



**MINUTES OF THE FULL GOVERNING BODY MEETING OF  
ST MARY & ST PANCRAS CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD ON  
TUESDAY 20<sup>TH</sup> MARCH 2018 AT 6PM AT THE SCHOOL  
PART ONE**

**PRESENT:**

Name	Category	Additional Information	Term of office ends	Present/Apologies/ Absent
James Poole (JP)	Foundation Deanery	Chair of Governors	Dec 2019	Apologies
Samuel Hopcroft (SH)	Foundation Deanery		Sep 2021	Present
Gregory Watson (GW)	Foundation LDBS	Vice-Chair	Feb 2021	Present
Tim Brown (TB)	Foundation LDBS		Sep 2020	Present until 7pm
Gregory Powell (GP)	Foundation PCC		Sep 2021	Present from 6.15
Vacancy	Foundation PCC			Vacancy
Rev Anne Stevens (AS)	Foundation Incumbent		Ex-officio	Present
Fr Paschal Worton (PW)	Foundation Incumbent		Ex-officio	Present
Jules Belton (JB)	Staff ex-officio	Headteacher	Ex-officio	Present
Vacancy	Staff co-opted			Vacancy
Emma Nutbrown (EN)	Staff Governor - elected		Sep 2021	Apologies
Roshan Ahmad (RA)	Local Authority		Feb 2021	Present until 7pm
Lawrence Tampu-Eya (LT)	Parent - elected		May 2019	Present
Anna Galutowska (AG)	Parent - elected		Sep 2021	Present
Robert Bullett (RB)	n/a	LDBS trainer	n/a	In attendance
Emma Brooker (EB)	n/a	Clerk	n/a	In attendance

**1. OPENING PRAYER**

1.1 The Chair (GW) invited PW to open the meeting in prayer.

**2. WELCOME AND APOLOGIES FOR ABSENCE**

2.1 The Chair welcomed everyone and introduced Robert Bullett (RB) from LDBS. Apologies had been received from JP and EN. GP was running late.

**3. DECLARATIONS OF INTEREST**

3.1 No new interests were declared.

**4. A GENERAL DATA PROTECTION REGULATION (GDPR) TRAINING – ROBERT BULLETT LDBS**

4.1 RB gave training on the GDPR, how it applied to school business and next steps to be taken. Personal data was anything that could be used to identify an individual and the main risk areas for schools were around data relating to ethnicity, religion, SEN, ECHP, Child Protection and payroll.

- 4.2 Potential data breaches in school ranged from the very minor such as the accidental deletion of a child's name from a list to major such as having payroll hacked. Fines for data breaches could amount to 4% of a school's annual budget. **ASKED** about insurance cover for this liability, RB said the GB should check this with the school's insurers and get cover if it was not in place.
- 4.3 The school is the data controller and the GB and SLT create the rules around how data is processed in the school. Staff who process data in school in accordance with those rules are data processors. However, if the school management does not give clear guidance on data handling then the processor would have to make decisions about how to process data and they would thereby also become a data controller. The school would be a joint data controller for example with a pension provider with whom data is shared.
- 4.4 The data subject (DS) (individual) now has to give affirmative consent. Opt out tick boxes are no longer adequate. The school system has to prove that a box has actively been ticked or a form signed giving clear and unambiguous consent. The DS must understand what is being collected, why and how it will be stored and disposed of.
- 4.5 **ASKED** whether an anonymous parent or pupil survey required consent, RB said not if the information given was not personal and could not be used to identify the individual, but a request to take photos of a child on a school trip did need informed consent. If the school gathered data with consent that it then wanted to share, permission from the DS to share was required. If the second party then lost the information, that would still be a data breach.
- 4.6 **ASKED** whether consent needed to be obtained again once the GDPR came into effect, RB said that if the use to which data was being put had not changed then this was not necessary. However, if you were changing what you gather and what you do with it you needed to obtain consent.
- 4.7 There were six principles of 'lawfulness of processing' that if the school adhered to and embedded in its culture would help to ensure compliance. These were included in the PPT slides and handouts. RB was to circulate the slides to the GB and EB would post them on GovernorHub. RB encouraged the school to view DP as the equivalent to safeguarding measures and ensure the underlying principles were embedded in the school's culture at every level.
- 4.8 The next step for the GB was to form a DP working group, conduct a data audit (for which DB would supply an audit template) and adopt a Data Protection policy that included a document retention policy (for example, finance documents would be held for 6 years then destroyed). The school would need to issue privacy notices for every category of person it dealt with.
- 4.9 Policies on technical measures had to be in place, e.g. data kept in locked filing cabinets and/or locked rooms, encrypted passwords for computers and hard drives and guidelines for password strength. RB recommended buying encrypted memory sticks, numbering them and issuing them to staff and also operating a clear desk policy. There should be policies on how documents are transferred (i.e. are they signed for or a receipt required?) and on what staff can do with school IT equipment.
- 4.10 RB also recommended looking at cloud provision that moved around and was not always hosted in the EU – in which case it would breach the GDPR. Legislation on data protection was very different in the USA for instance and if the cloud was located in the USA their rules would apply to the data. The school should request a certificate of GDPR compliance from the businesses providing its IT systems.
- 4.11 The school had to maintain an internal register of any breaches and if there was a risk to an individual the breach had to be reported within 72 hours or there was a potential fine. If the school had taken measures to mitigate risk, any potential fine would be less.
- 4.12 The school had 30 days to comply with a Subject Access Request (SAR) that required it to identify any documents held on that person, including emails. On this basis RB

