**NORTH LINCOLNSHIRE ASSOCIATION OF GOVERNING BODIES**

**Minutes of the AGM held on Wednesday 7th November, 2018 at Melior Community College**

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|  | Angela Dunkerley welcomed everyone. | |
| 1. | **Apologies**  T. Nelthorpe, E. Wells, M. Elliott and A. Kipling. | |
| 2. | **Minutes of the AGM (8th November, 2017))**  Dr. H. Beverley proposed that the Minutes be accepted. This was agreed. | |
| 3. | **Matters Arising**  No matters arising | |
| 4. | | **Report from Chair**  NLAGB:  The Association aims to provide a strong and respected independent voice for Governors, working with others to ensure governors have access to the support and consistent advice they require.  The Executive welcomes the officer appointment within the authority of Jemima Flintoff, Pam Hodge and Amy Altoft who recently started in their new roles providing Governor Support and Development. We look forward to working closely with them over the coming year.  However, it is appropriate that the Association protects and maintains its independent status, something which is fully advocated and supported by the National Governance Association (NGA) who, like ourselves, value the benefits of mutually supportive and respectful relationships.  Links with the NGA are extremely good.  Most schools and academies continue to subscribe to the Association which, together with our presence locally and nationally puts us in an influential position to negotiate on behalf of all governors and to represent governor opinion. We are committed to supporting continued efforts to raise the profile of governance locally and nationally.  The 7 current executive members have worked tirelessly over the last year to ensure that governor voice continues to be heard at all levels and that we are also involved in national developments and changes in governance.  The Association continues to have a good relationship with the NAHT and other union representatives locally, sharing any concerns and working together as appropriate in pursuing support for governors and school leaders in challenging times.  Executive activity includes responding to requests for information, advice and support from governors and head teachers, attending meetings with LA officers; working closely with HR officers and unions to review policies being developed or reviewed prior to them going to the Advisory Group and then to Boards; participating in the Governors’ Advisory group which looks at all support and development activities as well as studying and commenting on any papers to be put before Boards each term after the drafts have been finalised following consultation with the unions and NLAGB; sitting on the Education Standards Board and Schools Forum.  Attending national events to network and stay abreast of developments is a huge commitment for executive members (often necessitating 12-15 hour days – usually at weekends) and so we were delighted when two of our special needs governors volunteered to attend the NGA SEND conference in Birmingham in July to represent North Lincolnshire Governors. Petula Whittaker (who is also Parent Governor Representative on the Council’s scrutiny panel) and Shelley Thomas came back absolutely buzzing after a very full day of ideas that they wished to pursue. Their report is on the NGA website. They have made invaluable contacts and have volunteered to sit on a national SEND Advisory Group that NGA is trying to establish. The Association is funding travel expenses to enable them to do this on our behalf. It is felt to be entirely appropriate to fund this as NGA is campaigning hard about governor concerns raised nationally relating to the funding of SEND provision, not just that provided within special schools.  The Association also helped these two governors to establish links with governors at another special school outside North Lincolnshire to share ideas and good practice.  The NLAGB website is constantly updated with information that we feel is relevant to all governors and we receive communications from governors via this site. It would be impossible to provide all the information that governors need on this one site but we have provided a number of links that we feel are particularly useful. Thanks to Rob for all his hard work in maintaining this.  We continue to seek effective ways of communication directly with governors. Group emails can now be sent directly by us to all school office addresses (using emails taken from their websites) with a request that the information be circulated to headteachers and governors. However, we do not have the means or the capacity to establish and maintain an up to date list of all individual governors. We therefore continue to liaise with officers to try and organise for information from us to be forwarded to you by the clerks when necessary.  Finally, a huge personal thank you to colleagues on the executive who selflessly give so much additional time to their role and support me completely in ensuring that the NLAGB can continue to provide support to all of those who affiliate to us. A special thank you also goes to Angela Kipling who, for personal reasons, is no longer able to be on the executive but who continues to give invaluable support to us whenever she can. |
| 5. | | **Report from the Treasurer**  A balance sheet had been circulated for the year ending 30th September, 2018 showing a current balance of £2524.46.  Mrs. West confirmed that the accounts had been audited.  Affiliation fees had been raised last year so that the Association could buy in support  e.g. the speaker for tonight’s meeting.  Thanks were expressed to Melior for allowing us to use their premises for a low cost.  Mrs. West asked the question whether it was Governors who decided to affiliate to the Association or whether the Head Teacher made the decision. It was clear that this is something that boards need to address.  Governors were invited to ask any questions –  Q – Are there plans for the surplus?  A – Members are being encouraged to claim their travel/mileage expenses and there are plans to use more outside speakers to support governors in N Lincs and increase awareness of the everchanging national picture on governance expectations. |

