



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF THE LOCAL GOVERNING BODY
HELD ON 17th JANUARY 2018 6.00PM

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| PRESENT: | T Whittaker (Chair) | Parent Governor |
| | N Goodall (Vice Chair) | Co-opted Governor |
| | S Decker | Executive Principal |
| | A Moore | Head of School |
| | A Bovis (Chair of Finance) | Trustee |
| | H Aggarwal | Co-opted Governor |
| | A Clark | Co-opted Governor |
| | M Langridge | Co-opted Governor |
| | S Roe (Chair of Personnel) | Co-opted Governor |
| | C Weatherill | Co-opted Governor |
| | S Griffiths | Parent Governor |
| | C Wallis | Staff Governor |
| | J Henry | Staff Governor |

IN ATTENDANCE: M Brighton (School Business Manager), T Willis (Head Girl) O Saulat (Deputy Head boy), C Collyer (Clerk)

| Item | Main discussions and agreed actions | Action by/when |
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| | <p>Election of Chair The Clerk opened the meeting explaining that there were no other nominations for Chair other than T Whittaker (existing Chair). He had offered to stand for one year only, to support the new Headteacher as he transitioned into his new role. Now that the Trust had grown, there had to be separation between the Trust and LGB Chairs as directed by the Regional Schools Commissioner. T Whittaker left the room to allow governors to discuss the vacancy. Governors noted this was a really good opportunity for a ‘chair in waiting’ to shadow the current Chair, learn the ropes and then step up and work with the new Headteacher to focus solely on RMGS and governance. Governors agreed to elect T Whittaker for a further year on the understanding that there would be a governor nominated as Chair Elect and in place by the May meeting. T Whittaker returned to the meeting and governors wished to record their strong vote of thanks to him, giving up so much of his time to support the school and it’s leadership and for being chair of both Trust and RMGS during a massive period of expansion.</p> <p>T Whittaker thanked governors for their support and reaffirmed his desire to act only in the best interests of the school. The Clerk handed the meeting back to the Chair.</p> <p>Election of Vice Chair N Goodall had advised the Clerk that he wished to step down as Vice Chair. The Chair and Exec Principal (EP) acknowledged they were sad to see him step down and thanked him for all his efforts over the years and his dedication to the school as Vice Chair. They acknowledged the wide range of support he had given. H Aggarwal agreed to become Vice Chair and for this to be reviewed in May when the new Chair Elect came forward.</p> | |
| 1 | <p>Welcome and Apologies The Chair welcomed everyone to the meeting. Due notice had been given and the meeting was quorate. He welcomed the Head Girl and Deputy Head</p> | |

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| | Boy. Apologies had been received and accepted from S Shah (travel) J O'Donnell (work) and J Johnson (family illness). C Dorrington was absent. S Griffiths had advised she would join the meeting later. | | |
| Governance | | | |
| 2 | Declarations of interest | | |
| | 2.1 | The Chair asked for any new declarations and there were none | |
| | 18.15 S Griffiths joined the meeting | | |
| 3 | Review link governor visits & protocol | | |
| | 3.1 | The Chair brought governors attention to the link governor meeting schedule (copy filed with minutes) and requested that link meetings be organised in terms 2 & 5 where possible. The template and guidance notes were on Governorhub and governors should complete their visit records and send to the clerk for uploading. | All |
| 4 | Governance framework update | | |
| | 4.1 | The Chair advised that although C Dorrington had volunteered to lead on this project, he had been very ill over the last three months. The Executive Principal (EP) would cover this item under AOB. | |
| 5 | Governor training update | | |
| | 5.1 | ASP - the Training & Development Governor (NG) reminded governors that the bespoke training on the school data would take place on 22 nd January. | |
| | 5.2 | Educare - The School Business Manager (SBM) confirmed everyone had been issued logins for Educare and reminded governors of the variety of e-learning courses available. If governors complete courses, please download the certificate and email a copy to the Clerk to upload on Governorhub. | |
| 6 | Governors skills audit | | |
| | 6.1 | The Chair explained that the Trust would be completing a skills audit in March to help drive any future recruitment of Trustees. All LGB's within the Trust will be asked to complete a skills audit by May. RMGS will review the audit at the next meeting in May and forward to Trustees for their Board meeting later in that month. | All/Clerk |
| 7 | Safeguarding KCSIE Part 1 | | |
| | 7.1 | All governors attending confirmed they had read the relevant document. The Clerk will record for statutory purposes. A Bovis to confirm via email to Clerk | AB |
| Specific Items | | | |
| 8 | Minutes of the previous meeting | | |
| | 9.1 | The minutes of the meeting on 16 Oct 17 were accepted as a true record. The minutes were signed by the Chair. | |
| 10 | Matters arising | | |
| | 10.1 | Clerk confirmed A Bovis had been added to the pay committee | |
| | 10.2 | The SBM confirmed lanyards had been provided and were now orange. | |
| 11 | Review website compliance | | |
| | 11.1 | The Head of School (HoS) explained that that J Boughton conducted an annual review of the school website and he could confirm that it was compliant. There was only one item he wished to draw to governors attention and this was a slight discrepancy between advice from different sources on what is required on the public sector equality | |

