

Dove House School Board of Trustees

Minutes of Meeting Tuesday 15th February 2022 (Held Remotely)

Present:	Category:
Juliet Annesley-Gamester (JAG)	Community Trustee
Kevin Barwick (KB) Items 1-9	Community Trustee
Sian Butler (SB)	Community Trustee
Murray Campbell (MC)	Co-opted Trustee
Andrea Francis (AF)	Community Trustee
Lisa Goodall (LG) (Chair)	Parent Trustee
Emma Layzell (EL)	Community Trustee
Ben Service (BS) Items 1-9	Co-opted Trustee
Apologies:	
Olly Parker (OP)	Headteacher
Absent:	
Ian Cameron (IC)	Parent Trustee
In Attendance:	
Jenny Burns (JB) Items 1- 9	Finance & Resources Director
Jayne Humphrey (JH)	Governance Lead
Karen Ollive (KO) Items 5-6	Assistant Headteacher

1. Welcome & Apologies.

The Chair welcomed trustees to the meeting. Apologies were received and accepted from Olly Parker. Ian Cameron was absent from the meeting.

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

2. Pecuniary Interests

Trustees confirmed that they did not have any interests in the agenda items nor were there any new declarations to add.

MC advised trustees that his grandson will be joining the school in September and that he intends to update his pecuniary interest form at that time.

3. Approval of Minutes

Trustees **agreed** that the minutes of the meeting of the 14th of December 2021 were a true and accurate record and these will be signed by the Vice-Chair.

Juliet Annesley-Gamester left the meeting at 5. 04 pm and re-joined the meeting at 5.06 pm

4. Matters Arising

No	Action	Update
Action 4 Item 13 28/9/21	Data Protection Audit Action Plan: The Headteacher and Data Protection Lead will consider how the Data Protection Audit Action Plan can be implemented. Update 14/12/21: The Governance Lead advised that this hasn't yet been completed. As the Headteacher is absent through ill-health a timescale for completion could not be provided. Carried forward OP/JH	A meeting has been booked for 1 st of March. Carried forward OP/JH
Action 1 Item 5 19/10/21	BCP: The Headteacher and F&RD were asked to review the points raised from the discussion and the questions asked and respond. Update 14/12/21: An update was provided on the action tracker. The action had not been completed. The Vice-Chair asked for it be carried forward and completed so that the action can be reviewed and closed. Target date 1 st March. Carried forward OP/JB	The target date was 1 st of March. No update provided so carried forward to the next Board meeting to monitor completion. OP/JB
Action 2 Item 6 19/10/21	Risk Register: The F&RD will update the Risk Register with completion dates for the risk which have controls that are partial or developing. Update 14/12/21: An update was provided on the action tracker. The action had not been completed. The Vice-Chair asked for it be carried forward and completed so that the	The target date was 1 st of March. No update provided so carried forward to the next Board meeting 29/3/22 to monitor completion. JB