recommended that staff phone or talk in person rather than communicate about sensitive issues by email.

- 4.13 The school had to appoint a DP officer and JB had decided to buy into the LDBS offer at a cost of around £20 per month. This meant that RB would be the school's DP officer.
- 4.14 The Information Commissioner's Office had prepared a leaflet with 12 key points.
- 4.15 Governors thanked DB for his excellent presentation and looked forward to working with him on DP in future.

	Action	Who	Deadline
4.2	Check whether school insurance policy gives cover for data breaches.	JP/JB	asap
4.8	Form a GB DP working group.	JP/JB	asap

RB, RS and TB left at 7pm

#### 4.B GOVERNING BODY UPDATE

- 4.1 **PCC Governor vacancy.** JB reported she had met with two candidates, one of whom was very strong, and she hoped to appoint. She was meeting a third candidate this week and if this person was also suitable, JB and JP had discussed co-opting an additional governor to bring extra capacity to the GB.
- 4.2 **Skills audit summary.** JP had not provided this.
- 4.3 **Governor Training Log.** In future, the Admin Assistant Elizabeth Daly (ED) was to maintain the log. Governors were asked to email ED details of any relevant training they undertook in their work lives that might be added to the log. [Elizabeth.daly@stmp.camden.sch.uk](mailto:Elizabeth.daly@stmp.camden.sch.uk)
- 4.4 **NGA login.** All governors present gave EB permission to send their name and email to the NGA to generate an individual login that would give them access to the NGA's online training and resources.
- 4.5 **Demonstrating Impact of Governors.** Governors noted the example document drawn up by another school (Christ Church Bentinck Primary) and agreed this would be a good document to have both for self-review and to present to Ofsted. JB said she would create and maintain a similar document for STMP.
- 4.6 EB noted that Christ Church Bentinck Primary also had a section on its website with photos and information on the Impact of the Governors and suggested STMP might consider doing the same.

	Action	Who	Deadline
4.3	Email details of relevant training undertaken for work to Admin Assistant ED. <a href="mailto:Elizabeth.daly@stmp.camden.sch.uk">Elizabeth.daly@stmp.camden.sch.uk</a>	ALL	asap
4.5	Create and maintain a document demonstrating Impact of the Governors and circulate prior to next FGB.	JB	mid April

#### 5. PART 1 MINUTES OF FGB MEETING ON 20<sup>TH</sup> FEBRUARY 2018 (FOR ACCURACY)

- 5.1 Subject to minor corrections, the minutes were agreed as a true record of the meeting and signed by the Chair.
- 5.2 Item 5.2 Summarise GB skills audit and circulate to governors. JP **Pending**
- 5.3 Item 5.3 Governors to check training offered by LDBS and Camden and notify Elizabeth Daly (ED) of training they want to enroll on. ALL **Ongoing**

- 5.4 Item 5.4 GW to complete online Prevent Training and email certificate to JB. **Incomplete.**  
GW would complete this on one of the school's computers asap.
- 5.5 Item 5.6 Meet with SH to discuss school attainment and progress data so SH can report back to FGB. JB/SH **Pending.** Due to meet in April.
- 5.6 Item 5.7 Query insurer's assumption that STMP's insurers should pay to repair damp source rather than LDBS's. JP **Pending**
- 5.7 Item 11.3 Speak to governors individually about their training needs. JP **Pending**
- 5.9 Item 11.5 Research online governor training options. EB **Complete.** Governors could access NGA's online training resources once they had received their individual logins.

