



Cheshire West
Governance Association

CHESHIRE WEST GOVERNANCE ASSOCIATION

CWGA SUMMER NEWSLETTER

MAY 2023

Annual AGM and Effective Governance in SEND Networking Event

Thursday 22nd June 2023 at 7pm on Zoom. Book now via Eventbrite...

<https://www.eventbrite.co.uk/e/616967926677>

Guest Speaker Rani Kaur (Head of Advice)



Rani oversees the Advice team and the GOLDline Advice Service. The GOLDline Advice Service offers strategic, procedural, best practice and legal information about governance. Rani leads on the policy area of SEND which includes management of NGA's SEND Network.

Guest Speaker Adelaide Chitanda (Senior Advice Officer)



Adelaide Chitanda is a senior advice officer at the NGA. She provides advice to Gold members via email and telephone, alongside writing for the website, magazine and weekly newsletter. Adelaide also supports NGA's work on SEND and EDI.

Governance needs to be effective if the board is to meet its legal responsibilities and secure high-quality outcomes for pupils with SEND.

This session will explore the governing board's role in relation to SEND with a focus on:

- **the legal duties of governing boards in relation to SEND**
- **how these responsibilities are met**
- **how governing boards influence an inclusive culture in their schools and trusts**

The session will also provide an overview of the SEND and Alternative Provision improvement plan proposals, so that governing boards know what to expect for the future of SEND and AP.

Have your say in the NGA's annual governance survey 2023! Share your experience of volunteering, your views on topical education policy and your insight into your board's practice.

Your contribution will help the NGA campaign on the issues that matter to you, amplify the voice of school governance across the education sector, and improve the support they – and others – offer to governing boards. Complete the survey here: <https://go.edurio.com/0In-NGA>

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National
Governance
Association

Your Views Matter

Have Your Say

Annual Governance Survey Now Open

Powered by **edurio**





Our annual conference was a resounding success!

'What is Leadership?'

Superb!

A really interesting and useful morning. Great speakers!

Great morning! Some contrasting and very inspiring speakers.

Thank you CWGA for an utterly inspiring conference

Excellent

CWGA realise the financial strain that schools are facing, so we were delighted to be able to offer the conference 'free of charge' this year to our members!

The feedback has been the best yet! Here's just a taste of what our wonderful speakers shared with us....



◀Emma Nights OBE, Chief Executive, National Governance Association

- Governance is leadership, but school leaders do more than manage...
- Governance is about listening, questioning, reflecting, deciding...
- Being strategic - who does what....



◀Professor Mick Waters, Director, The Curriculum Foundation

- Where vision meets reality...
- Keeping a balance between Appreciative Inquiry and Problem Solving...
- Nine levels of delegation...



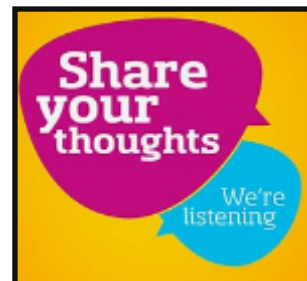
◀Kate Richardson-Lewis, Motivational Speaker & Olympic Gold Medalist

- Learning through experience and collective reflection...
- Building a collective culture of behavior, creating a sense of common purpose and installing a distributed leadership structure...
- Building a winning mind-set and bringing out the best in people...

Have you got ideas to share for our networking events.....to add to our annual favourites held for New Governors/Trustees and Aspirational Chairs/Vice Chairs?

What would you like our next annual conference to be about?

Have you recently seen or heard of an inspirational speaker that you would like to recommend? Let us know cwga@cwggovernanceassoc.co.uk





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CWGA Annual Awards...plus a chance to win a year's free membership for 2023-24

We recognise the incredible work being done across CWAC, by people who give their time voluntarily, to make a difference to our schools. We think you will agree that their contribution is invaluable and so we invite you to make a nomination for one of our 2023 CWGA Governance Awards. If you feel you know someone deserving of that extra recognition, then nominate them for one of the three categories;

- ⇒ **CWGA Trust/Governing Board of the Year**
- ⇒ **CWGA Chair of the Year**
- ⇒ **CWGA Clerk or Governance Professional of the Year**

It is very simple to enter. All you need to do is pick the category and complete the Microsoft Form <https://forms.office.com/e/p2ggDKtjfr>

At the end of the nomination you will get a chance to enter our competition for free membership to CWGA for next year! Closing date is 19th May.



For another chance to win a year's free membership, simply follow us on social media and like, share and put your school/trust board name in the comments box of our competition post!



Why should a school or MAT have a comprehensive IT security strategy, and what does this entail?

All schools and MATs incur costs in establishing and maintaining IT systems, IT infrastructure and IT security. The UK Information Commissioners Office (ICO) indicates that the costs of maintaining appropriate IT security measures can be used by a school or MAT when deciding what IT security steps need to be taken.

