

Dove House School Board of Trustees

Minutes of Meeting Tuesday 28th of September 2021

Present:	Category:
Juliet Annesley-Gamester (JAG)	Parent Trustee
Kevin Barwick (KB)	Community Trustee
Sian Butler (SB)	Community Trustee
Lisa Goodall (LG) (Chair)	Parent Trustee
Olly Parker (OP)	Headteacher
Apologies:	
Andrea Francis (AF)	Community Trustee
Ollie Killinger (OK)	Community Trustee
Emma Layzell (EL)	Co-opted Trustee
In Attendance:	
Jenny Burns (JB) Item 5 only	Finance & Resources Director
Jayne Humphrey (JH)	Governance Lead
Karen Ollive (KO) Item 6 only	Assistant Headteacher (DSL)

1. Welcome & Apologies.

The Governance Lead welcomed trustees to the meeting. Apologies were received and accepted from Andrea Francis, Ollie Killinger and Emma Layzell.

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

2. Election of Chair & Vice-Chair

Election of Chair

The Governance Lead advised the Board that Lisa Goodall had been nominated as the Chair.

Lisa Goodall left the meeting at 5.05 pm

The Governance Lead asked trustees if they wished to nominate themselves or others for the position and in the absence of any further nominations, asked them to proceed to elect Lisa Goodall.

The nomination was made by Kevin Barwick, seconded by Sian Butler and was **unanimously approved** by the Board.

Lisa Goodall re-joined the meeting at 5.08 pm

LG was thanked for taking on the role and providing consistency to the Board and new Headteacher, and was congratulated on her appointment. The Governance Lead handed the meeting over to the Chair.

Election of Vice- Chair

The Chair advised the Board that Juliet Annesley-Gamester had been nominated as the Vice-Chair.

Juliet Annesley-Gamester left the meeting at 5.10 pm

The Chair asked trustees if they wished to nominate themselves or others for the position and in the absence of any further nominations, asked them to proceed to elect Juliet Annesley-Gamester.

The nomination was made by Kevin Barwick, seconded by Sian Butler and was **unanimously approved** by the Board.

Juliet Annesley-Gamester re-joined the meeting at 5.12 pm

JAG was thanked for taking on the role and was congratulated on her appointment.

3. Pecuniary Interests

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

The Chair reminded trustees to complete the declaration of business interests form that has been recently issued and return it to the Governance Lead urgently.

4. Approval of Minutes

Trustees **agreed** that the minutes of the meeting of the 13th of July 2021 and 20th of July 2021 were a true and accurate record and these will be signed by the Chair.

5. Matters Arising

No	Action	Update
13/7/21 Action 1 Item 4	Matters Arising - Privett Centre: The F&RD will prepare a report for the trustees to consider the next steps. JB	See narrative below
13/7/21 Action 2 Item 8	Remote Learning Review: The Headteacher is to review the remote learning report and documents and formulate an action plan to ensure remote learning moves forward. OP	This item will be included within the brief HT report agenda item scheduled for the 19/10/21 Board meeting. No further action.
13/7/21 Action 3 Item 10	Confidential Grievance: The Governance Lead will ensure this item is added to a Spring agenda. JH	This has been scheduled in the annual planner. No further action.
13/7/21 Action 4 Item 13b	The Interim Headteacher agreed to include a twilight session of training for staff who will be involved in the application of the Support Staff probationary policy. OP/JB	The F&RD advised that the school are in the process of assigning staff to more appropriate line management. Once that is complete the F&RD and HT will hold a meeting with staff who have probationers to ensure they are familiar with the policy and procedures. The F&RD and Headteacher are also sourcing general HR training. Left with the school to operationally implement. No further action.
20/7/21 Action 1 Item 4	Summarising any key actions at meetings that can be communicated to staff. LG	The Chair is aware. No further action.
20/7/21 Action 2 Item 4	The Chair to write an all staff end of term email, outlining highlights. LG	The Chair is aware. No further action.
20/7/21 Action 3 Item 4	Utilise a trustee section in the termly school newsletter. JH	The Governance Lead has requested a section in future school newsletters. No further action.
20/7/21 Action 4	Check with the new Headteacher that there are procedures in place for annual stakeholder surveys,	The Headteacher is aware and the school will have data available for SIP meeting