	<b>Action</b>	<b>Who</b>	<b>Deadline</b>
5.2	Summarise GB skills audit and circulate to governors.	<b>JP</b>	<b>asap</b>
5.3	Governors to check training offered by LDBS and Camden and notify ED of training they want to enrol on.	<b>All</b>	<b>asap</b>
5.4	GW to complete online Prevent Training on a school computer and email certificate to JB.	<b>GW</b>	<b>asap</b>
5.5	Meet to discuss school attainment and progress data.	<b>JB/SH</b>	<b>April</b>
5.6	Query insurer's assumption that STMP's insurers should pay to repair damp source rather than LDBS's.	<b>JP</b>	<b>asap</b>
5.7	Speak to governors individually about their training needs.	<b>JP</b>	<b>Summer Term</b>

## **6. HEAD'S WRITTEN REPORT**

- 6.1 JB highlighted the volume of work associated with Safeguarding and Child Protection undertaken by the SLT, particularly this term. Safeguarding Lead Governor AS was to visit school next term to prepare her annual safeguarding report to bring to the GB in July.
- 6.2 The Y1 teacher had taken on responsibility for ICT and was particularly keen on e-safety. An e-safety week was planned for the summer term partly in response to the concerns children had expressed about e-safety in the pupil survey.
- 6.3 Music provision continued to be very strong and a selling point and source of pride for the school. Pupils also enjoyed substantial curriculum enrichment in the form of numerous trips and visits.
- 6.4 STMP's Y6 Brass Band had performed at events including the launch of Camden Learning at the nearby Crick Institute (CI). **ASKED** about the school's partnership with the CI, JB said it centred on championing children's engagement with science. JB hoped to foster a relationship with the Wellcome Trust where the PP Lead teacher had recently attended a STEM conference. JB felt this was particularly important for breaking down barriers to girls engaging with science.
- 6.5 **ASKED** about opportunities to review the educational data, JB explained that the assessment cycle and collation of results did not always dovetail with the timing of FGB meetings. She

would post the assessment data booklet when complete on GovernorHub in mid-April to give the GB an opportunity to review it and bring questions to the May FGB.

	Action	Who	Deadline
6.5	Post assessment data booklet on GovernorHub for GB to review and bring questions to May FGB.	JB	Mid April

## 7. SBM'S WRITTEN REPORT AND PREMISES

- 7.1 DG had submitted her budget monitoring report for April to December 2017 (circulated). The year-end projection of £158k had now been updated to £209k, which was positive.
- 7.2 JB was to email GW and TB dates for a budget-setting meeting in April and the budget would be presented at the next FGB in May
- 7.3 JB reported back on a Camden Heads' Briefing she attended last week at which they were told that the new national funding formula would kick in in 2020 and advised to plan scenarios for a 6% drop in funding over the next two years.
- 7.4 STMP was in a good financial position compared with many other schools but funding was very tight. Certain budgets such as PP had to be spent. Schools had to have a contingency plan and a decent surplus and were recommended to carry over 10% to deal with any disaster. **ASKED** whether the LA clawed back school funds where legitimate savings were made and money held back, JB said they did not.
- 7.5 School buildings maintenance would need to be addressed in coming years. JB confirmed that STMP had a regular site condition inspection.

## 8. ITEMS FROM THE CHAIR

- 8.1 There were none.

## 9. POLICIES FOR REVIEW AND RATIFICATION

- 9.1 The following policies were reviewed and ratified:  
**Health and Safety** (subject to date for Fire Marshall Training being confirmed and added)  
**Medicine Policy** (amended)  
**Collective Worship**
- 9.2 PW noted that when the new SIAMS framework came into effect in September, there would be a new emphasis on the school's Vision Statement, which would be expected to underpin the Collective Worship Policy. It would be necessary to look again at the VS and get input from stakeholders including parents and children. JB was to attend LDBS training on the new SIAMS framework shortly and AS was going to sign up for it. The GB may need to form a group to look at the policy again in the light of the new framework.
- 9.3 **Gifted and Talented Policy.** JB noted that this had now been incorporated in the Inclusion Policy and discontinued. She would remove it from the Policy Renewal Timetable and the school system.

	Action	Who	Deadline
9.3	Delete discontinued Gifted and Talented Policy from policy renewal timetable and the school system.	JB	asap

## 10. FEEDBACK FROM GOVERNORS' SCHOOL VISITS

- 10.1 A number of governors had visited the school today and been given a tour of the school by pupils followed by an opportunity for staff and governors to meet over drinks.

**11. TRAINING UPDATE**

- 11.1 PW had attended the LDBS SIAMS training and found it very useful indeed. AS was to sign up for it when next offered.
- 11.2 GW signed up for LDBS GDPR training, but it was cancelled.
- 11.3 SH had signed up for LA Prevent Training and RA for the LDBS Governors Introductory Course.

**12. AOB**

- 12.1 In the light of the GDPR training, governors were advised to shred any paper copied of FGB minutes they had on file. The school kept copies for reference and uploaded agreed minutes to the school website. EB uploaded draft minutes to GovernorHub as part of the agenda pack for each meeting.

**13. Date of next Full Governing Body Meeting**

- 13.1 Tuesday 8<sup>th</sup> May

*Part 2 commenced at 8pm*

Signed: .....

Date: .....

**Chair James Poole**

**On behalf of the Governing Body for**

**St Mary's and St Pancras Church of England Primary School§**