

Full Governing Board Meeting 2022/23

Meeting Minutes			
Date	Wednesday 24 May 2023	Time and Location	3.30 pm PPA Meeting Room
Attendees	Initials	Attendees	Initials
Di Hunt (Chair)	DH	Sam Kashmiri	SK
Colin Brace	CB	Anra Kennedy	AK
Clare Brittain (Vice Chair)	CBr	Clem Leneghan	CL
Richard Donovan	RD	Mark Longley	ML
Eva Field	EF	Judith Ward	JW
John Godley	JG	Chris Karley (Clerk)	CK
Sue Hatton	SHa		

Also in attendance	Initials
Lydia Paynter (Governor designate)	LP
Roger Simmonds (Data Protection Officer - Item 1 only)	RS
Claire Davies (Item 1 only)	CD
Maxine Evans (Item 1 only)	ME

Apologies	Initials
Sophia Hunnisett	SHu
Mark Wignall	MW

	Agenda	Led by
1	GDPR presentation	RS
2	Strategy meeting	DH

Item no.	Discussion	Action	Due Date
	The meeting started at 3.30 p.m. Being predominantly the annual strategy meeting, formal minutes were not taken.		
1.	GDPR presentation - RS joined the meeting through a video link. He acts as the Data Protection Officer for a number of schools, including Downlands where he liaises with CD and ME. - He spoke to a presentation which is filed with these minutes. This covered: - The school's legal obligations - How well the school meets them		

Di Hunt

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	• Since starting to support the school in January 2021 he has completed a compliance audit; reviewed policies and procedures; and provided model documents. He has also visited the school to provide advice and support, e.g. on dealing with Subject Access Requests and data breaches. • The school might consider accessing a workshop style training session for staff, e.g. on an INSET day. • Q - What are the legal consequences of a data breach? • The school could be fined. Significant breaches would be referred to the Information Commissioner's Office, but fines would only apply if the school had knowingly breached the law. • Q - Would the workshop be the best way of raising awareness, and what else is available? • A range of resources are available, e.g. short awareness videos which are also available for Governors on RS' website (rsimmondsltd.com), or other online training courses. • Q - What happens if consent to hold e.g. medical details is not given? • Consent would only be needed if no other legal basis for holding the information exists. RS could advise on individual cases. • Q - What is the situation if registers / emails are left open in the classroom? • The law recognises that they have to operate as a school. Visitors have to sign in which adds a level of security. Sensitive records such as MyConcern have appropriately tiered levels of access. Appropriate care needs to be taken. • Q - Should Governors be represented at any staff training workshop? • It might be interesting but it is aimed at staff as Governors have limited access to the school's data. • Q - Is there a difference between signed and digital consent? • Either is fine if the consent is informed, it can even be verbal if a record is made. The Governors thanked RS for his invaluable service to the school. RS, CD and ME left the meeting at 3.55 p.m.		
2.	Strategy meeting DH welcomed LP, who had recently been elected as a co-opted Governor and whose term of office officially starts on 4 June 2023. • Later starting times for Governors' meetings were discussed. The regular time of 3.30 p.m. had been selected with staff wellbeing in mind; it was useful that staff were available to attend relevant parts of		

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	meetings. As there had been no major attendance problems it was agreed that the current start time remained appropriate. • Governors' visits to school were more of a problem as they were hard to schedule. School life can still feel distant for newly appointed Governors. The staff social planned for September should help, as would more notice being given of school events so that Governors were more likely to be able to attend. Volunteering opportunities outside of Governors' normal duties were also valuable. • Governors were able to visit classes but needed to avoid any sense that they were monitoring the teachers. More training for staff and Governors, especially for those with link roles, would be helpful to understand the nature of these roles. All staff should see a copy of the Governors' Visits Policy. Building trust was key. • Student Council minutes were informative. DH attended these and other Governors could too. • It was agreed that curriculum should be a question for all Governor visits, as safeguarding is currently. • DH reminded experienced Governors that they needed to keep training current, recognising that time commitment was an issue. Ideally this should cover all Governor topics. Virtual training was available but completion of this might not be recorded. The National College is an excellent resource and is now setting up e-learning for Governors. • It was agreed that the four year plan on the hard drive should be updated. • On Committee roles, it was agreed that a role description for Chair and Vice Chairs would be helpful (These were available, plus Link roles, on the WSCC website and on The Hub). It should also be made clear whether Vice Chairs could deputise at C&D meetings. DH confirmed that all these roles would be re-appointed at the FGB meeting on 5 July 2023. • DH tabled the question of the Board's constitution - given the heavy workload should the number of Governors be raised from 15 to 18? 17 Link Governors and 4 Leads were needed. • Q - Could Associate Governors be considered? • Yes, but their roles are temporary and this would only be a partial solution. • Q - Would a bigger Board lead to longer meetings? • With only one more person per committee this should not be a problem.		
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	• Q - Would this help the Chair and Vice Chair? • It should help the whole Board. The Chair would have to fill more roles if not reconstituted. MW was happy with the suggestion. • The ratio of parent and co-opted Governors would be retained. • It would be useful to repeat the Skills Audit to identify the expertise sought from any additional governors. • Q - Could co-Chairs be considered? • This is not always successful, although it could help to prepare for an eventual handover. A 'designate' post might be possible. • DH agreed to obtain more information from WSCC on the reconstitution process before the July FGB meeting. • A summary of Committee membership and vacancies would be helpful. SK and SHa left the meeting at 5.15 p.m. • It was suggested that Governors might play a bigger role in setting the vision for the school, noting that the school is good at this. It was agreed that the Governors should spend 15 minutes in a future meeting discussing this, once the new Governors had gained some experience. With one year of the School Development Plan completed it might be helpful to review this when discussing the remaining two years. • Q - With the number of Governors' Panels increasing, is this a trend that will continue? • There would be a continuing need, and this further supports reconstitution. • It was suggested that communications protocols might be reviewed, with some input from an expert in this field. • It was suggested that the other schools in the Federation could be asked what pupil and parent voice initiatives had been successful. • It was part of the Federation's plan to encourage meetings between Board of Governors, including sitting on each other's Panels. DH thanked all the Governors for their input and all their contributions over the past year. The meeting closed at 5.50 p.m.		
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