Item 4	so these can inform school improvement planning. JH	in the summer, to inform improvements. No further action.
20/7/21 Action 5 Item 4	The Personnel & Pay Chair will have an 'early doors' meeting with the new Headteacher to bring him up to speed with the PM process. JAG	JAG has met with OP. No further action.
20/7/21 Action 6 Item 4	Schedule a separate meeting in late Autumn or early Spring for trustees to discuss strategy for the school. JH	Trustees asked the Governance Lead to seek an afternoon meeting to be held between 1 and 4 pm at school in early January. The meeting will need to be facilitated.
20/7/21 Action 7 Item 4	Organisation of a bespoke data training session so that trustees better understand how to monitor pupil progress. JH	Awaiting quotes – review at the 19/10/21 meeting.
20/7/21 Action 8 Item 4	Organisation of an informal training session covering Academy finance, to be led by Kevin Barwick. KB	KB has emailed trustees – review 19/10/21 meeting.

Matters Arising: 13/7/21 Action 1 – Item 4: Privett Centre Update

A written update had been provided by the F&RD but subsequent new information was available from Savills, which she outlined to the Board:

- Savills advise that it could be difficult to obtain a change of use from SDNPA for the property, particularly if there is opposition. The planning authority would normally expect that the property would be marketed for 24 months.
- It might be the case with the Privett Centre that if a comprehensive campaign can be demonstrated, and there is no material local objection to loss of the community use, (and no interest from another community user) they may relax the requirement for a 2-year exercise.
- Savills suggested an estimate of the value based on existing use could be £60 to £80 per sq. ft, giving a capital value of £280,000 and £375,000. They suggest an asking price of £400,000.
- They have revised their fee proposal: 1.5% of the sale price subject to a minimum fee of £6,000 plus VAT, and with the higher rate of 2% applying to gross sales proceeds achieved over £400,000. They noted that this is only likely to be the case in the event of change of use being permitted.

- Savills note the fee basis will exclude marketing costs, for which a budget will need to be approved.

Trustees discussed the proposal, including:

- Confirming that the £6k fee was payable, whether the property was sold or not.
- That any marketing budget set, in addition to the fee, would be to market the property in its current condition.
- That anybody that purchases the property is likely to require a 'change of use' as it is unlikely that it will be purchased by someone who wishes to run it as an outdoor education centre.
- That other approaches have been made to the school, by a community group and the Ashemarden Estate Ltd.
- That Hampshire Legal Services had advised that they wished the property to be marketed, to ascertain interest, before releasing the covenant.
- That it is not clear whether marketing the property will reduce the F&RD's workload, so that should be kept under review once more information comes to light.
- That the F&RD has tried to engage alternative property agents to assist with the disposal of the Privett Centre, so that trustees can be confident that value for money could be considered in the appointment of the agent. Other agents did not wish to engage or move forward because of the specialist nature of the proposal, therefore best efforts were made.

Trustees **agreed** that:

The school will accept Savills's proposal to market the property as set out with a fee of £6k and **unanimously approved** a marketing budget of up to £5k + VAT to do so. The F&RD will confirm the exact cost once available.

The F&RD will respond to other interested parties to advise them that the property is going to be marketed.

Jenny Burns left the meeting at 5.41 pm.

Karen Ollive joined the meeting at 5.42 pm.

6. Safeguarding

a) Review and Approval of the Hampshire Safeguarding Audit

Trustees were invited to ask questions:

Q: With regard to the reporting procedures noted on Page 22, what happens if there are urgent incidents or actions that trustees need to be aware of, before these are issued.

