:	
Ollie Killinger (OK)	Community Trustee
In Attendance:	
Jayne Humphrey (JH)	Governance Lead

The Governance Lead chaired the first part of the meeting pending the election of the Chair.

1. Welcome & Apologies

The Governance Lead welcomed trustees to the meeting. Apologies were received and accepted from Ollie Killinger

The meeting was quorate. It was noted that agenda papers had been provided in advance of the meeting.

2. Pecuniary Interests

No interests were declared in the agenda items. Trustees confirmed that they did not have any new declarations to make.

3. Election of Chair

The Governance Lead had requested nominations or expressions of interest in standing as Chair via email. She reported that there were no expressions of interest but two nominations had been received for DM to continue in the role. DM advised the Board that she did not wish to do so.

Lisa Goodall expressed a willingness to serve as the Chair and left the room during the discussion and election of the position, which was unanimously **approved**. LG was duly appointed to serve as Chair for 2020/21. LG returned and thanked trustees for the appointment.

LG chaired the meeting

4. Election of Vice-Chair

The Governance Lead had requested nominations or expressions of interest in standing as Vice-Chair via email. She reported that LG had expressed an interest to continue in the role and two nominations had been received for her to do so. As LG had been elected as Chair, this was no longer relevant.

The Chair asked if any trustee would wish to stand for the Vice-Chair position and Debbie McLatch expressed a willingness to do so. DM left the room during the discussion and election of the position, which was unanimously **approved**. DM was duly appointed to serve as Vice-Chair for 2020/21. DM returned and thanked trustees for the appointment.

5. Consideration of Appointment of a Trustee

The Board had three applications to consider for one position as a community trustee. After due consideration the Board **agreed** to appoint Sian Butler because of the audit skills that she can offer. There was another very good candidate who the Board would like to have appointed and would hope to be able to go back to in the future.

The Governance Lead was asked to advise Sian of her appointment and begin her induction process.

ACTION 1: The Governance Lead will advise Sian of her appointment and begin her induction process.

6. Agreement of Committees and Link Roles

A draft structure had been circulated for consideration. The Board **agreed** the structure as:

Finance, Resources & Audit Committee	Pay & Personnel Committee
Dave Dupont/Head Teacher Kevin Barwick Sian Butler	Dave Dupont/ Head Teacher Juliet Annesley-Gamester Lisa Goodall

Debbie McLatch	Neil Plant
Headteacher Performance Committee	SCITT Executive Board
Juliet Annesley-Gamester Ollie Killinger Kate Need	Andrea Francis

It was **agreed** that the Chairs of the committees would be:

Kevin Barwick - Finance, Resources & Audit committee
Juliet Annesley-Gamester – Pay & Personnel committee
Kate Need - Headteacher Performance Committee

The Board **approved** the Link Roles as:

Juliet Annesley-Gamester – SEN/D
Andrea Francis – Safeguarding
Kate Need – Post 16
Ryan Williams– Health & Safety

The Acting Headteacher asked why the school does not have a committee specifically for curriculum matters. The Governance Lead advised that Dove House has never had one and she had discussed this with the previous Headteacher. In his view he thought that teaching and learning, including curriculum matters and pupil welfare to be so important that they should be discussed at Board level. The Governance Lead advised the Board that they could structure the committees as they wished.

A discussion took place which included:

- whether there were compelling reasons to have a curriculum committee
- a suggestion that having a curriculum committee would give extra links with the staff and may develop relationships further
- that a new committee would increase trustee workload
- whether it might be easier to consider a link role specifically for curriculum
- whether no specific role is required but the trustee visit plan could include visits which look at areas such as curriculum and teaching and learning that dovetail with the School Improvement Plan.

It was **agreed** that the Chair and Governance Lead will explore some options and report back to the Board.

ACTION 2: The Chair and Governance Lead will explore options in conjunction with the Acting Headteacher and report back to the Board.

7. Approval of Minutes

Trustees **agreed** that the minutes of the meeting of the 14/7/2020 were a true and accurate record. These will be signed by the Chair.