The ICO upholds the information rights in the public interest that ensures data privacy for individuals. The General Data Protection Regulation (GDPR) came into effect on 25th May 2018 and applies to UK businesses and organisations including schools and MATs. More specifically, Principle F of the GDPR covers data integrity and confidentiality (or security) which puts an obligation on every school and MAT to ensure that appropriate security measures are in place to protect the personal data held and processed both in paper form but also in electronic form on IT systems. The ICO further states that steps taken by each organisation (a school or MAT) must be appropriate, both to the circumstances and the risks that the IT systems and the IT infrastructure create, and this varies according to the IT systems used by each school and MAT.

Whilst there are clear data security principles defined within GDPR that apply to IT systems, it is for each school or MAT to determine what level of IT risk they feel is appropriate for their specific school or MAT. Failure to comply with GDPR for IT can result in significant fines being incurred by the school or MAT. In 2020 alone, the ICO fined various organisations for differing GDPR IT related breaches including:

- Ticketmaster UK Limited fined £1.25 million for failing to keep its customers' personal data secure as it failed to put appropriate security measures in place to prevent a cyber-attack on a chat-bot installed on its online payment page.
- Marriott International Inc fined £18.4 million as it failed to put appropriate technical or organisational measures in place to protect the personal data being processed on its IT systems.
- British Airways fined £20 million for processing a significant amount of personal data with weaknesses in its security measures when solutions were available at the time that would have prevented the successful cyber-attack.

- Cathay Pacific Airways Limited fined £500,000 for failing to protect the security of its customers' personal data as malware was installed that harvested data resulting from a catalogue of other errors that were found. These errors included no password protection on back-up files; unpatched software on internet-facing servers; use of operating systems that were no longer supported by the supplier and inadequate anti-virus protection.
- DSG Retail Limited fined £500,000 after a 'point of sale' computer system was compromised as a result of a cyber-attack due to various vulnerabilities including inadequate software patching, absence of a local firewall, lack of network segregation and no routine security testing.

It is worth noting that GDPR security principles cover a school or MAT's IT processing of personal data; not just cybersecurity and this includes confidentiality, integrity and availability of that data in the various IT systems. However, outsourcing any, or all aspects of IT security does not negate the school's or MAT's GDPR obligations i.e. outsourcing does not transfer any of the school's or MAT's GDPR obligations in the IT domain.

Failure of a school or MAT to take reasonable precautions with their IT systems, IT infrastructure and IT security can lead to a GDPR breach. Any GDPR breach through non-compliance is likely to lead to the ICO imposing a fine on the school or MAT and the fine can up to 4% of the organisation's turnover, with a maximum fine of €20m. The repercussions of any school or MAT incurring such an ICO fine is likely to be catastrophic, putting the school's or MAT's ongoing survival in serious doubt.

Each school and MAT should now be able to understand the implications of IT non-compliance with GDPR. They should also be able to recognise that all IT systems, IT infrastructure and IT security need to be carefully considered and evaluated to ensure compliance with GDPR. On the next page we will consider what this means for a school or MAT.

By Dr Chris Hampshire MBA (Dist.) PhD, CWGA



....Ensuring GDPR IT compliance

In the previous article we looked at Why should a school or MAT have a comprehensive IT security strategy, and what does this entail?

In this article we explore what this means for a school or MAT.

In order to ensure GDPR IT compliance, each school or MAT needs to undertake a detailed assessment of the various IT systems and services for confidentiality, integrity and availability including the personal data processed within them. This assessment should include evaluating the steps needed to ensure that IT systems access can be restored in a timely manner, should a physical or technical incident arise. This requires having the appropriate processes in place that test and validate the effectiveness of the counter measures deployed, which should form part of a regular detailed IT risk assessment.

When GDPR was implemented in 2018, all schools and MATs evaluated the requirements and implemented solutions to ensure compliance that was predominantly focussed on user data including data security. However, as identified, GDPR compliance for a school or MAT also covers the use of the various IT systems, as these create vulnerabilities to cyber-attacks, phishing and other fraud or disruptive activities through penetrating the IT systems and networks. Such vulnerabilities include IT system software such as Windows 11; IT application systems such as Outlook and network security including an internet connection. However, other local non-networked security vulnerabilities also exist. These vulnerabilities include USB memory sticks connected to a PC that have onward connectivity to a network as this can lead to breaches of the cyber security network defences at the local level.

IT security breach may put user data outside the

control of the school or MAT and therefore a detailed risk analysis should be undertaken that includes a review of the organisational policies but also the physical and technical measures deployed for all IT systems, IT infrastructure and IT security. In addition, an IT security strategy needs to be created and implemented that addresses and mitigates the various IT vulnerabilities.

