

Dove House School Board of Trustees

Minutes of Meeting Tuesday 29th March 2022 (Held Remotely)

Present:	Category:
Juliet Annesley-Gamester (JAG)	Community Trustee
Kevin Barwick (KB) Items	Community Trustee
Sian Butler (SB)	Community Trustee
Murray Campbell (MC)	Co-opted Trustee
Grenville Chaganis (GC)	Community Trustee
Andrea Francis (AF)	Community Trustee
Lisa Goodall (LG) (Chair)	Parent Trustee
Olly Parker (OP)	Headteacher
Ben Service (BS) Items 3-11	Co-opted Trustee
Apologies:	
Ian Cameron (IC)	Parent Trustee
In Attendance:	
Jenny Burns (JB) Items 1- 9c	Finance & Resources Director
Jayne Humphrey (JH)	Governance Lead

1. Welcome & Apologies.

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

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 pecuniary interests in the agenda items nor were there any new declarations to add.

Ben Service joined the meeting at 5.03 pm.

3. Approval of Minutes

The F&RD noted a typing mistake on the name of the bidder for the Privett Centre and asked for this to be amended to Nine Points. With this amendment the trustees

agreed that the minutes of the meeting of the 15th of January 2022 were a true and accurate record.

Jenny Burns waited in the Zoom waiting room whilst the confidential minutes and were approved.

The trustees also **agreed** that the confidential minutes of the 28th of February were a true and accurate record

Both sets of minutes were **approved** and copies will be signed by the Chair.

Jenny Burns re-joined the meeting.

4. Matters Arising

No	Action	Update
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. OP/JH</p>	<p>A meeting was held on 22/3/22 and actions were agreed to move the data Protection Audit Plan forward. The updated document will be shared with the TB at the meeting on 17/5/22 for monitoring.</p> <p>Carried forward.</p>
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.</p>	<p>The points made have been reviewed together with recommendations from the internal auditor. A physical copy of the BCP document is held in the F&RD office and the Headteacher office. An online copy is held securely in a folder on the Teachers drive purely accessible by relevant staff. A</p>

	<p>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. OP/JB</p>	<p>redacted copy will be made available for all staff to access. Staff contact details included have been checked and staff asked to confirm inclusion. Remote access provided via restricted One-Drive document.</p> <p>No further action.</p>
<p>Action 2 Item 6 19/10/21</p>	<p>Risk Register: The F&RD will update the Risk Register with completion dates for the risk which have controls that are partial or developing.</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>Carried forward</p> <p>Update 15/2/22: The target date was 1st of March. No update provided so carried forward to the next Board meeting 29/3/22 to monitor completion. JB</p>	<p>Target completion dates added and presented to FRA committee on 8th March, together with other recommendations made by internal auditor.</p> <p>No further action.</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>The Headteacher advised that he no longer wishes to move this forward. He noted that following his governor training he has a clearer idea of the staffing structure and how that works. The Headteacher</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. OP</p>	<p>noted that he can work within the current structure.</p> <p>No further action.</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. KO</p>	<p>KO advised that a meeting had been held with OP on 16/03/22. Updated the Safeguarding report with actions from the external audit that require attention and will now add to the Safeguarding Action Plan.</p> <p>The Trust Board asked for this to be actioned and delivered at the May TB meeting.</p> <p>Carried forward.</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.</p> <p>Update 15/2/22: The Headteacher was not at the meeting and therefore the action was carried forward</p>	<p>The Headteacher advised that he had reviewed the points raised from the Trustee visits:</p> <ul style="list-style-type: none"> - Safeguarding SCR checks are now in place termly. - Record keeping will form part of inset day training. - Wait times for external agencies are problematic and the school will keep chasing and support

