## 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	<ul> <li>Welcome &amp; Apologies</li> <li>Apologies, sanctioned by the FGB: Laura Hetherington (LH), Louise Darvid (LD), Gillian Healey (GH) and Karen Sewell (KS)</li> <li>Absent without apology: None</li> <li>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.</li> </ul>	
2	Matters Arising (other than those on the agenda)  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.  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.  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.  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. 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. SS noted that lan 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 lan for his work.	

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	SS will share his Top 10 Golden Rules with Governors as these are also shared regularly with staff.  SS left the meeting.	SS
4	Review Draft Minutes of the 16 <sup>th</sup> March 2021 FGB Meeting Part 1 & 2 Minutes were reviewed and approved. JL to sign when next in school.	JL
5	Governors moved to Part 2 minutes	
6	Operations Committee  Confirm completion of SFVS Return – MY explained that this return has been completed by SC with input from the Operations Committee in order to determine the levels of financial control in place and to provide financial benchmarking against other comparable schools. A few areas have been identified where improvements can be made and these are detailed in the minutes of the Operations Committee meeting (20/04/2021).	
	MY proposed & JR seconded the proposal to submit this Return. The FGB voted unanimously to approve this. JL to sign. SC to submit the Return.	JL & SC
	<u>2021-22 Budget recommendations</u> – MY explained that there has been Operations Committee scrutiny of draft accounts in multiple meetings prior to recommending the Budget for approval. This represents a careful and prudent 5-year plan.	
	JH asked why income is showing as having reduced, along with a reduction in the learning resources budget? SC confirmed that the Pupil Premium figure in last year includes Covid income, so the reduction moving forward is not as much as it appears. No further Covid Catch-up funds are expected after September. Learning resources has previously included Foundation Governor income (such as for the Chromebooks), which we cannot forecast moving forward as grant applications are made in-year. However, where these grants are received, there will also be an associated cost.	
	HB noted that Supply teaching appears in 3 separate lines and together this seems high – has our insurance for Supply cover changed? SC confirmed that Contract and Agency Supply are detailed separately and our Supply Insurance only pays out for long-term absence of over 3 weeks. When this insurance kicks in, there is an associated income stream to cover costs. There was a large review of insurance last year and no changes were made to the company used as a result – we have greater product cover at a slightly higher cost than other options. HB asked if there is a possibility that Governors could approve a non-deficit Budget using more positive assumptions on pupil numbers? SC stated that the Operations Committee have agreed the use of historic figures for pupil movement along with known year groups sizes. MY added that a prudent presentation of figures was the best approach and WO concurred.	
	MY proposed & JR seconded the proposal to approve this Budget. The FGB voted unanimously to approve this. JL to sign. SC to submit the Budget to DCC.	JL & SC
	JL thanked SC and the Operations Committee for their work on this.	

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7	<ul> <li>Committee Memberships and Lead Governor Roles</li> <li>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.</li> <li>Appoint a new member to Pay Committee – JR was appointed.</li> </ul>	JL
	<ul> <li>Appoint a Lead Governor role to JCK – Careers Link was proposed and YE will share information for JCK to consider.</li> </ul>	YE
	<ul> <li>Agree Committee role for JCK – Operations Committee was agreed.</li> </ul>	
	YE to update all records	YE
8	Safeguarding	
	Nothing significant to report.	
9	Governors moved to Part 2 minutes	
	Meeting closed at 7.30pm.	
	The date of next scheduled FGB meeting is 13 <sup>th</sup> July 2021 at 5.45pm. An additional FGB meeting will also be arranged before the May half-term holiday.	

Signed	 Date:

Jim Lodge, Chair of Governors

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