A: (OP) If there was an incident then I would contact the Chair to advise and discuss it and we would consider if there was a wider need to involve the Trust Board. There will be a standard termly safeguarding report which will form part of my Headteacher Report to trustees and an annual report on the effectiveness of safeguarding in the school provided in July, which is new. It will be important that the information the school provides gives enough information that trustees can discharge their responsibilities.

Q: We have a mindset of 'It could happen here' but we also need to have a mindset of 'What lessons have we learned?' from any incidents that happen to ensure safeguarding is robust. How do the school ensure that?

A: (OP) We ensure that when we have any incidents, they are properly reviewed and scrutinised. If necessary I will speak to trustees, for example about site security such as fencing. We log evidence of incidents, predominantly through CPOMs. We are continually seeing new trends of behaviours so it is important for us to be aware of what is happening and reviewing and adjusting our practice.

Q: How does the designated teacher (DT) fit into our setting and roles?

A: (KO) I am the designated teacher. Every school has to appoint a designated teacher for looked after children and I cover the role here. It includes completing their personal education plans each term and attending meetings where necessary. There is an overlap of responsibilities between the DSL role and the DT role. We had upskilled a member of staff to undertake the DT role, however they are not able to carry on with it so we are seeking to upskill others.

(OP) It is quite a big role because we work with three different local authorities and because of the level of paperwork and meetings required for each looked after child (LAC).

Q: How many looked after children do we have and is it an increasing number?

A: We have seven in total. We have five current LAC and two who are post LAC, who still have the same meetings. Circumstances are very individual, and the numbers aren't increasing because of any particular thing.

The safeguarding audit was **unanimously approved**.

b) Review and Approval of the Child Protection Policy

The trustees were advised that the Child Protection Policy was a Hampshire Safeguarding Childrens' Partnership model policy which had been contextualised for Dove House.

Q: How would students in Post 16, who are over 18 years old be considered under this policy?

A: (KO) The policy framework would still be followed but any reports would go to Adult Services.

The Governance Lead advised trustees that this had been clarified with the school's solicitors last year and they had confirmed this was the correct way to handle any concerns.

The Child Protection Policy was **unanimously approved**.

c) Review and Approval of the Safeguarding Policy

The trustees were advised that the Child Safeguarding Policy was a Hampshire Safeguarding Children's Partnership model policy which had been contextualised for Dove House.

Q: On page 25, under sexting, should the school include that vulnerable pupils can be influenced to share pictures or videos, rather than it always being consensual?

A: (KO) The policy notes that sexting can also be used as a form of sexual exploitation and the school always report instances. We would discuss with the police whether influence was a factor.

The Governance Lead drew attention to Page 7 which includes contextualisation for the school setting.

Q: On page 39, under transporting pupils the school only mentions Post 16 students but does the same apply for Key Stage 4 (KS4) pupils undertaking work experience?

A: (KO) The school only offers transport, if necessary, for Post 16 students.

The Safeguarding Policy was unanimously approved.

d) Review and Approval of the Low-Level Concerns Policy

The Headteacher advised that this is a new policy, introduced because of expectations within Keeping Children Safe in Education 2021. He noted that it is very comprehensive and that next year it may be included within an existing policy.

The Headteacher stressed that it is important that there is a safe environment where staff feel comfortable to question each other, or report, so that any concern can be discussed and considered. The Headteacher expressed his view that it is better practice to have staff who are prepared to openly discuss a concern and report incidents. The Headteacher noted that training could include examples and scenarios.

KO noted that the KCSiE provides clear guidance about what constitutes a low- level concern.

The Low-Level Concerns Policy was **unanimously approved**.

Karen Ollive left the meeting at 6.10 pm

7. Consideration of the Appointment of Trustees

The trustees discussed two trustee applications and their respective skills audits in the context of the existing Board. After due consideration, they unanimously agreed to appoint Mr Ben Service & Mr Murray Campbell to the Board of Trustees.

