



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF THE LOCAL GOVERNING BODY  
HELD ON 16th OCTOBER 2017 6.00PM

<b>PRESENT:</b>	T Whittaker (Chair of Gov)	Parent Governor
	N Goodall (Vice Chair)	Co-opted Governor
	A Moore	Head of School
	H Aggarwal	Co-opted Governor
	A Bovis (Chair of Finance)	Trustee
	A Clark	Co-opted Governor
	C Dorrington	Parent Governor
	S Griffiths	Parent Governor
	J Henry	Staff Governor
	J Johnson (Chair of Catering)	Co-opted Governor
	M Langridge	Co-opted Governor
	J O'Donnell	Parent Governor
	S Roe (Chair of Personnel)	Co-opted Governor
	S Shah	Co-opted Governor
	C Wallis	Staff Governor
	C Weatherill	Co-opted Governor

**IN ATTENDANCE:** M Brighton (School Business Manager), D Brockman (Guest Vice Chair - Riverside) S Akhazzan (Deputy Headgirl) O Saulut (Deputy Head boy), C Collyer (Clerk)

Item	Main discussions and agreed actions	Action by/when
1	<p><b>Welcome and Apologies</b> The Chair welcomed everyone to the meeting. B Kemp and S Decker had sent their apologies due to holiday and work commitments respectively. M McGibbon was absent. Due notice had been given and the meeting was quorate.</p> <p>The Chair extended a warm welcome to the student representatives and to C Weatherill, S Shah and M Langridge who had been appointed by the Trust as co-opted governors. <b>As the agenda was comprehensive, a separate note has been attached to these minutes, giving Governors brief background on the new members of the LGB.</b></p>	
<b>Governance</b>		
2	<b>Declarations of interest</b>	
	2.1 The Chair asked for any new declarations and M Langridge advised he was a governor with the Hempstead Federation. S Shah advised he had links with Greenwich University.	
3	<b>Confirm committee membership and structure</b>	
	3.1 The Chair explained that the Trust was moving into a second phase with S Decker transitioning to become wholly focused on the Trust and he asked for the minutes to record the Local Governing Body's congratulations to A Moore for his appointment as Headteacher effective Sept 18 and that they looked forward to the future under his leadership. The Chair had spoken to a wide range of people who were very supportive of the new Headteacher appointment. He made it clear that despite the fact that his reporting line remained the same, the school was definitely his to lead.	

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	6.1	The appointment of Chair & Vice Chair will be up for review in February 18. In addition, the Chair's comments in 3.2 should be noted	
<b>7</b>	<b>Governor training update</b>		
	7.1	Medway training - The Vice Chair (was also the training & development governor) re-iterated the importance for governors to take responsibility for their own development. It was an area Ofsted were increasingly interested in. He had reviewed the upcoming training courses on offer from Governor Gateway (formerly Governor Services Medway) and would circulate suggestions on who should attend which course based on their area of responsibility.	NG/Clerk
	7.2	Safeguarding - the meeting agreed that the LGB should record annually that all governors had read/re-read the DfE's Keeping children safe in education - Part 1. The relevant link will be circulated and the item added to the next meeting agenda.	NG/ Clerk
	7.3	The Clerk highlighted the financial and ASP training (replacement for RAISE online) available through our service level agreement with Governor Gateway (GG). JOD and DB requested that the training be provided Trustwide. The Vice Chair to organise with support from Clerk	NG/ Clerk
	7.4	The meeting agreed that all governors would be issued with access to Educare (online training provider) by the School Business Manager (SBM). There were several relevant e-learning modules such as Safer Recruitment, PREVENT and additional safeguarding courses available. It was noted best practice for any governor involved with staff recruitment should complete the safer recruitment training. Please download and forward any completed training certificates to the Clerk to hold on file and upload onto Governorhub so all governance data is held in one place.	MBr  All  Clerk
<b>8</b>	<b>Developing a Governor Action Plan - D Brockman, Riverside Vice Chair</b>		
	8.1	The Chair thanked D Brockman for his excellent presentation (copy filed with the minutes) and expressed his view that this was something the LGB could take forward. Several governors remembered the preparations for the Ofsted inspection a few years ago, when it was felt they were doing the right things but not documenting it. <b>Governors unanimously agreed the need to create something similar.</b>	
	8.2	The meeting discussed what would be the best format and approach to developing this framework of performance and self-evaluation. C Dorrington agreed to take the lead and report back at the next meeting.	CD/Clerk
<b>Specific Items</b>			
<b>9</b>	<b>Minutes of the previous meeting</b>		
	9.1	The minutes of the meeting on 15 May 17 were accepted as a true record. The minutes were signed by the Chair.	
<b>10</b>	<b>Matters arising</b>		
	10.1	There were no matters arising and all actions had been completed.	
	10.2	The Chair enquired when the decision for the purchase of the kiln had taken place and the SBM advised that had been agreed at the September Finance meeting.	
<b>11</b>	<b>Safeguarding</b>		