	<p>action can be reviewed and closed. Target date 1st March. Carried forward</p>	
<p>Action 3 Item 8 19/10/21</p>	<p>Headteacher's Report: The Headteacher will investigate how the staffing structure is approved at other academy trusts and will revert to the Board with a proposal.</p> <p>Update 14/12/21: An update was provided on the action tracker. The action had not been completed. The Vice-Chair asked for it be carried forward and completed so that the action can be reviewed and closed. Carried forward OP</p>	<p>The Headteacher was not at the meeting and a Headteacher Report was not provided for the meeting. Carried forward to the next Board meeting 29/3/22. OP</p>
<p>Action 1 Item 4 14/12/21</p>	<p>Matters Arising: The F&RD will provide a termly update report on the progress of the marketing of the Privett Centre. JB</p>	<p>The agenda has a specific item regarding the Privett Centre.</p>
<p>Action 2 Item 5 14/12/21</p>	<p>Safeguarding Report: The Assistant Headteacher (DSL) was asked to review the external safeguarding report with the Headteacher and update the safeguarding action plan for review at the March Trust Board meeting. KO</p>	<p>Completion date set for review at the Board meeting on 29/3/22. Carried forward. KO</p>
<p>Action 3 Item 7e 14/12/21</p>	<p>ECT Policy: The Governance Lead will obtain an answer to the question and revert to trustees by email. JH</p>	<p>The Governance Lead had emailed a response to the Trust board. Completed.</p>
<p>Action 4 Item 9c 14/12/21</p>	<p>Trustee Visits: The Headteacher was asked to review the visit reports and report back to the Board any changes that the school will implement. OP</p>	<p>The Headteacher was not at the meeting and therefore the action was carried forward to the Board meeting 29/3/22. OP</p>
<p>Action 5 Item 9c 14/12/21</p>	<p>Trustee Visits: The Governance Lead will send a note of thanks to the HR Officer as requested.</p>	<p>The Governance Lead has completed this action on behalf of the Trust Board.</p>

5. Safeguarding Action Plan Monitoring

Karen Ollive joined the meeting at 5.18 pm

The Assistant Headteacher invited trustees to ask questions regarding the safeguarding action plan:

Q: What do we need to know from your report and how can we support you?

A: There isn't anything that specific that needs you support. The most important thing to be aware of is the site security such as the fencing as the action for this has been outstanding for a long time. This is important in ensuring students are kept on site, but also because we have recently had an incidence of intruders coming on to the school site after hours. I was unaware that the school does not have working CCTV covering all areas and it is important that this is also resolved.

The school is gathering quotes for the fencing aspect and will need to refer this to trustees.

Q: Why has the school got CCTV that isn't turned on?

A: The system is incredibly old and doesn't work. I'm aware that this is being reviewed and quotes are being obtained as part of the improvements for site security.

Q: With regard to the online safety overview, is the school still currently using the Smoothwall system, which is managed by Hampshire and is it effective? Do you receive regular reports?

A: The school is using Smoothwall but I don't receive reports so couldn't comment on whether they are finding anything in the monitoring scans or the system isn't effective. The school is currently looking to move to a system called Securus and we will have control of that, with directing reporting.

Q: You haven't had any reports of people accessing inappropriate material?

A: No, I assume reports would go to the IT Manager and be passed to me if there are any safeguarding concerns.

Q: There is an action for the Headteacher to identify additional staff to support with PEPs and the report notes that you still completing all PEPs. What progress is being made with regard to this action?

A: I regularly remind the Headteacher that it is required. Currently there isn't a suitable member of staff available who has either the skill set or capacity to assist with PEPs. Extra training would be required but it is important to keep considering as I have an increasing number of these to complete. I will discuss this further with OP when he returns to school.

Q: When we received the last report, you reported that you hadn't had time for supervision. Are you receiving regular supervision sessions now?

A: I have organised a supervision session for me after the half term break. The Deputy DSLs are receiving regular supervision sessions.

A trustee raised concern that actions, such as assistance with PEPs, are not moving forward and this could lead to further pressure on KO. The trustee clarified whether there was anything that the Board can do. The Governance Lead **provided guidance** that safeguarding is delegated to the Headteacher and any concerns should be immediately raised with him to consider and manage.

The Assistant Headteacher advised the Board that there is not any risk with regard to the PEP, but that they adversely affecting her workload.

The Chair thanked KO for her hard work in safeguarding students.

6. Policy Review – Pupils with Health Needs who Cannot Attend School.

The Chair noted that there was a minor change in the policy under the section of the legal framework.

The Chair asked the Assistant Headteacher if the Academy has any pupils who have health needs which mean they are unable to attend school. KO reported the circumstances of 2 anonymised students and outlined the actions that the school have taken.

The Chair checked with the Assistant Headteacher whether the policy was effective for the school setting and was provided with assurance that it was.