8. Matters Arising

No	Action	Update
<p>10/12/19 Action 7 Item 7</p>	<p>Growing Basingstoke: Karen Ollive to ascertain whether the volunteer DHSAs link club members have been through the induction process and signed the code of conduct from the volunteer policy. Email response agreed.</p> <p>The trustees had been provided with a full update from the HR Officer which outlined that the process was not in place at all. The trustees asked that the matter stays on the Action Tracker until the school can confirm that the volunteer policy and process is in place and completed. KO/DA</p>	<p>The HR Officer advised that it is not yet complete but is working on it. Action to be carried forward.</p>
<p>14/7/20 Action 1 Item 5</p>	<p>DD to liaise with the DSL to see if the online safety audit could be completed as requested before the next audit. DD</p>	<p>The Acting Headteacher advised that this will not be completed by the time of the next audit. The Governance Lead was asked to request a progress update and timescale from the DSL.</p>
<p>14/7/20 Action 2 Item 6</p>	<p>The Governance Lead was asked to approach the SCITT for the data behind trainees leaving the programme and then forward the information to the trustees. JH</p>	<p>Request sent to the SCITT -on diary to 30th of September.</p>
<p>14/7/20 Action 3 Item 6</p>	<p>The Acting Headteacher will investigate the apprenticeship finance agreement and will report his findings to the Board. DD</p>	<p>The Acting Headteacher has sent the draft to the Board. Trustees agreed it could be</p>

		removed from the Action Tracker.
14/7/20 Action 4 Item 6	Ollie Killinger to organise a thank you video to the staff. OK	Completed
14/7/20 Action 5 Item 6	Trustees to advise the Governance Lead if they are able to accept the invitation to attend a picnic lunch on the 3rd September.	Completed
14/7/20 Action 7 Item 7	The Acting Headteacher will organise the amendment of the staffing structure chart in line with the noted amendments. DD	The Acting Headteacher advised it is being prepared by the HR Officer. It was agreed that the Governance Lead would email this out to the Board.
14/7/20 Action 8 Item 8	The interim CFO will contact KB to discuss his email regarding reserves. JM	Completed
14/7/20 Action 9 Item 12a	The Governance Lead will pass the feedback to the DSL regarding gaming. JH	Completed

9. Approval of the Terms of Reference

- a) Board: **Approved**
- b) Finance, Resources & Audit: **Approved**
- c) Pay & Personnel: **Approved**
- d) Headteacher Performance Management: **Approved**
- e) SCITT: **Approved**

10. Approval of the Trustee Code of Conduct

The trustees discussed the expectation of undertaking induction training within 6 months of starting the role, as outlined in the document. It was highlighted that there may be occasions when a trustee has previous governance experience and therefore should they still undertake the training. It was **agreed** that the sentence would be amended to read:

“We will participate in induction training within 6 months of appointment to the role unless we have undertaken such training in the previous 2 years”

The Governance Lead was asked how the code of conduct could be enforced and she explained that the procedure was within the policy, but she and/or the Chair would usually highlight anything informally first.

The code of conduct was **approved** by the Board, with the insertion of the sentence above. The Governance Lead asked trustees to confirm the electronic declaration on Governor Hub to accept the code of conduct.

ACTION 3: All trustees to confirm the electronic declaration on Governor Hub by the end of September.

11. Approval of the Trustee Visit Protocol

The Trustee Visit Protocol was **approved** by the Board.

ACTION 4: All trustees to confirm the electronic declaration on Governor Hub by the end of September.

12. Approval of the Policy Schedule

The policy schedule was **approved** by the Board.

13. Results of the Trustee Skills Audit

The Governance Lead advised that not all trustees had returned their skills audits and she requested that any outstanding ones are sent by the end of the week. It was **agreed** that once collated the results would be sent out via email.

ACTION 5: Any outstanding skills audits should be sent to the Governance Lead by the 18th of September.

14. Exam Results Reporting

The Acting Headteacher advised that because of COVID, schools had been asked to assess the final grades the students would have been likely to receive had they taken exams. He was able to assure the Board that in his view he had full confidence in the assessments that had been made and therefore the qualifications that the students were awarded.

He reported that attainment this year was high. Progress of the cohort was slightly lower than last year, but was in line with previous years. He noted that Dove House performance was very positive compared to the other "Forum of 5" schools.

The Acting Headteacher invited questions:

[Q: Were students able to come in and receive their results in person and see their teachers?](#)

A: No, we didn't offer that as we didn't have cleaning cover available to disinfect afterwards. Usually we only have between a third and half of our pupils that come into school on exam results day. This is because students often know their results in advance, as many of our qualifications aren't exam based.