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| 6. | **Election of Committee and Officers**  All agreed the following people were elected:  Angela Dunkerley, Peter Raspin, Denise West, Robert Smith, John Speyer, Barbara Spencer and Eleanor Wasley  Angela Dunkerley was elected Chair  Peter Raspin was elected vice chair  Denise West was elected Treasurer  Barbara Spencer elected Secretary.  Angela Dunkerley encouraged everyone to think about whether they would be able to serve on the Executive. Alternatively, she explained that governors could take on supporting roles if they felt able without actually joining the executive. If anyone was interested, they should contact Angela or any member or the executive. |
| 7. | **Membership of the National Governors’ Association (NGA)**  It was agreed that the NLAGB should continue to affiliate. |
| 8. | **Any other business**  Q – Is there going to be another conference?  A – There have been two conferences in the past which have been successful. The Executive would support the idea of another conference and will talk to the Authority about whether another one would be possible.  To close, Angela requested that if there is anything else governors think the Executive should be doing to support its members then they should get in touch with elected members to discuss this. |

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| 9.  10. | **Date of next Annual General Meeting**  13th November 2019.  **Date of next Executive meeting**  12th December 2018 at 7 p.m. |
| 11. | **Present at the meeting**  A Dunkerley (chair), P. Raspin (vice-chair), D. West (Treasurer), B. Spencer (Secretary), J. Speyer,  E. Wasley, J. Williams, P. Hodge, R. Smith, A. Altoft, D. Hobson, K. Wild, H. Beverley, P. Whittaker,  S. Thomas, P. Baker, P. Swain, D. Whitely, A, Bamford, D. Durbridge, H. Frankland, D. Senior, J. Jackson, S. Graves, L. Hutchinson, D. Flowitt, H. Graham, H. Frankland, J. Farrow, M Gathercole | |
|  | The guest speaker was Dai Durbridge, Partner in Browne Jacobson. The topic was GDPR – Where are you now with GDPR? What has been learnt in the first six months?  The main points:  There should be a Governor lead appointed in relation to GDPR, who can speak with the school’s Data Protection Officer. GDPR should have the same importance in a school as safeguarding. If there was a breach the ICO needs to be assured that the school takes GDPR seriously.  Fines – these can be up to 4% of turnover or up to 20 million euros. Governors would not be liable personally for fines but each individual school would be. Not clear whether the Local Authority would help a school pay a fine.  Some schools pay into a Data Protection Service Level Agreement or employ other professionals to advise on GDPR. If a breach occurred because of negligent advice the school would still be liable to pay the fine and then would have to claim from the professional advisor.  It is important to be able to show evidence that there is a good culture around GDPR in a school – have policies, train staff, have GDPR procedures, privacy notices and the correct paperwork.  Make sure that an internal DPO has been trained and there is evidence of training. The DPO should not be the Head or an IT expert within the school.  It is essential that the DPO   1. Wants the role 2. Is trained 3. Has good standing within the school e.g. Business Manager, Deputy Head   The role of DPO can be outsourced.  When recording staff training it is important that the outcomes of training are recorded and that there is evidence of training and of the quality. It is not good enough just to say someone attended.  Breaches  These can include:  Hacking into the system  Having information displayed on a whiteboard accidently  Leaving screens open on computers for anyone to read – screens should be locked if a computer is unattended.  Theft – laptops and other devices which hold personal data should be password protected and encrypted.  Working from home – who has access to the device and could potentially see personal data?  Memory stick even if encrypted may cause problems if lost or stolen. These should be phased out.  e-mails – ensure that they go to the right person if containing data and password protected/encrypted  Human error – schools must be able to show steps have been taken to mitigate risk.  Top Tips for staying out of trouble   1. Appoint and train DPO 2. Train staff 3. Change your culture relating to GDPR 4. Use your IT correctly 5. Evidence all the above.   Tips for Excelling:   1. Support your DPO 2. Evidence training outcomes 3. Embrace and prioritise culture change 4. Understand how IT can help 5. Evidence, develop and continually improve.   If there is a breach, it is must reported with 72 hours even if is a school holiday. Schools must have a procedure in place as to who deals with it, what is the process and is there a team to deal with it especially over a weekend or a school holiday.  If your school is not sure whether something is a reportable data breach, it is advised to contact the ICO immediately and they will advise whether it is reportable. In any event it is better to report than not.  Questions were then asked:  Q – In a small school with not many staff who could be the DPO?  A - Can join with other schools to have a DPO  Q -What happens if you receive information that you should not have received?  A – If you receive information, there is no obligation to inform the ICO  Q -What are your thoughts on signing in books?  A – Not a problem as long as only necessary information is recorded and then destroyed  Q – What if photos are taken and then published by parents  A- Not a breach of data protection. This would be outside the school’s control.  Dai Durbridge will forward his presentation to the NLAGB for members to access. This will be put on the website.  Angela thanked Dai for attending and speaking to the meeting. | |
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