The policy was **approved**.

Karen Ollive left the meeting at 5.42 pm

7. Pupil Premium Strategy Approval

The Chair outlined that:

- There are new requirements set out in conditions 7 and 8 of the pupil premium conditions of grant for 2021 to 2022 from the Department for Education (DfE).
- From September 2021 the Academy must demonstrate the evidence basis for their spending.
- That the Academy must use the DfE's templates to publish their pupil premium strategy statement.

- The statement should have been published by December 31st, 2021, and as such there is some urgency in completing this.
- The Department for Education will undertake monitoring checks on a sample of schools' published reports.
- Given their role in ensuring funding is spent appropriately and in holding the Academy to account for educational performance, trustees should scrutinise the school's plans for their use of their pupil premium funding.

The F&RD reported that the pupil premium template includes both pupil premium and recovery premium and advised that funding figures have been provided to the Headteacher and SENCo. The F&RD advised that the school could provide the pupil premium guidelines for trustees to review, when they receive the pupil premium strategy and further advised that trustees can request a pupil premium review.

As the Headteacher was not at the meeting it was **agreed** that this item will be deferred to the Trust Board meeting scheduled for March 29th, 2022.

8. The Privett Centre Marketing Update

The Chair advised trustees that:

- A useful meeting to discuss the bids had taken place with Savills which included herself, the Chair of the FRA committee and the F&RD.
- Savills were pleased by the positive response received to the property sale.

The Trust Board considered whether they should consider delaying acceptance of an offer so that the local residents have further time to evaluate their options and potentially make an offer themselves. Trustees considered:

- Information from the F&RD to explain why the local residents have only just asked for additional time.
- The likelihood of further deterioration of the property in this time, and potential costs for repairs.
- That routine inspections and essential maintenance would still need to be conducted.
- The realistic prospect of the residents being able to offer a consultation, form a group, explore options and raise the funds necessary to purchase.
- That the School Resources Management Adviser report noted that the sale of Privett Centre has taken considerable time to move forward.

Q: What is the annual cost to retain the building?

A: (F&RD) It is £30k.

Q: Is there any danger that a bid that is accepted is then reduced because of a survey?

A: (F&RD) We haven't had a survey and therefore there is a risk that faults are found with the building.

As a consensus had been reached, the Chair proposed that the request from the local resident group was declined. The trustees **unanimously agreed** with this proposal.

The trustees then considered the bids that had been put forward in conjunction with the guidance from Savills. Following a further discussion, the trustees **unanimously approved** the sale of the property, subject to contract and the Secretary of State for Education's consent to Nine Points Property.

The F&RD advised the trustees that part of the information required for the Secretary of State approval request document is being able to show how the proceeds of the sale will be spent to benefit the pupils. She advised that she has already approached the school's solicitor who have indicated that once agreed terms of sale are available they can start the process.

Trustees acknowledged that an Estate Management plan was not yet available but they are aware of a significant amount of work that needs to be undertaken around the site e.g. fencing, CCTV. They considered that these items together with others from the premises repair/maintenance plan, would provide enough information for the school to produce a plan which will be sufficient for the Secretary of State document. Trustees noted that it would be helpful for the Headteacher to contribute to the plan but **agreed** that as he is absent, the school needs to action the DfE approval request as soon as possible, so should move it forward.

Action 1: The F&RD was asked to provide an update about the progress of the process for the trustee strategy meeting.

9. Approval of the School Resource Management Self-Assessment Tool

Trustees reviewed the self-assessment dashboard and the action plan. The following changes were requested:

Section A – Governance

- Question 3 – the sentence needs to be completed (typo).

Section F – Protecting Public Money

- Question 38 – change the response from yes to in part, with a target date of 22nd July 2022. This change was made because trustees agreed there are some outstanding internal audit matters.

Q: How do the Trust Board monitor the action plan?