	<p>to the Board meeting 29/3/22. OP</p>	<p>the pupil in the meanwhile with pastoral/mental health support.</p> <ul style="list-style-type: none"> - Physical security is an agenda item - Becky Wilson has attended a course regarding developing a whole school mental health strategy and will be liaising with the Headteacher and F&RD. - The school is grateful for the offer of using an external company to develop a whole school mental health strategy, however, isn't needed at present as we need to consolidate what we have. - Training for difficult conversations is booked for the SLT and line managers. - The condition report survey is being undertaken next week, which will be helpful to the H&S premises action plan. - Health & safety training is online and the school will continue to utilise this option. - That he intends to speak with the G/L regarding the H&S report to FRA to ensure it includes further elements of the H&S policy if they need to be reported. <p>No further action.</p>
<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. JB.</p>	<p>An update was provided to the Governance Lead and Chair of Trustees. A Privett Centre update was part of this meeting's agenda but has been deferred, until the next meeting, due to a new offer.</p> <p>No further action.</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 amended staff structure</p>	<p>This is scheduled for the TB meeting in May. The Chair will discuss what is required with the Headteacher.</p> <p>Carried forward.</p>

	or budget is brought to the Board. To be scheduled for discussion at the Trust Board meeting on May 17th, 2022. OP	
Action 3 Item 12c 15/2/22	Appointment of Trustee: The Governance Lead will begin the induction process for Mr Chaganis. JH	Completed. No further action.
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	Completed. No further action.

Questions and Answers from Action 4 , Item 9c, 14/12/21

Q: Are all line managers attending the training for difficult conversations?

A: (OP) We are encouraging line managers to attend the after-school training and will also undertake a 'mop-up' session.

Q: You mention the long waiting list for CAMHS and that the school is offering support to the pupils. Are the staff qualified to offer this?

A: (OP) We aren't offering counselling, as we don't have qualified staff, but we can offer increased pastoral support to pupils and can support parents.

Trustees offered to attend any upcoming staff training sessions if the Headteacher wished them to. The Headteacher agreed that it would be helpful and offered to send details out to trustees.

Action 1 : The Headteacher will provide details of any upcoming staff training sessions that trustees could attend to the Governance Lead who will forward to the Trust Board and monitor for any acceptances.

5. The Privett Centre Marketing Update

A Privett Centre update was part of this meeting's agenda but as a new offer was received yesterday and needs to be explored it has been deferred until the meeting of the 5th of April 2022.

6. Site Security Proposal Request

The Chair noted that the proposal specification including an automated gate, but only one of the three companies (Speedwell) that tendered could offer this. She noted that

if the cost for the automated gate was included (as specified) then the total cost of the quotation would exceed £25k and require a formal tendering procedure with 4 quotes.

Company	Quote
James White	£11,836
Fernden	£15,030
Speedwell	£20,300

The F&RD explained that:

- It had been difficult to find fencing companies that could also offer the automation of the gates.
- The other two companies, Fernden and James White, had been recommended by other School Business Mangers.
- That Fernden advised from the outset that they couldn't offer gate automation but would contract a firm to offer a quote. This didn't happen.
- That James White advised her that they could do the automation and then said they couldn't

The F&RD advised that because of this the school is seeking approval for the fencing as the Headteacher is further considering other options. The F&RD advised trustees that the school may utilise an electronic signing in system, which may negate the need for a Paxton system on the front gate.

The Chair noted that the proposal request is for trustees to approve Speedwell for the fencing and automation of the gate, not just fencing.

The Chair noted that the school had not provided a scoring system with the proposal and this forms part of the tendering process. The F&RD responded that she did not think it was relevant to undertake a scoring system as there were no ongoing costs/maintenance but she had included a rationale for this within the proposal document.

The Chair noted that the proposal did not meet the Academy's tendering policy, which states that a proposal will be scored.

Q: Do all of the proposals today follow as closely as possible our tendering policy, so that we have an audit trail to show we have considered all aspects of the procurement, including value for money.

A: (LG) All aspects of the policy seem to have been covered apart from the provision of a scoring sheet.

A trustee reiterated that the tendering policy must be followed and if any of the scoring criteria are blank, such as no onward maintenance, then that is acceptable. They expressed concern that removing the automated gate from the specification may look

as though the school is trying to circumvent the formal tendering procedure above £25k.