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	11.1	The Head of School (HoS) presented the annual safeguarding report (copy filed with minutes). J Johnson (safeguarding governor) had been into school and was happy with the report content. <b>Governors asked whether there was any patterns emerging across the data when compared with previous years</b> and the HoS said no there wasn't. He explained that he delivered training on holding the Headteacher and school to account every three years. The Chair signed the report. He recommended that all governors complete the Safer Recruitment training module on Educare. There were no further questions.	All
	11.2	IT safeguarding software - there had been an expression of interest to purchase IMPERIO software. However, on further investigation, it was felt that it wasn't a good use of money. It was £4k per year, would create a significant demand on staff time to analyse data and the school filters already in place were deemed effective. <b>Governors asked whether the current school systems would identify high risk employees or students</b> and the HoS confirmed the school had the ability to view a student/employees email if required. The recommendation was to review the situation once the new data protection regulations come into force and the new local authority CP advisor was in post. The student representatives agreed that the current filters were adequate. <b>Governors unanimously agreed with this recommendation.</b>	
12	<b>Approve school dates and times for the 2019-2020</b>		
	12.1	The HoS referred to the Medway consultation (copy filed with minutes) and recommended Option 1 - the Medway dates - being more suitable for parents, students and staff. <b>Governors approved the decision</b>	
13	<b>Approve the school development plan (SDP)</b>		
	The HoS explained that the SDP was a constantly evolving document and last updated after the joint leadership and governor away day in June. It will be looked at more in detail at the next Development and Admissions meeting. He asked governors to contact him with any queries in the interim.		
	13.1	<p>8<sup>th</sup> form entry - the HoS explained for the benefit of the new governors, that there had been pressure on the school for some time. Last year saw a huge number of appeals with 40 selective students, with RMGS as their first choice, not obtaining a place. The oversubscription criteria have now been changed to distance rather than score - effective Sept 18.</p> <p>The decision on the 8<sup>th</sup> form entry had been delegated to the D&amp;A committee, who were to hold an extra ordinary meeting once the student numbers were known in December. A working party had been set up to model numbers and consider factors affecting this decision.</p> <p>However, the Local Authority (LA) have been approaching all grammar schools due to a population bulge coming through which meant some grammar school students didn't get a selective place this year. The LA need to accommodate 4 new forms of entry immediately and another six forms within the next 2-3 years. They had approached RMGS to see if they could expand to 8 forms. RMGS had already applied (and been</p>	

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		<p>rejected twice) for funding for an extra building to accommodate existing student numbers. The school could not take another form of entry without additional build. The LA were considering whether they would pay for the build if RMGS pay for the fit out and agree to take an 8<sup>th</sup> form. <b>Governors asked what the timescale for the build would be if it went ahead.</b> The Chair advised that it would target being completed for next September. The HoS confirmed that due to the changes in the 6<sup>th</sup> form curriculum and students taking 3 rather than 4 A-levels, they could accommodate an 8<sup>th</sup> form now but new facilities would have to be built for the second year intake. <b>Governors expressed concern about the continual need for growth and the impact on local infrastructure, community and the school ethos.</b> The Chair agreed and expressed the need to think through those concerns but also to think about the commitment to the local community and turning away 40+ selective students who had put RMGS down as first choice. If RMGS could expand in a way that maintained the standards and ethos, then it would be responding to needs of the local community. <b>Governors asked how the new oversubscription criteria would have applied to the 40 students mentioned previously</b> and the HoS explained it would have had little impact on numbers as most were local. He further clarified that if Medway requested we take on another form, then the funding would follow in the same academic year. There were also economies of scale at 8 forms of entry that will help with the financial pressure. <b>Governors asked about the impact on teacher numbers</b> and were advised that it would mean an additional 1.2 teachers for each additional form year</p>	
	<p>13.2</p>	<p>8<sup>th</sup> form entry - catering. J Johnson and C Wallis presented a report on the capacity of the catering service. Key points noted were:</p> <ol style="list-style-type: none"> <li>1. the catering manager and her team were having to work 2.5hrs unpaid above their current weekly contracted hours to keep on top of workload.</li> <li>2. last year the kitchen averaged 800 meals per day over 3 services. Already this term, the kitchen was producing 900-1100 per day.</li> <li>3. based on 8 forms of entry, staff hours would need to increase by 5.5hrs per week year on year. Within 3 years there would need to be another member of staff.</li> <li>4. Seating in the current format is already at capacity and queues at certain times are longer. <b>Governors asked if there was a breakdown of which years used the canteen the most</b> and were shown figures for one day which reflected yrs 7 &amp; 8 being the highest users but a fairly even split across the years.</li> <li>5. Daily takings were also significantly higher (£500 more on one day than the same time last year).</li> </ol>	

