

	<p>MF outlined the Data Breach Response Plan, highlighting that data breaches must be notified to ICO within 72 hours. FH asked if, given his role as the School's IT consultant, a conflict of interests might arise for him in some circumstances. MF agreed that this was possible and that it would be advisable for the School to appoint a Deputy DPO.</p> <p>MF had compiled a proforma for an annual GDPR review. It was agreed that the review would be reported to the governing body at its May meeting every year.</p> <p>MF commented on the need to give staff some GDPR training and develop the DP culture within the School. MF advised that staff should take care not to identify pupils in the context of electronic communication applications. In reply to GJ's question, DJ confirmed that GDPR training will be fitted into the staff training schedule during the current term. MF advised that encrypted memory sticks could be made available; the Clerk advised that he would find one useful.</p> <p>DiH raised the matter of governors using "Middleton" email addresses. BR said that he would recommend this practice. He had done some testing and concluded that any apparent problem with the governors' Middleton addresses had been resolved. MF agreed to arrange for the governors' passwords to be refreshed. DJ asked if it would be acceptable to use governors' personal email addresses to alert them to meetings, etc. MF felt that this would be O.K.</p> <p>Governors recognised that a review of the governors' Code of Conduct in the light of GDPR is called for, and that noted the need to appoint a Deputy DPO.</p> <p>MF was thanked for his presentation and all the effort he has committed to the School's GDPR compliance to date.</p>	<p>GQ</p> <p>GQ</p> <p>GQ</p>
18/5	<p>A review of the Resources Committee's Terms of Reference in the light of GDPR.</p> <p>Governors agreed with the Resources Committee's recommendation that its remit should include specific reference to Data Protection and instructed that its Terms of Reference are re-drafted accordingly.</p> <p>Governors agreed that the Resources Committee's normal policy review schedule would allow all Data Protection-related policies to be reviewed in a reasonable time-frame.</p> <p><i>(4.55 p.m. RH joined the meeting)</i></p>	ACTION: Resources Committee
18/6	<p>Minutes of the meeting held on 6th December 2017</p> <p>The minutes of the previous meeting were agreed as a true and accurate record and signed by the Chair.</p> <p>Copies of the Part Two minutes of the previous meeting were tabled, agreed and then withdrawn for shredding.</p>	
18/7	<p>Matters arising from the minutes</p>	ACTION: DJ
18/7.1	<p><u>Governor Resignation (17/44)</u></p> <p>GJ confirmed that she had contacted Mrs. Hawkins to formally thank her for her service as a Governor at the School. RH observed that there was a notice in School that still showed Pat Hawkins' name as Child Protection Governor. DJ undertook to amend it.</p>	
18/7.2	<p><u>Teachers' Pay Award (17/54)</u></p> <p>DJ had notified staff of the governors' decision by memo.</p>	
18/7.3	<p><u>SFVS Working Party (17/57)</u></p> <p>The working party had met on 23rd January 2018 to prepare a draft which had been presented to the Resources Committee on 6th February 2018 (<i>Committee minute 9</i>).</p>	

	<p>large bills were paid because there were times when the bank balance could be tight in the days preceding the receipt of the monthly income payment. In reply to RH's query, DiH advised that the School aimed to settle bills within 30 days.</p> <p>Governors recorded their appreciation of DiH's efforts in compiling a balanced budget and felt there was no need to be overly concerned about any extra attention the School's finances might receive from County.</p>	GQ
18/10	<p>New School Data Protection Policy, revised in the light of GDPR Copies of a revised model Data Protection Policy had been sent to governors in advance of the meeting. Governors agreed that it will be necessary to record the name of a Deputy Data Protection Officer. BR volunteered to take on this role. Governors agreed to adopt the new Data protection policy.</p> <p>Governors agreed that the model policy was well-written and comprehensive. Responding to PW's query, DJ confirmed that the new policy will be available on the School's website.</p>	GC GQ
18/11	<p>Report from the Governing Body's Complaints Panel Governors resolved to take this item under Part Two (confidential) procedures. See separate minutes.</p>	
18/12	<p>A review of Governor Induction and Governing Body vacancies GJ reported to the governors that her child was no longer a pupil at the School it was less appropriate that she should remain as a Parent Governor. GJ's resignation would take effect after half-term. She added that if, at some point in the future, the Governing Body asked her to fill any remaining vacancy for a Co-opted Governor, she would be happy to accept. Governors agreed to consider governor co-options at its next meeting.</p> <p>In the light of this, DJ agreed to notify parents that there were now two vacancies for parent governors. Nominations have been invited.</p> <p>It was agreed that GJ, KW and DiH would undertake a review of the School's governor induction pack.</p>	ACTION: Clerk (FGB agenda item) ACTION: GJ, KW & DiH
18/13	<p>Governor Monitoring Visits Four governors had taken advantage of the "Governors' Day" provision earlier in the day. GJ commented that she had welcomed the opportunity to watch the working relationship between Teachers and Teaching Assistants. Governors recorded their thanks to the Deputy Headteacher for organising Governors' Day.</p> <p>FH and JG reported that they had made monitoring visits during March. JW had also made a "Jigsaw" monitoring visit.</p> <p>DJ volunteered to send governors a list of forthcoming School events and gave a quick summary as follows: -</p> <ul style="list-style-type: none"> • Sports day - 3rd July, 1.00 p.m. • Swimming Gala at Fanshaws - 13th July 1.00 p.m. • School Picnic at the School - Saturday 14th July 11.00a.m. to 2.00p.m. • Y6 Prom Evening - 20th July • Leavers' Assembly - 26th July, 10.00a.m. <p>Governors are requested to inform the Deputy Headteacher if they wish to arrange a monitoring visit.</p>	

18/14	<p>Governor Training BR had undertaken Exclusions training. DJ and GJ had attended Safer Recruitment training. It was agreed that an in-house exclusions training session would be arranged for later in the term.</p>	
18/15	<p>Other Business <u>Whistleblowing Policy</u> Copies of the School's Whistleblowing Policy had been sent to governors in advance of the meeting. The Policy contains financial sections as well as child protection/safeguarding elements. Both the Resources Committee and the School Improvement Committee had carried out recent reviews of the Policy and it had been recommended that it would be more appropriate for the full Governing Body to review the Policy in future. This proposal was agreed and the Policy scheduled for annual review by the FGB in May every year. The Whistleblowing Policy was formally approved.</p>	

The meeting closed at 7.15p.m.

Dates of Governing Body meetings for the remainder of 2017/18 are as follows: -

Summer Term 2018

School Improvement Committee – Wednesday, 27th June 2018, 6.00pm

Resources Committee – Tuesday, 10th July 2018, 7.00pm

Full Governing Body – Wednesday, 18th July 2018, 7.00pm