

Dove House School Board of Trustees

Minutes of Meeting Wednesday 17th February 2021

Present:	Category:
Juliet Annesley-Gamester (JAG)	Parent Trustee
Sian Butler (SB)	Community Trustee
Andrea Francis (AF)	Community Trustee
Lisa Goodall (LG) (Chair)	Parent Trustee
Emma Layzell (EL)	Co-opted Trustee
Kate Need (KN)	Co-opted Trustee
Apologies:	
Ollie Killinger (OK)	Community Trustee
Debbie McLatch (DM)	Community Trustee
Absent:	
Kevin Barwick (KB)	Community Trustee
Neil Plant (NP)	Co-opted Trustee
Chris Toner (CT)	Interim Headteacher
In Attendance:	
Jayne Humphrey (JH)	Governance Lead

1. Welcome & Apologies.

The Chair welcomed trustees to the meeting. Apologies were received and accepted from Ollie Killinger and Debbie McLatch.

Kevin Barwick, Neil Plant and Chris Toner were absent. It was noted that the meeting had been called with very little notice, so some trustees may not have seen the email invitation.

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

2. Pecuniary Interests

No interests were declared in the agenda item.

Trustees confirmed that they did not have any new declarations to make.

3. Serious Incident Reporting

The trustees held a brief discussion regarding the school's recent data breach which had been reported to the Information Commissioner's Office, under advice from the school's Data Protection Advisory service. The discussion included:

- Interpretation of the Charity Commission guidance regarding data breaches and ICO reporting.
- Actions taken by the school.
- The likelihood of a similar incident happening again.
- The school's culture towards data protection.

The Trust Board unanimously agreed that the data breach met the threshold to be reported to the Charity Commission as a serious incident. The Governance Lead advised that she would undertake this on behalf of the Board.

The meeting closed at 5.47 pm.

Signed.....

Dated.....

The next meeting will be held on the 30th of March at 5 pm.