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		The Chair summarised that the senior leadership team needed to address the unpaid working hours of staff immediately and that if the decision was made to go to 8 forms of entry, then there was a need to look at the catering provision now. He recommended that the leadership provide a proposal on the catering offer and the Clerk to add this to the agenda for the next meeting. <b>Governors unanimously agreed.</b>	Senior leadership / Clerk
<b>Standing items</b>			
<b>14</b>	<b>Headteacher's report (copy filed with minutes)</b>		
	14.1	Staffing - a new head of PE has been appointed and the only supply cover in place is for an extended leave of absence for adoption. Otherwise the school is fully staffed	
	14.2	6 <sup>th</sup> form - due to the changes in the 6 <sup>th</sup> form curriculum and the reduction of subjects, the new focus on building independent learning and the enrichment programme are working extremely well. Feedback from students and staff alike has been very positive	
<b>15</b>	<b>Link Governor reports</b>		
	15.1	The SEN link governor was very pleased to report that the SEN pupils are outperforming the non-SEN cohort. <b>This was a terrific achievement and the SEN team and school should be congratulated.</b> The difference between pupil premium performance was negligible, so again the leadership should be congratulated. He advised that the SEN team are now attending the leadership meetings to raise awareness of SEN issues. He also advised that there will be Trustwide SEN meetings scheduled for next term to build a cohesive and co-ordinated approach to SEN within the Trust.	
<b>16</b>	<b>Committee reports</b>		
	16.1	Finance - The Chair of Finance was pleased to report all was on budget and that an increase in the hospitality budget had been approved for staff catered events.	
	16.2	Development and admissions - The Chair had nothing further to report	
	16.3	Premises - <b>The Chair congratulated the site team on the huge amount of work completed during the summer.</b> He reported that the contract for the vending machines would be cancelled in due course. The Deputy Headboy advised that students were on the cashless system so didn't bring coins into school and therefore didn't use the vending machines. <b>Governors asked if the repair work for the stairs just outside the Career Suite had been commissioned</b> and the SBM explained that quotes were being sought.	
	16.4	Catering - The Chair confirmed that there had been no price rise this year. <b>Governors congratulated the catering manager on excellent contract management as on average food prices had risen by 20%.</b> The catering manager advised that the only rise identified this week was for purchased sandwiches which she was currently reviewing and would report back	CW
	16.5	Personnel - The Chair reported that there had been a need to create a link to senior management for the support staff team to ensure they felt valued and were kept in the communication loop. K Frost had been designated as the link. The Chair was disappointed that he	

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		hadn't been advised of the upcoming meeting date. He recommended that the other committees spend time working through their Terms of Reference to include policies etc as it would support and define their work as a committee	
<b>17</b>	<b>Adoption of policies</b>		
	17.1	Health & Safety - the HoS thanked the SBM for her work on redrafting the new, user friendly and comprehensive policy. This was a Trust policy and it was recommended that any specific issues for a school should be included as an appendices to the policy. <b>Governors queried who signs off the policy</b> and the Chair advised that the Trust effectively commissioned RMGS as the lead school to review policies. It made financial sense to use centres of excellence within the Trust rather than pay for an external supplier. Therefore, the recommendation from the LGB was for the Trust to adopt the policy. Once adopted by the Trust, it will be cascaded to the primary schools. <b>On this basis Governors supported the recommendation</b>	Clerk
	17.2	Lettings - as above - <b>Governors supported the recommendation</b>	Clerk
	17.3	Exam contingency - this is a standard policy with no amendments which the HoS advised had to be adopted as it stood. <b>Governors approved the policy</b>	
	17.4	Exam internal procedures - as above - <b>Governors approved the policy</b>	
<b>18</b>	<b>Risk register - legal</b>		
	18.1	The HoS advised that this threat related to failure to comply with the academy's statutory or regulator obligations such as Data Protection, charities commission, tax returns etc. He advised that the pre-mitigated score was 4 and after he and the SBM had reviewed the risk, the residual score was 2. The school could not mitigate the risk of external factors, so the score would remain at 2. A copy of the report will be circulated with the minutes.	Clerk
<b>19</b>	<b>Confidentiality - none noted</b>		
<b>20</b>	<b>Any other business</b>		
	20.1	Governors requested the need for a Trustwide lanyard. <b>Governors asked if a governor from say RMGS could walk into one of the primaries unchallenged</b> and were advised that they couldn't get past Reception. Governors badges would be still be personalised to the relevant school. <b>School Business Managers to organise lanyards</b>	MBr/JW/ NG
	20.2	Elaine Jackson had been a governor since March 00 and chair of the LGB since July 06. The Chair sought governor approval to approach the school to provide a personalised gift(eg artwork from the students) to mark her significant contribution to the school as governor, vice chair and chair over many years. <b>Governors approved the recommendation.</b>	TW
<b>21</b>	The meeting closed at 8.04pm and the date of next meeting is 17 <sup>th</sup> January 2018		

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