

Minutes of KING EDWARD VI COMMUNITY COLLEGE FGB Meeting Tuesday 27th April 2021, 5.45pm

The meeting was held remotely, due to Coronavirus restrictions and Government advice



Present: Jim Lodge (JL), Alan Salt (AS), Michael Young (MY), Andrew Waterman (AW), James Hartridge (JH), Wendy Ormsby (WO), Jon Rae (JR), Julian Carnell (JC – arrived 6pm), Helen Beetham (HB) & Jo Cooke (JCK).

In attendance: Yvette Elliott, Clerk (YE), Stephen Corline, Business & Finance Director (SC) and Steve Sherwood, Data Protection Officer (SS – left 6.10pm).

Ref.	FOCUS OF THIS FGB MEETING: Ensuring Clarity of Vision, Ethos and Strategic Direction	Actions
1	Welcome & Apologies <ul style="list-style-type: none"> • Apologies, sanctioned by the FGB: Laura Hetherington (LH), Louise David (LD), Gillian Healey (GH) and Karen Sewell (KS) • Absent without apology: None • Declarations of interest: JC declared that Sharpham Trust is involved in trying to set up a course to benefit young people attending the college who need external support. Sharpham are applying for funding for this from grant making trusts. JC will not benefit personally. 	
2	Matters Arising (other than those on the agenda) <ul style="list-style-type: none"> • Induction paperwork for JCK – Complete • Update & save ratified policies - Done 	
3	Data Protection Officer (DPO) Report - Steve Sherwood SS's DPO Report had been shared in advance with Governors. <i>MY referenced the identified minor data breaches and asked why they are categorised as such? GDPR categories are used and this determines how breaches are recorded.</i> <i>HB asked if any breaches involved Google Classrooms? SS confirmed that they have not and that it is part of his role to follow-up any breaches to learn lessons. Of the 5 breaches last year, 3 affected staff and 2 were students. This demonstrates that we have tightened up on external data protection, but there is room for further internal improvements.</i> <i>HB asked how we track online behaviour and etiquette as well as data breaches and if there is a strategy for this? SS has confidence that teachers have complete control of their Google Classrooms in terms of safely admitting people to them and they should also be dealing with behaviour, but inappropriate sharing of links etc should be raised with the DPO. AS added that there have not been any issues that staff have been unable to deal with.</i> <i>JR asked if there have been any requests for public information? SS confirmed that there were 3 Subject Access Requests (data on self) in the last 12 months and this represents a huge amount of work and is very time consuming to process. Freedom of Information Requests go to the Business Manager, but none were received last year.</i> SS noted that Ian Wren, Network Manager's role in the last 12 months has been key in making remote working safe and effective. Governors added their thanks to Ian for his work.	

7	<p>Committee Memberships and Lead Governor Roles</p> <ul style="list-style-type: none"> • Appoint a new member to HT Appraisal panel – JL to invite KS to take this back on as she already has the training and previous experience. • Appoint a new member to Pay Committee – JR was appointed. • Appoint a Lead Governor role to JCK – Careers Link was proposed and YE will share information for JCK to consider. • Agree Committee role for JCK – Operations Committee was agreed. <p>YE to update all records</p>	<p>JL</p> <p>YE</p> <p>YE</p>
8	<p>Safeguarding Nothing significant to report.</p>	
9	<p>Governors moved to Part 2 minutes</p> <p>Meeting closed at 7.30pm. The date of next scheduled FGB meeting is 13th July 2021 at 5.45pm. An additional FGB meeting will also be arranged before the May half-term holiday.</p>	

Signed.....

Date:.....

Jim Lodge, Chair of Governors