The Headteacher advised the Trust Board that he understood the importance of following the policy and asked if the scoring could be sent via email to trustees to seek approval. The Chair noted that an extra meeting had already been convened for the following week and agreed that the proposal would be added to this agenda.

Action 2: The F&RD will review the proposal and include a scoring sheet, to meet the terms of the tendering policy.

7. MIS Proposal Request

The F&RD outlined that:

- Capita sold SIMS and FMS in February 2021 and that towards the end of 2021, the new owners, Education Software Solutions (ESS), announced their decision that from April 2022 they would no longer be offering an annual contract but would impose 3-year term contracts with schools.
- Following concerns raised by schools and local authorities about the move to 3-year contracts, ESS introduced the option of a six-month break clause to give schools who are looking to move away from SIMS time to procure a new system.
- The school are requesting that the Trust Board approve the purchase of SIMS for a three-year term, but with a 6-month break clause (from 1st April 2022) to allow for a comprehensive review of MIS provider systems leading to a decision about whether to change supplier being made in the Summer term.

Q: What are the practical complications of migrating to another system?

A: Changing the school's management information system would have an enormous impact as so many school functions depend upon it, such as attendance, timetabling, pupil/staff information and curriculum. This is why it needs further investigation and a proper process, so the best option is to stick with SIMS but utilise the 6-month break clause if we decide that we want to change providers.

There was a brief discussion regarding whether the spending limits within the Finance Policy were high enough for the school to comfortably operate and whether 3-year contracts could be considered as three annual amounts so that the Headteacher could approve rather than the Trust Board.

The Governance Lead advised the Trust Board that:

- The Finance Policy (including the scheme of delegation) was reviewed and approved in September 2021, but could be re-visited.
- That new delegation limits or a different Finance Policy could be considered for approval but the Trust Board has the responsibility to ensure the policy meets the

expectations of the Academy Trust Handbook for procurement and that the amounts requested by the school are realistic in comparison to the size of the school and the budget.

- That a new delegation limit was included in the recent policy, to allow the Finance, Resources and Audit Committee to approve requests between £10,000 and £25,000 to allow the Trust Board to focus on only the highest procurement requests.
- That a 3-year contract commits the school to the spending of those funds over the entire period, hence why a larger amount is usually approved by the Finance, Resources and Audit Committee or the Trust Board.

Q: The three quotes submitted are based on different pupil numbers, albeit not hugely different. What would be the comparison cost for the same number of students and if we get more students what would be the additional cost?

A: (JB) SIMS base their pricing on previous census numbers and the other two quotes are based on the actual pupil numbers I supplied. All quotes are per pupil, but this will only be until the end of this academic year as we will lose our current Year 14 class and our numbers will decrease.

Q: In which case, will the cost of SIMS increase?

A: (JB) I don't believe so because their price is based on the old census, but they haven't advised how they will calculate it. For SIMS I haven't included the cost for licences as these will change because we can move to SIMS connected (cloud based) and the price will change.

Trustees **unanimously agreed** to approve the request to renew SIMS but with a 6-month break clause to allow the school to research options. If the school wish to change the provider then the Trust Board will review a further proposal within the 6-month timescale.

8. Health & Safety Advisory Service Proposal Request

Q: Noting the significantly increased costs on the quotes from the school's existing provider, do you think this will offer a more comprehensive service.

A: (JB) Yes, it will be much more comprehensive than we have had previously. Citation offers not just the H&S service but also compliance software that will help track the delegation of tasks with deadlines, priority ratings and actions taken.

Q: Are any roles or tasks being removed from either the H&S Coordinator or Site Manager if we select a different advisory service?

A: (OP) No, there won't be any changes. The H&S Coordinator has been involved in the demonstrations from the companies chosen.

It was noted that a scoring system had not been included in the proposal in accordance with the tendering policy. The agenda item was therefore deferred until the meeting the following week.

Action 3: The F&RD will review the proposal and include a scoring sheet, to meet the terms of the tendering policy.