A: (JH) The F&RD, Headteacher and Governance Lead will monitor the plan to ensure the action points are completed. It is important that these are closed, so that next year's SRMSAT shows less or no 'in part' answers.

The trustees **unanimously approved** the SRMSAT, with the changes included.

10. School Resource Management Adviser (SRMA) Report

The Chair noted that the SRMA had met with Jenny Burns, Chris Toner, Olly Parker and herself during the course of the process.

The Chair invited the F&RD to share any initial comments that she had, regarding the report. The F&RD said:

- That some reported items were historical issues which emanated from before she joined the school.
- That the report is indicative of the stage the school was at when she started, for example, she was trying to get the budget system functioning properly.
- That the budget setting process was difficult last year.
- The report notes that there are actions that are longstanding, and it has been hard to address things with so many different priorities to juggle.
- Some recommendations have already been addressed e.g. lunchtime cover changes to reduce costs, Admin staff FTE reduction.

The Chair noted that many of the items contained in the report are operational and need to be carefully considered by the school's Senior Leadership Team (SLT).

Q: The report said that in the Interim Headteacher's view that the school would not be graded as an outstanding school. Have the SLT seen the report and what was their view?

A: (LG) I advised the Headteacher that the report could be shared and discussed with the SLT. (JB) I have seen the report and so has the Deputy Headteacher, but I'm not aware that other members of the SLT have seen it.

The Chair reflected that it may not have been an appropriate comment to include within the report, which was focussed on the use of school resources. The Chair noted that there were some factual inaccuracies within the report and these were briefly discussed by the Trust Board. The Chair advised trustees that she will discuss this with the SRMA during the follow up meeting this spring.

The Chair highlighted comments made by the SRMA that 'Actions are carried forward rather than robust challenges and deadlines being met.' The Chair reminded trustees that it is their collective responsibility to appropriately question and challenge the school and hold them to agreed deadlines, despite operational pressures.

The Chair advised trustees that she has spoken with the Headteacher regarding the relationship between the Trust Board and school, because the perception is that the Trust Board are too challenging and yet evidence from the SRMA and internal audits dispute this. The Chair has asked the Headteacher to consider what it is the Board are asking for that is either unnecessary or unreasonable.

The F&RD said that she understood the Trust Board's frustration that things have been outstanding. In her view the changes in personnel have delayed improvements (as people need time to settle in) and the Covid pandemic has also brought additional work and increased staff absence.

The F&RD described being overwhelmed by her workload, despite working extra hours and noted that she still has outstanding and competing priorities.

Q: There is a comment in the report regarding utilising the skills of the HR Officer, do you think all of your team are fully utilised or could you delegate to reduce your workload?

A: (JB) The HR Officer is fully utilised as are most of the team.

The Trust Board expressed concerns regarding workloads. The Chair noted that the SRMA report suggests that the school reviews its staffing and this would provide an opportunity to consider what tasks school needs to complete and then ensure workload is fairly distributed or additional resources that are required. The Chair advised that this recommendation has to be led by the school but noted that the Trust Board would welcome any changes to the staffing structure that improve operational effectiveness and the experience for students.

A trustee noted how much regulation there is across all aspects of the school and despite the school being smaller there are no concessions because of this.

Jenny Burns left the meeting at 6.39 pm

The Trust Board discussed the report and how it could be moved forward.

- The FRA Committee could monitor aspects such as the Contracts register, Estate Management plan, Scheme of Delegation.
- That the school could utilise external support to complete tasks.
- That it would be useful for the Headteacher to respond to the contents of the report.

Action 2: The Headteacher will provide a review report for the Board of the SRMA recommendations before any new staff structure or budget is brought to the Board. To be scheduled for discussion at the Trust Board meeting on May 17th 2022.

Kevin Barwick and Ben Service left the meeting at 6.55 pm to attend online safeguarding training.