An IT security breach could result in a school or MAT receiving an ICO fine, particularly if the breach is likely to be regarded as the school's or MAT's non-compliance with GDPR. It is therefore imperative that a school or MAT identifies all the IT risks and puts in place mitigating actions to address each risk as the ICO will take into account both the technical and organisational measures applied when considering if any fine should be incurred, and if so, how much.

The administrative and IT security measures a school or MAT puts in place to address their obligations to comply with GDPR and the processing of electronic data need to cover the following aspects:

- Data is only accessed by those authorised to do so; within any delegated authority limits.
- Accurate and appropriate to why the school or MAT is processing the data.
- Accessible and usable. Therefore, if any electronic personal data is accidentally lost, altered or destroyed, the school or MAT must be able to recover it in a timely manner.

Whilst GDPR does not actually define the security measures that a school or MAT should have in place, the GDPR principles do require a school or MAT to have a level of IT security that is appropriate to the risks presented through the processing of the electronic data.....*continued overleaf.....*

.....GDPR takes a risk-based approach to information data security with different solutions being appropriately used within each school or MAT. The various IT security solutions will be dependent upon each school or MAT's individual circumstances and the associated risks that the specific IT systems used generate.

More specifically, all IT security measures deployed must be appropriate to the nature of the personal data being processed and should include the following:

- IT system security and cyber-security measures should be appropriate to the size and use of the school or MAT's IT systems and IT networks.
- IT data security of all the electronic data within the various IT application systems and the business operational practices operated by the school or MAT.
- Online security including the security of a school or MAT's website as well as all other online services and IT application systems used.
- Device security, including policies on Bring-your-own-Device (BYOD).
- Current IT developments including the cost of implementation and ongoing maintenance of the various counter measures deployed.

To conclude, various approaches can be used by a school or MAT to better understand their IT risks including developing and establishing a school or MAT IT Strategy. This IT strategy should assess the current IT setup including an IT Technical Audit that includes assessment of the different IT systems used for teaching and non-teaching including back office administration. This IT Technical Audit should provide a benchmark on the health of the school or MAT's current IT set-up. This can then be used to identify where improvements are required to address any weaknesses. The chosen option to close off any

weakness can then be developed and implemented by each school or MAT. Following each implementation, an assessment of the effectiveness of that solution needs to be undertaken to validate that the weakness has actually been addressed.



Dr Chris Hampshire MBA (Dist.) PhD, CWGA

Cyber Security and Schools

The role of Governing Boards

Technology has undoubted benefits for all of us and it is fair to say that many of us are increasingly reliant on technology in our day-to-day lives – both personally and professionally. It is also the case, that advances in technology come with risks – with potentially serious consequences.

Given the potential impact of a cyber incident on a MAT or school, it is important that governing boards ensure they are aware of all the cyber security risks and what policies and procedures are in place to minimise the risk of a successful attack but also what processes exist for recovery after such an attack.

The National Cyber Security Centre (NCSC) has created a list of questions that governors and trustees can ask of their school leaders so that they have greater understanding of cyber security risks and you can find the questions here:

[School cyber security questions for governors - NCSC.GOV.UK](https://www.ncsc.gov.uk/information/school-cyber-security-questions-for-governors)

Governing Boards may also wish to consider training in this area so that at least one member of the governing board has received relevant cyber security training.

The importance of understanding your organisation's IT policies and procedures cannot be underestimated. Schools hold lots of sensitive and personal data on pupils, parents and staff and the effects of a successful attack can be devastating for a school let alone the significant detrimental impact on the reputation such a successful attack would create.

By Debbie Tomkinson, Chair-CWGA



CWGA Committee Volunteers Needed



CWGA is run by volunteers, supported by our paid administrator. We are looking for serving governors, trustees, governance professionals and clerks to join us to help with the running of our association. The role is for a three-year term of office.

The association has been very successful in recent years so you would be joining a thriving and financially stable organization!

- 128 schools/trust boards in Cheshire West and Chester are currently members of CWGA.
- We host at least three free annual events for members that include a Chairs/Vice Chairs event and a New Governors/Trustees Networking event.
- Feedback from events continues to be positive. At the last virtual networking event, 100% of attendees agreed that they had found the event useful and would attend a future event.
- The association held its third virtual conference in February 2023 and it was a resounding success.

We are looking for:

- Enthusiastic governors, trustees, governance professionals and clerks from any type of school and with any level of experience who will innovate and increase engagement with governing bodies and trust boards.

We can offer:

- A financially stable organisation with a strong membership
- A successful but flexible programme of events
- A place at the heart of CW&C governance and system leadership
- A chance to shape and influence school and MAT governance in CW&C
- Free conference attendance in exchange for helping with the event

Interested? Want to find out more? Then click on the link <https://forms.office.com/e/ZadWNMRznd>

Or contact us via email cwga@cwgovernanceassoc.co.uk