9. Policy Reviews

a) Health & Safety Policy

Q: The policy says there are 2 further Educational Visit Co-ordinators (EVCs). Are they teachers or LSAs?

A: (JB) They are both teachers. One is at Post 16 and one is at the main site.

Q: Where there are changes in roles and responsibilities, have these been reflected in staff job descriptions?

A: (JB) No school roles have changed but the 2 new Educational Visit Co-ordinator's would need this aspect added to their job descriptions once they have completed their training.

A trustee noted that Page 18 of the policy mentions the Staff Well-being Policy which has been superseded by the Well-Being, Dignity & Respect Policy and asked for this to be amended.

Action 4: The Governance Lead will amend the policy as requested.

Q: The policy states that 'Any residential trips will be approved by the Trust Board.' Has this been cross referenced against the Off-Site Activities policy to ensure that the wording matches?

A: (JB) No, I can't confirm that the wording is exactly the same.

Action 5: The Governance Lead will cross reference and ensure the proposed H&S policy wording matches that of the Off-Site Activities policy.

Q: Have any off-site activities been put forward for approval?

A: (OP) The policy relates to high-risk activities only. (JH) The policy expects the headteacher to inform trustees of high-risk trips which are residential, overnight or involving water/extreme sports, prior to them taking place. As an example, the school

run a residential trip to Calshot each year and the Board should expect the Headteacher to advise them of the arrangements for it.

The policy was **unanimously approved** with the requested changes.

b) Staff Pay Policy

The F&RD advised the Trust Board that the only change is the update of the staff support pay spine change, following agreement of last April's pay awards.

Q: When the previous Headteacher was here, it was agreed that the LSA contracts would be rationalised so that all were term time only. Has that been completed?

A: (JB) The majority of support staff contracts are now term time only but there are a few staff that remain with a contract that has the extra week. These staff are expected to come into work and the hours are monitored.

A trustee asked whether the Trust Board could have a mechanism to consider whether pay is equal and the Chair explained that although it is a worthy suggestion and should be something for the future, it is not a legal requirement and the school are already focussing on improvement priorities.

The policy was **unanimously approved**.

Jenny Burns left the meeting at 6.20 pm.

c) Looked After Child Policy

Q: The DfE guidance states that the school must have a designated teacher. Who is ours?

A: (OP) Karen Ollive is the named teacher for the Academy. It is something I need to review as it is an onerous task and she needs support.

The Chair noted that Karen Ollive had advised the Board at a previous meeting that she was finding it difficult to undertake the Personal Education Plans (PEP) as fully as she would like, because of time pressures. The Headteacher reassured the Trust Board that he is aware of this and has been seeking a suitable person to assist the designated teacher.

A brief discussion was held regarding the role of the link trustee. Trustees **agreed** that the role of the link trustee for SEN/ Pupil premium would be amended to become Pupil Premium/Looked After Children. The rationale of removal of the SEN link trustee is that all DHSA pupils have a SEN.

Action 6: The Governance Lead will amend the governance records to reflect the updated role.

Q: The policy says that 'each LAC and PLAC has an identified member of staff that they can talk to. This need not be the designated teacher, but should be based on the student's own wishes.' Do you envisage this will cause any difficulties for particular staff regarding workload?

A: (OP) That may be something to look at if it becomes problematic, but I would like it to be their choice. Pupils tend to choose somebody from the pastoral team.

The policy was **unanimously approved**.

d) BASCITT Admissions Policy

A trustee commented on the excellent quality of the BASCITT Admissions Policy and advised trustees that the BASCITT Programme Director is keen to make improvements in all areas. The trustee noted that in her view it covered all admission circumstances.

Q: When you talked to BASCITT did this policy reflect their current practice and will it work well for them?

A: (JH) During a recent review of policies, I noted that BASCITT had some admissions information on their website, but they did not have a policy which was clear and transparent for anybody wishing to apply. I offered some examples and then collaborated with the BASCITT Programme Director and BASCITT Administrator until we were all happy. Small improvements in governance will be helpful for the reaccreditation process they are undergoing.