11. School Improvement Priority Monitoring

The Chair advised that this item would be deferred to the next meeting as the school had not provided the updated School Improvement Plan for monitoring.

12. Governance

a) Chair's Update

The Chair's written update was noted and questions were invited:

Q: Your report notes that the school has been offered an experienced leader under the DfE'S Trust and School Improvement Offer (TSI). Are the school able to ask for somebody with academy and special school experience?

A: (LG) Yes they are and I'm aware that the Headteacher has made a request.

The Chair advised the Trust Board that the Governance Lead had tendered her resignation. The Chair advised that under the staff recruitment policy, it is the Trust Board's responsibility to recruit in conjunction with the school. The Chair advised that this would involve reviewing the job description, person specification and advert and then shortlisting applicants and interviewing.

The Trust Board **approved** LG, SB and OP to the recruitment panel with MC as a reserve person if needed.

b) Governance Action Plan Review

A trustee expressed their disappointment that templates are not always being used to provide information to trustees.

The Governance Lead advised that the Headteacher has agreed that she can work with an external company to produce a templated Headteacher report and an appointment is booked to look at the system. It will offer an online portal which can connect to school systems such as SIMS so that some data will be automatically populated. Each section of the report will match the Ofsted descriptors and the Headteacher will be indicate a self-evaluation judgement, with supporting evidence in the narrative. This will provide trustees with an understanding of the school's strengths and areas for improvement.

c) Consideration of trustee application

Trustees discussed a trustee application and skills audit received from Grenville Chaganis. Following due consideration, the trustees **unanimously approved** his application subject to DBS clearance and acceptable references.

The Governance Lead was asked to advise Mr Chaganis and begin his induction.

Action 3: The Governance Lead will begin the induction process for Mr Chaganis.

d) Appointment of trustees to committees and roles

Trustees **unanimously approved** the committees and link roles as set out below.

Finance, Resources & Audit Committee

Kevin Barwick
Sian Butler (Chair)
Murray Campbell
Ian Cameron
Olly Parker

Headteacher Performance Management Committee

Juliet Annesley-Gamester
Kevin Barwick (Chair)
Lisa Goodall

Personnel & Pay Committee

Juliet Annesley-Gamester (Chair)
Grenville Chaganis
Olly Parker
Ben Service

Link Trustee Roles

Sian Butler - Safeguarding
Murray Campbell - Health & Safety
Grenville Chaganis - SEN/D & Pupil Premium
Andrea Francis - Post 16 & BASCITT Executive Board

The Chair of the Personnel & Pay suggested that there should be a Chairs meeting added to the governance calendar, so that committee chairs can discuss best practice and triangulation of evidence.

The Governance Lead was asked to add a meeting to the annual planner.

Action 4: The Governance Lead will add a Chairs meeting to the annual planner and will schedule a meeting.

e) Renewal of Hampshire Governor Services SLA

Trustees reviewed the proposal from the Governance Lead regarding the renewal of the Hampshire Governor Services service level agreement . The proposal demonstrated that the SLA had provided good value for money for the Academy's requirements last year and would offer similar value for the next 12 months.

The Hampshire Governor Services service level agreement renewal was **unanimously approved** for a further year.

Trustees were reminded to continue to book courses to ensure best value.

f) Training Feedback

The training feedback report was noted and JAG provided highlights of the training, noting that the questions within the report may be helpful for the next scheduled trustee visit relating to pupil wellbeing/pupil voice.

12. Data Protection

a) Data Protection Plan Monitoring

Trustees noted the report. The Chair expressed her view that there is not currently a culture of engagement regarding data protection and it needs to be prioritised more highly.

Q: What is the greatest risk on the current action plan?

A: (JH) It is the amount of data that the school holds in both paper and electronic form. This has been highlighted on the data protection external audit for the last 2 years, the internal audit, the Risk Register and is also part of a school improvement priority. I have suggested for the last 2 years that performance management could be utilised to tackle a data cleanse in key roles and across departments in the school. This suggestion has only been used for a few staff, so things have barely changed.