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| | | duty and that the senior leadership team (SLT) were looking into this. He asked for a governor to volunteer to review the website on behalf of the LGB either remotely or to meet with J Boughton and go through it together. N Goodall volunteered as he had completed the LGB self-evaluation on Governorhub and was happy to do so. | NG/ATM |
| | 11.2 | The EP advised that the new assessment tool for schools performance (ASP) was available for governors to login and interrogate the data. It was a key tool for governors. Governors asked what their statutory obligations were regarding this and the EP advised that there had to be a statement on the school website advising governors had complied with their statutory duty to hold the school leaders to account. Governors asked where this review would take place and the EP explained performance should be reviewed at the Dev & Admissions committee, then brought to the LGB. The meeting asked the Clerk to ensure that a session on ASP was added to the awayday agenda. | Clerk |
| Standing items | | | |
| 14 | Headteacher's report (copy filed with minutes) | | |
| | 14.1 | Key highlights were: The HoS advised that the school was full in every year group - 210 in every year - which was quite unusual but there had been quite a few casual in-year admissions. | |
| | 14.2 | Staff updates - there were two notable gaps - Computing which they hoped to appoint by Easter and Biology which may not be filled until September but he advised governors there were robust contingency plans in place. | |
| | 14.3 | General Data Protection Regulation (GDPR) he advised governors that the key changes were noted in his report and that T Watson had been appointed the school's data protection officer. Several members of staff had been trained and the next step was an audit to be completed by 25 May. Then they had two years to ensure they were compliant. He requested a governor to join the working party and the first meeting would be on 29 Jan 18 3.30pm. Governors enquired whether it had implications on information held at home and the HoS clarified that only if it has staff or student data. | SG |
| | 14.4 | 8 th form entry - an extra ordinary meeting of the D&A committee took place in December and approved the 8 th form entry on the basis of the local authority funding the build, As a result Medway are planning to send letters to 235 Yr 7's in March for a Sept 2018 admission. Surveyors had been to site and they were currently working on increasing catering facilities in school with a superhub to be installed to meet the current demand. Future demand will be met by an extension to the 6 th form block to provide a coffee shop style facility. Timescale for everything to be completed was 3 years. | |
| | 14.4 | Updates across the school - the HoS was pleased to report that one of the school's key strengths was the development work for teachers and how we support teachers across Kent & Medway. He recommended that the researcher in residence should present to LGB at a future meeting and Governors unanimously agreed. | Clerk/ ATM |

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| | | The Chair and governors recognised that the school consistently performed at an exceptional level delivering value to students and other schools via outreach. S Roe thanked the school for inviting him to the gender equality project presentation by students which was informative and thoroughly enjoyable. | |
| | 14.5 | Governors asked about the staff wellbeing and were pleased to see it itemised on the Head teachers report. The staff governor (JH) was a member of the wellbeing committee and updated governors on the wide range of activities and initiatives that were ongoing. She advised it created positive interaction between staff across the whole school and was a good retention and recruitment tool. The SBM confirmed Benenden healthcare was available for all staff and there would be further promotion of services. Governors discussed the benefits of cycling which led to the recommendation that the school should stress that students couldn't cycle to school unless they wore the appropriate protection at all times. Also should obtaining level 2 cycling proficiency be a mandatory criteria? | SD/ATM |
| | 14.6 | The EP advised that the school secondary data would be available from 26 th Jan and ready for the next D&A committee. Governors would be able to interrogate the data having attended the ASP training on 22 nd January. | |
| 15 | Link Governor reports | | |
| | 15.1 | C Weatherill and S Shah had met with Geography, Science & IT leads (copy of report filed with minutes). Key item to note was the centralisation of resources in geography - so if a member of staff was off, any supply teacher could pick up the lessons with ease. Governors asked whether this was a standard procedure across all depts. The HoS will report back next meeting. The Link Governors also wished to acknowledge the exceptional job the new Head of ICT had done creating a cohesive team. | |
| | 15.2 | N Goodall and A Clark had met with the History and Design leads (copy of report filed with minutes). History: the key issue had been the change to the curriculum with staff and students getting used to the new content. The new option choices had resulted in more students taking history. Space was an issue as moving between classes meant lost teaching time. The HoS advised all depts. faced the same challenges. Design had highlighted the need for some new equipment and governors asked how departments applied for this. The SBM advised that the Head of Dept (HoD) would specify items needed within their dept budgets and set a realistic planning cycle for replacement. Governors commented that it would be beneficial for dept heads to see that speaking with governors was productive. The HoS and EP agreed that the SLT would look at the whole school budget, from a strategic view, to see if there was any margin for replacing some design equipment. The SBM offered to work with dept heads on how to complete their budgets and plan for upgrading equipment. Governors asked if the department submitted a wish list for the capital expenditure budget and then the school prioritised by need. | ATM/SD MBr |