The policy was **unanimously approved**.

10. Governance: Chair's Verbal Update

The Chair reminded trustees that both she and the Vice-Chair plan to step down from their roles, by September. She asked trustees to sign up for the available chairing courses that the Governance Lead had already sent out. The Chair also offered an informal chat with either herself, the Vice-Chair or Governance Lead to find out more about the roles. The Governance Lead advised the Trust Board that the Academy's funding agreement states that a Chair must be in place and asked trustees to let her know if they intend to put themselves forward for the role in case other action is required.

The Chair advised the Trust Board that:

- The Governance Lead is remaining in post until the end of April, pending a replacement being appointed.

- That the school had not received any applications for the role and the vacancy deadline has been extended for a further week.
- That the appointed recruitment panel may need to consider the role and whether it needs to change if a suitable applicant cannot be appointed.
- That the Governance Lead found some applicants to cover the clerking of the scheduled meetings until the end of the summer term and that a temporary solution has been put in place.
- That the temporary clerk will not cover any other duties of the Governance Lead.

Q: How will we get the expertise needed when we are entering a period of complexity and need good, professional advice?

A: (LG) It is something we need to consider as we can't buy in a service like this. We can only get aspects covered, but the recruitment panel will need to consider this.

A brief discussion was held about the recruitment sites used by the school and a trustee suggested the school use LinkedIn, so that trustees could then share the vacancy.

The Chair reminded trustees to:

- Complete the electronic acknowledgements to accept the Trustee Code of Conduct and Trustee Visits Policy.
- Review their training record and book training.
- Complete DBS documentation as quickly as possible if the HR Officer is awaiting any paperwork.
- Complete the school questionnaire relating to well-being.
- Contact the Governance Lead to organise trustee visits.

11. Strategy Session Update

This item was recorded as a confidential minute.

The meeting closed at 7.03 pm.

The next meeting is scheduled for Tuesday 5th April at 5 pm

Signed.....

Dated.....

Summary of Actions from:
Meeting of Tuesday 29th March 2022

No	Action	Owner
<p>Action 4 Item 13 28/9/21</p>	<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> <p>Update 29/3/22 A meeting was held on 22/3/22 and actions were agreed to move the data Protection Audit Plan forward. The updated document will be shared with the TB at the meeting on 17/5/22 for monitoring. Carried forward.</p>	<p>OP/JH</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>Update 29/3/22 KO advised that a meeting had been held with OP on 16/03/22. Updated the Safeguarding report with actions from the external audit that require attention and will now add to the Safeguarding Action Plan. The Trust Board asked for this to be actioned and delivered at the 17/5/22 TB meeting. Carried forward.</p>	<p>KO</p>

Action 2 Item 10 15/2/22	SRMA Report: The Headteacher will provide a review report for the Board of the SRMA recommendations before any amended staff structure or budget is brought to the Board. To be scheduled for discussion at the Trust Board meeting on May 17th, 2022.	OP
Action 1 Item 4 29/3/22	Matters Arising: The Headteacher will provide details of any upcoming staff training sessions that trustees could attend to the Governance Lead who will forward to the Trust Board and monitor for any acceptances.	OP
Action 2 Item 6 29/3/22	Site Security Proposal: The F&RD will review the proposal and include a scoring sheet, to meet the terms of the tendering policy.	JB
Action 3 Item 8 29/3/22	H&S Advisory Service Proposal: The F&RD will review the proposal and include a scoring sheet, to meet the terms of the tendering policy.	JB
Action 4 Item 9a 29/3/22	H&S Policy Review: The Governance Lead will amend the policy as requested.	JH
Action 5 Item 9a 29/3/22	H&S Policy Review: The Governance Lead will cross reference and ensure the proposed H&S policy wording matches that of the Off-Site Activities policy.	JH
Action 6 Item 9c 29/3/22	Looked After Child Policy: The Governance Lead will amend the governance records to reflect the updated role.	JH