ACTION 1: The Governance Lead will notify the new trustees and begin their induction.

The trustees discussed the composition of the Board noting that LG and JAG no longer had children at the school. To aid continuity and ensure there is a current parent/carer on the Board, trustees **agreed** to move Juliet Annesley-Gamester to a community trustee position.

This action leaves a space for a parent trustee and the Governance Lead was asked to initiate a parent/carer election in accordance with the school's Articles.

ACTION 2: The Governance Lead will adjust the constitution as agreed and initiate a parent/carer election.

8. Appointment of Committees & Link Roles

The trustees appointed committees and link roles as follows:

Finance, Resources & Audit Committee

Kevin Barwick (Chair)

Sian Butler

Murray Campbell

Ollie Killinger

Olly Parker

It was agreed that KB will Chair until January 2022 and then Sian Butler would take over the role. This school term will be used as a handover phase.

Personnel & Pay Committee

Juliet Annesley-Gamester (Chair)

Lisa Goodall
Emma Layzell
Olly Parker
Ben Service

Headteacher Performance Management Committee

Ollie Killinger (Chair)
Juliet Annesley-Gamester
Kevin Barwick

Link Roles

BASCITT Executive Board – Andrea Francis
Post 16 Link Trustee – Andrea Francis
Safeguarding Link Trustee – Sian Butler
Health & Safety Link Trustee – Murray Campbell
SEN/D & Pupil Premium Link Trustee – Emma Layzell

9. Approval of the Terms of Reference

Kevin Barwick left the meeting at 6.35 pm

a) Trust Board Terms of Reference

The Terms of Reference for the Board were **unanimously approved**.

b) Finance, Resources & Audit (FRA) Committee Terms of Reference

The Terms of Reference for the FRA Committee were **unanimously approved**.

c) Personnel & Pay (P&P) Committee Terms of Reference

The Terms of Reference for the P&P Committee were **unanimously approved**.

d) Headteacher Performance Management Committee (HTPMC) Terms of Reference

The Terms of Reference for the HTPM Committee were **unanimously approved**.

e) BASCITT Executive Board Terms of Reference

The Chair noted the changes that had been drafted and checked for queries. She outlined that the Executive Board was very 'Dove House' heavy and that Dove House

staff and trustees could dominate the Board. She noted that by working in line with NASBTT suggestions the membership of the Executive Board will become more diverse.

The Terms of Reference for the BASCITT Executive Board were **unanimously approved**.

10. Review & Approval of the Trustee Code of Conduct

The Trustee Code of Conduct had been sent to trustees during the summer break for comment. The Trustee Code of Conduct was **unanimously approved**.

Kevin Barwick re-joined the meeting at 6.44 pm

11. Trustee Visits

a) Trustee Visit Report

The trustee visit report submitted by LG, relating to the BASCITT was discussed by the Board and noted.

b) Review of Trustee Visits & Monitoring 2020-21

Trustees reviewed the schedule of visits and monitoring that took place over 2020-21. The Chair noted that because of COVID, there had been less visits than usual and going forward the Board will need to consider how to manage this if a further lockdown occurred.

KB noted that he has a follow up meeting booked with Becky Wilson regarding pupil well-being.

JAG asked that the document was amended under Item 7, Priority 2 to include that the staff wellbeing survey was followed up by the Chair of the P&P committee, who sent an email to all staff.

ACTION 3: The Governance Lead will amend the document as requested.

Lisa Goodall left the meeting at 7.02 pm and re-joined the meeting at 7.04 pm

c) Review & Approval of the Trustees Visits Policy

The Trustees Visits policy was discussed and **unanimously approved**.

12. Governance Action Plan Review and 2021/22 Plan

It was noted that both documents had been shared with the trustees over the summer break, inviting comment and query. All comments that had been received had been incorporated.

The Governance Action Plan for 2021-22 was **unanimously approved**.