Q: It is important that the Academy can demonstrate, should we need to, that training has been provided. Has that happened?

A: (JH) In September 2020 whole school GDPR training was provided by Judicium Education Services. The SLT and some key staff also had more specialised training.

I ran a follow up question and answer session for staff and provided a 'top tips' guide.

Two online learning modules were assigned in September 2020 and two further modules assigned in September 2021. Training is provided at induction for new staff.

Training has certainly been provided but compliance of GDPR needs to be owned and led by the SLT.

b) Data Protection Report

The Data Protection Report was noted and discussed.

13. Any Other Business

The Chair noted that it was the last meeting for Emma Layzell who has resigned with effect from the end of the meeting. The Chair thanked Emma for her hard work as a trustee and her HR expertise.

The trustees offered best wishes to Emma for the birth of her baby.

The meeting closed at 7.33 pm.

The next meeting is scheduled for Tuesday 29th March at 5 pm.

Signed.....

Dated.....

Summary of Actions from:

Meeting of Tuesday 15th February 2022

No	Action	Owner
Action 4 Item 13 28/9/21	<p>Data Protection Audit Action Plan: The Headteacher and Data Protection Lead will consider how the Data Protection Audit Action Plan can be implemented.</p> <p>Update 14/12/21: The Governance Lead advised that this hasn't yet been completed. As the Headteacher is absent through ill-health a timescale for completion could not be provided.</p> <p>Update 15/2/22: A meeting has been booked for 1st of March. Carried forward to 29/3/22</p>	OP/JH
Action 1 Item 5 19/10/21	<p>BCP: The Headteacher and F&RD were asked to review the points raised from the discussion and the questions asked and respond.</p> <p>Update 14/12/21: An update was provided on the action tracker. The action had not been completed. The Vice-Chair asked for it be carried forward and completed so that the action can be reviewed and closed. Target date 1st March.</p> <p>Update 15/2/22: The target date was 1st of March. No update provided so carried forward to the next Board meeting to monitor completion.</p>	OP/JB
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<p>Action 3 Item 8 19/10/21</p>	<p>Headteacher's Report: The Headteacher will investigate how the staffing structure is approved at other academy trusts and will revert to the Board with a proposal.</p> <p>Update 14/12/21: An update was provided on the action tracker. The action had not been completed. The Vice-Chair asked for it be carried forward and completed so that the action can be reviewed and closed.</p> <p>Update 15/2/22: The Headteacher was not at the meeting and a Headteacher Report was not provided for the meeting. Carried forward to the next Board meeting 29/3/22.</p>	<p>OP</p>
<p>Action 2 Item 5 14/12/21</p>	<p>Safeguarding Report: The Assistant Headteacher (DSL) was asked to review the external safeguarding report with the Headteacher and update the safeguarding action plan for review at the March Trust Board meeting.</p> <p>Update 15/2/22: Completion date set for review at the Board meeting on 29/3/22. Carried forward</p>	<p>KO</p>
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<p>Action 1 Item 8 15/2/22</p>	<p>Privett Centre: The F&RD was asked to provide an update about the progress of the process for the trustee strategy meeting on 28/2/22.</p>	<p>JB</p>
<p>Action 2 Item 10 15/2/22</p>	<p>SRMA Report: The Headteacher will provide a review report for the Board of the SRMA recommendations before any new staff structure or budget is brought to the Board. To be scheduled for discussion at the Trust Board meeting on May 17th 2022</p>	<p>OP</p>
<p>Action 3 Item 12c</p>	<p>Appointment of Trustee: The Governance Lead will begin the induction process for Mr Chaganis.</p>	<p>JH</p>

15/2/22		
Action 4 Item 12d 15/2/22	Committee Structures: The Governance Lead will add a Chairs meeting to the annual planner and will schedule a meeting.	JH