[Q: Were you having to deal with any appeals?](#)

A: No, the results have all been accepted and I believe that's because they are in line with what they were expecting.

Q: Will these students be able to celebrate their success later in the year?

A: We were hoping to get them together in October, but now with the rule of 6 it may well have to be a reunion. When the certificates have all arrived we will invite pupils in individually to collect them and say goodbye to their teachers.

Q: Are destinations going ahead as planned for the students, despite lockdown?

A: Yes, all transitions have gone ahead as planned. It has gone quite smoothly considering the circumstances.

Q: Does the school publish the destination data?

A: No, the government publishes it and they are usually a couple of years behind. They still haven't published 2018 data.

Q: Do you have any concerns that the level of absence increased?

A: No, because before lockdown was instigated, parents had already decided to keep children at home.

Q: Do you think COVID will affect next year's GCSEs?

A: I hope not. The reality is that many of our pupils cannot access a full curriculum and are taught the levels that they can access. This will allow us to focus in details at what's important.

RW noted that the students have come back to school and "hit the ground running". He is pleased that students are showing good retention of Maths and believes this is due to the quality of the materials provided during lockdown, which offered the opportunity for repetition of key skills. Based on this RW believes this will cut down the amount of recap needed, so they shouldn't be behind when teaching content. He noted that over the next few weeks teachers will be able to assess this better and see whether any gaps have developed.

A trustee asked if the Board could have the progress and exam data showing the gender split and the Acting Headteacher advised that would be included in the full booklet that is also produced after full analysis.

ACTION 6: The Headteacher will send the full results breakdown to trustees when it is available, via email.

The Chair noted that it was great to see the pupils achieve the exam results that they had worked so hard for and how pleasing it was that the teacher assessment of them was accurate.

15. School Re-Opening Risk Assessment Approval

The Headteacher invited questions:

Q: For Post 16 students that are going back to workplaces, will the school have to risk assess these?

A: Students aren't going back to their placements just yet, but we will risk assess once they do for each placement.

Q: Does the school have any problems with staff absences due to COVID?

A: Yes, we do because tests are being offered in centres long distances away. The school has a small amount of kits but these will soon run out. We have provided some to parents where they cannot access testing services. We have also sent out a flowchart to parents.

Q: Has the school had any behavioural issues due to social distancing?

A: Not really, just one incident today.

Q: How are staff coping?

A: Staff are struggling to manage, because how they teach is different. There is an extension to duty at the beginning and end of the day because of transport. Lunchtime has been extended and of course there is constant cleaning as they move around. All of this puts extra pressure on staff.

Q: When will the risk assessment be reviewed and has it been looked at already?

A: It was reviewed after the first week and no changes have been made.

RW noted that the students have been fantastic, adapting well to the high volume of changes. In his view students are happy and engaging with learning. For staff he noted that it has been stressful as they want to do the right thing and there are lots of changes, but things had been better after the first week.

Q: How are Post 16 managing on a different site, with a new leader? Is cleaning provided by Everest?

A: They have high student numbers for the amount of space available, but it is manageable. Students are split so some of them are outside at times, and at break times. Staff are doing some cleaning in addition to the usual cleaning arrangements. Their main priority is to keep things as normal as possible.

Q: Have the Year 7s settled in well?

A: Yes, they have settled in really well overall. I have been meeting parents at the gate and they are very supportive

Q: Are there enough resources to manage the cleaning?

A: Staff are managing the cleaning at changeovers, but this is problematic because it leaves little time to get a drink, have a toilet break and/or clean. I am considering introducing down time in lessons if needed, where a teacher could put some music on and everybody has some time to take a breath.

Q: Has there been any greater need for mental health support, than normal?

A: No, not at the moment. The students are pleased to be back but we will watch this.

Q: Are the cleaning staff coping with the increased amount of work?

A: It is an issue and we have some cleaning staff absent due to illness. They are managing and we are looking for somebody to infill the absence. The school is also advertising for the daytime cleaner.

The Board **approved** the DHSA and Post 16 September Reopening risk assessments.

16. Proposal of Staff TLR3 re Covid

The Headteacher outlined the proposal and invited questions:

Q: What percentage of pupils would a platform support?