13. Data Protection Audit and Action Plan 2021-22

It was noted that the Data Protection Audit had been shared with the trustees over the summer break, inviting comment. The Data Protection Action Plan had been drafted and shared with the Finance & Resources Director to ensure timescales were realistic. A trustee noted the extra workload requirements, particularly of the Data Protection Lead to achieve a 'clean' audit next time and was concerned about staff wellbeing. Having noted this in the role of the Board as an employer, she asked that the Headteacher consider the operational impact of this additional work.

The Data Protection Audit Action Plan was **unanimously approved**.

ACTION 4: The Headteacher and Data Protection Lead will consider how the Data Protection Audit Action Plan can be implemented.

14. Approval of the Policy Schedules 2021-22

a) DHSA

The policy schedule for 2021-22 for Dove House School Academy Trust was **unanimously approved**.

b) BASCITT

The policy schedule for 2021-22 for the BASCITT was **unanimously approved**.

15. Finance Policy

a) Review and Approval

The Finance Policy was **unanimously approved**.

b) Approval of Bank Signatories

The bank signatories list was **unanimously approved**.

16. Offsite Visits Policy Review and Approval

A brief discussion was held including:

- The responsibility of the Headteacher in advising trustees of certain trips.
- That the Headteacher is seeking a further Educational Visits Coordinator who takes part in trips.

- That the policy shows greater clarity of responsibilities.
- That internal audit has reported that improvements could be made in the operation of offsite visits.

The Offsite Visits Policy was **unanimously approved**.

17. Governance

a) Chair's Notes

The Chair's report was noted. A trustee asked for further clarification regarding the 'serious incident' noted in the report. The Chair did not outline the exact nature of the incident but was able to reassure trustees that she had:

- Fully discussed the incident with the Headteacher.
- Discussed how the incident should be properly investigated and documented so the school has a paper evidence trail.
- That there is scope for a complaint to be made.

The Headteacher advised that

- Strategies had been put in place to mitigate any similar future events and in the longer term he will approach the Board regarding site security.
- That the school has emails and notes on CPOMs which provide an audit trail.
- He had liaised with the Local Authority and SEN/D department and these other agencies were satisfied with the school's approach.
- That reputational risk has been managed as best as possible.

b) Finance, Resources & Audit Committee (Q&A)

The Finance, Resources & Audit Committee minutes were noted.

c) Personnel & Pay Committee (Q&A)

The Personnel & Pay Committee minutes were noted.

18. Approval of the School Improvement Plan (SIP)

There was a discussion which included:

- That the SIP had been prepared by the Interim Headteacher and Deputy Headteacher but had not included involvement from the Senior Leadership Team or trustees.
- That there is so much information it borders on being an operational document, rather than focussing on strategic improvements for the school.
- That the performance management section had not been updated and it would have been helpful for this to have been completed, to make monitoring easier.
- That in future the process to draft the SIP would be a more collaborative approach and the SIP will be focussed.

- That a SIP needs to be in place to set performance management objectives and this SIP does offer enough opportunities for the Headteacher to do so.

The trustees **unanimously approved** the School Improvement Plan noting that the process would be different for the following year.

The meeting closed at 7.35pm.

Signed.....

Dated.....

The next meeting date will be at 5 pm on October the 19th 2021.

Summary of Actions from:

Meeting of Tuesday 28th September 2021

No	Action	Owner
Action 1 Item 7	New Trustees: The Governance Lead will notify the new trustees and begin their induction.	JH
Action 2 Item 7	Constitution: The Governance Lead will adjust the constitution as agreed and initiate a parent/carers election.	JH
Action 3 Item 11b	Trustees Monitoring & Visits Review: The Governance Lead will amend the document as requested.	JH
Action 4 Item 13	Data Protection Audit Action Plan: The Headteacher and Data Protection Lead will consider how the Data Protection Audit Action Plan can be implemented.	JH