



South Tyneside Council

Date: 6th October 2020
Our Ref: FOI 20 20715

Elizabeth Grey
request-689581-97b393fc@whatdotheyknow.com

Dear Mrs Grey

Freedom of Information Request

I refer to your Freedom of Information Request received on the 7th September 2020.

Your request asked for the following information:

Your Request

It is my understanding that school governing bodies should produce both public and private minutes (the private minutes including confidential information on matters such as staffing). Please could I have public minutes for Mortimer Primary School dating from September 2018 to present.

If, for some reason, there aren't any public minutes could I have copies of minutes where my name - Elizabeth Grey or Mrs Grey - is mentioned during same time period. It is my understanding that I am entitled to this information regardless and all unrelated confidential details could be redacted.

Council's Response

Please see the attachments.

Copyright Procedure

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Internal Review Procedure

If you are dissatisfied with the handling of this enquiry you can invoke the Council's internal review procedures to ask for an independent review of your request. All such

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Westoe Road, South Shields, Tyne and Wear, NE33 2RL

requests must be sent to us within 4 weeks and must clearly state in writing your reference number and your reasons for your request for internal review.

The Information Governance Team can be contacted at the following address:
Information Governance Team, Town Hall and Civic Buildings, Westoe Road, South Shields, NE33 2RL.

Information Commissioner's Office (ICO)

Should you remain dissatisfied with the final outcome of the internal review process you can write to the Information Commissioner to ask for an independent review. The Information Commissioner is the Government's Independent Body responsible for overseeing the Freedom of Information Act 2000, the Data Protection Act 2018 and the Environmental Information Regulations 2004.

Please do note the ICO will only review cases that have exhausted the Council's internal review procedures. All correspondence to the ICO must quote the Council's reference number and your reasons for your appeal.

The ICO's contact details are as follows: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF. More information can be found on the ICO's website at www.ico.org.uk

If you have any further queries about this matter then please do not hesitate to contact us.

Yours sincerely

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Information Governance

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