A: About 50% of our pupils would be able to access and utilise some kind of online platform. Some students and their parents would struggle to access anything online. Some students previously wouldn't have had the technology but now we have some laptops we can loan to support them.

Q: Is there an alternative for the other students who wouldn't benefit?

A: We would use a paper based and electronic format similar to before, where we offer worksheets and suggest websites to access. The new online platform would be the method to deliver that to students.

Q: In terms of teacher workload, is there capacity for an existing member of staff to undertake this?

A: If the COVID funding comes through as expected, I would want to employ additional LSAs who could cover the member of staff as well as work with students on a small group basis to do "catch up" work.

Q: Will the TLR opportunity be offered to all teachers, so that everyone gets the opportunity?

A: Yes, it will be and I would also target some staff.

Q: I would have concerns over the expertise of achieving an outstanding online experience with my current understanding of digital capabilities in the school. I can't comment on the education quality but having a sound understanding of user experience, utilising data and building a holistic platform is vital for the success of this. How have we assessed that the TRL3 option is the best outcome? What else did we discount?

A: There are a lot of outside companies offering these services at the moment, but this is about identifying and deciding what is best for us after seeing what is available.

KN noted that in her experience there are two strands required: the technical expertise/IT support and the teaching and learning. Both are needed to ensure success.

Q: Do you think there are suitable staff members with the right skills and knowledge that can deliver the project?

A: Yes, I do as this is more about teaching and learning rather than IT expertise. Most systems are web based and it will be about finding the right solution for our students.

AF noted there would be a further financial implication aside from the TLR and the Acting Headteacher advised that further costs would be covered by the COVID fund.

The Board **approved** the request for a TLR3 for a 1-year period.

17. Review and Approval of the Risk Register

Trustees highlighted GDPR/Data Protection and the Governance Lead advised them of the recent training and audit.

Trustees discussed increased reputational risk due to the ongoing incident that is currently being investigated. Trustees asked that the score be increased to 3x3 =9 (High)

Action 7: Governance Lead to amend 1.3 as requested and include the reason on the document.

The Risk Register was **approved** with the addition as above. It will be monitored through the Finance, Resources & Audit committee.

18. Review and Approval of the Business Continuity Plan (BCP)

The Governance Lead advised that this is a model policy from the Institute of Business Leaders which Rebecca Aldridge had started with input from Jill McCall. The BCP requires testing through the Senior Leadership Team, (SLT) to ensure everybody understands their roles.

The Governance Lead was asked to obtain further telephone numbers for the named staff. The BCP was **approved** by the Board.

ACTION 8: Governance Lead to complete further contact details if available.

Action 9: The Acting Headteacher will undertake a "test" of the BCP with the SLT.

Neil Plant left the meeting at 7 pm.

19. Consideration of the Appraisals Option for the Privett Centre

A discussion took place which covered:

- that lettings will not recommence from September as it is classed under the hostel arrangements, so it is unlikely that there will be bookings whilst COVID is present.
- the Acting Headteacher noted that not all staff like using the Privett Centre and that there are other places which could be rented which would have the same educational impact for students.
- whether a long-term rental enquiry would be likely.
- whether the Privett Centre is core to the DHSA offering.
- whether a new Headteacher would be passionate about the Privett Centre offering.
- increasing costs to maintain and/or repair the building

Trustees continued by considering the benefits and disadvantages of the options that were laid out in the appraisals paper. The trustees **agreed** that after due consideration the Privett Centre should not remain operational.

It was **agreed** that the trustees would like the Interim Finance & Resources Director to obtain advice for the Board from a property expert which includes the disposal mechanisms (long term letting or selling) for Privett Centre.

The trustees asked for quotes for the action to be delivered to the Finance, Resources & Audit committee.

ACTION 10: The Finance & Resources Director will obtain advice from a property expert which includes the disposal mechanisms for the Privett Centre. Quotes for the action will be sources and delivered to the Finance, Resources & Audit committee.

20. Property Impairment Consideration

The trustees were asked to consider whether any of the Dove House School Academy assets required Wise & Co to make any financial adjustments for extraordinary circumstances in terms of impairment.

It was noted on the report that the Interim Chief Financial Officer (CFO) suggested a valuation for the Privett Centre as part of the ongoing discussions for its future. In her view it is difficult to judge whether its current value on the fixed asset register is realistic.

The trustees **agreed** that they are unaware of any extraordinary circumstances which need to be considered.

21. Any Other Business

The Governance Lead advised that Hampshire Governor Services have sent through a risk assessment for the whole Board training session, due to be held next week. The Governance Lead briefly outlined their risk assessments and advised that the Board could continue with a face to face session or could move it to an online session later in the term. The Board **agreed** to move to an online session for the training.

ACTION 11: The Governance Lead will advise Hampshire Governor Services of the Board decision to move to an online training session later in the term.

Kevin Barwick left the meeting at 7.27 pm

The Chair advised trustees that there were eight applications for the Headteacher vacancy and five have been short listed. The recruitment panel plan to hold mini zoom interviews on the 21st of September.

The meeting closed at 7.28 pm

Signed.....

Dated.....

The next Board meeting will be held on Tuesday 13th October 2020 at 5 pm**Summary of Actions****Board of Trustees Meeting****15th September 2020**

No	Action	Owner
10/12/19 Action 7 Item 7	<p>Growing Basingstoke: Karen Ollive to ascertain whether the volunteer DHSA link club members have been through the induction process and signed the code of conduct from the volunteer policy. Email response agreed.</p> <p>The trustees had been provided with a full update from the HR Officer which outlined that the process was not in place at all. The trustees asked that the matter stays on the Action Tracker until the school can confirm that the volunteer policy and process is in place and completed.</p> <p>15/9/20: The HR Officer advised that it is not yet complete but is working on it. Action to be carried forward.</p>	DA – HR Officer
14/7/20 Action 1 Item 5	<p>DD to liaise with the DSL to see if the online safety audit could be completed as requested before the next audit.</p> <p>15/9/20: The Acting Headteacher advised that this will not be completed by the time of the next audit. The Governance Lead was asked to request a progress update and timescale from the DSL.</p>	JH
14/7/20 Action 2 Item 6	<p>The Governance Lead was asked to approach the SCITT for the data behind trainees leaving the programme and then forward the information to the trustees</p> <p>15/9/20: Request sent to the SCITT -on diary to 30th of September.</p>	JH
14/7/20 Action 7 Item 7	<p>The Acting Headteacher will organise the amendment of the staffing structure chart in line with the noted amendments</p> <p>15/9/20: The Acting Headteacher advised it is being prepared by the HR Officer. It was agreed that</p>	JH

	the Governance Lead would email this out to the Board.	
15/9/20 Action 1 Item 5	Appointment of trustee: The Governance Lead will advise Sian of her appointment and begin her induction process	JH
15/9/20 Action 2 Item 6	Agreement of Committees and Link Roles: The Chair and Governance Lead will explore options in conjunction with the Acting Headteacher and report back to the Board.	LG/JH/DD
15/9/20 Action 3 Item 10	Trustee Code of Conduct: All trustees to confirm the electronic declaration on Governor Hub by the end of the September.	All
15/9/20 Action 4 Item 11	Trustee Visit Policy: All trustees to confirm the electronic declaration on Governor Hub by the end of the September.	All
15/9/20 Action 5 Item 13	Skills Audit: Any outstanding skills audits should be sent to the Governance Lead by the 18 th of September.	All
15/9/20 Action 6 Item 14	Exam Results: The Headteacher will send the full results breakdown to trustees when it is available, via email.	DD
15/9/20 Action 7 Item 17	Risk Register: Governance Lead to amend 1.3 as requested 3X3=9 and include the reason on the document.	JH
15/9/20 Action 8 Item 18	BCP: Governance Lead to complete further contact details if available.	JH
15/9/20 Action 9 Item 18	BCP: The Acting Headteacher will undertake a "test" of the BCP with the SLT.	JH
15/9/20 Action 10 Item 19	Consideration of the Appraisals Option for the Privett Centre: The Finance & Resources Director will obtain advice from a property expert which includes the disposal mechanisms for the Privett Centre. Quotes for the action will be sourced and delivered to the Finance, Resources & Audit committee.	RM
15/9/20 Action 11 Item 21	Any Other Business: The Governance Lead will advise Hampshire Governor Services of the Board's decision to move to an online training session later in the term.	JH