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| | | The HoS confirmed they used a similar approach. The EP advised that the department improvement plans should be reviewed as part of the link governor visits and asked the Clerk to amend the visit template accordingly. | Clerk |
| 16 | Report on 8th form entry | | |
| | 16.1 | This was covered in the HT report (Item14) | |
| | Committee reports | | |
| | 16.1 | Catering - a new till and member of staff had been added and the Site Manager and SBM were working on the planning application for the new superhub | |
| | 16.2 | D&A - 8 th form entry had been agreed just before Christmas | |
| | 16.3 | Finance - the budget was on track and no financial concerns to note | |
| | 16.4 | Personnel - interviews for the new HT and 2 deputy headteachers had taken place. They had reviewed the activities of the staff wellbeing committee. The committee had reviewed the relevant policies, as noted in their terms of reference, and the Committee Chair was pleased to report that they were fit for purpose when they needed to be referred to/ followed recently. He asked if there was a governor willing to join the committee as they were barely quorate and to get in touch with the Clerk or himself. | All |
| | 16.5 | Premises - the committee had reviewed the business case for the new build of classrooms and increased catering provision. The fire inspection had gone extremely well and the long standing dropped kerb issue had been resolved. The Committee Chair advised he was standing down as Chair. | |
| 17 | Adoption of policies (copies filed with minutes0 | | |
| | 17.1 | Assessment - The HoS advised there were no changes to the policy Governors unanimously agreed the policy. | |
| | 17.2 | Curriculum - The HoS outlined the minor revisions and advised governors that the policy was fundamentally the same. On this basis governors unanimously agreed the policy. | |
| | 17.3 | Admissions - The HoS referred governors to the changes highlighted in red. Governors agreed with the changes and asked where the document is circulated for consultation The HoS advised the Clerk sent it to every school in Medway and the school put it on the website and send to the local authority. Governors unanimously agreed the policy | |
| | 17.4 | Pupil premium - The HoS advised there were no changes to the policy and it was fit for purpose. Governors unanimously agreed. | |
| 18 | Risk register - Safeguarding | | |
| | 18.1 | The SBM asked that the Clerk circulate the safeguarding report with the minutes and co-ordinate any responses from governors to the SBM/Headteacher. | All/Clerk |
| 19 | Confidentiality - none noted | | |
| 20 | Any other business | | |
| | 20.1 | RMET strategic dev plan (copy filed with minutes) The EP advised that the RMET plan sets overall strategy for the Trust over a 3 yr period. It evolved from the business plan and the developed actions are based on feedback from the Regional Schools Commissioner. He advised | |

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| | | there would be further developments and interim milestones to be agreed. He explained there were key performance indicators for governance and he would like to propose to Trustees that a consultant be recruited to develop the skills audit, governance framework and to look at capacity issues. This was an example of the Trust supporting the local governing bodies and if anyone had any questions, please contact him direct. Governors unanimously agreed | |
| | 20.2 | RMGS finance dashboard (copy filed with minutes) e- The SBM advised that the further ahead the projection got (2021) the less accurate it would be. She was pleased to report that the proposed budget was looking healthy but there would be some revisions Governors queried the income & expenditure line chart in 2021/22 where the income tailed off. The SBM advised that the 8 th form of entry was not included in this graph but she wanted governors to see that the financial future was looking positive. The only thing to highlight was the need for a planned maintenance schedule across the school and the development of a strategic plan for capital expenditure. | |
| | 19.38 S Roe left the meeting. | | |
| | 20.3 | Resignation of Premises Chair - The Chair thanked N Goodall for his engagement and chairing of the premises committee which had been exceptional. He thanked him personally and on behalf of the governing body. He acknowledged that communication could have been better in some circumstances and apologised. Governors asked if there was anything they could do to support and asked if he would be willing to continue. N Goodall agreed to continue as Premises Chair. | |
| | 20.4 | L Bourne - The Chair advised that L Bourne had been approached and expressed an interest in joining the LGB. L Bourne had been head of lower school, Kent teacher of the year and would be a huge asset to the board as she had excellent knowledge of primary links. Also her experience as head of lower school would be very beneficial as the school grows in size and faces additional pressures. The meeting noted that she would be a good fit for the personnel committee too. He explained that although the RMGS governing body was currently full, the Trust had the authority to expand the governing body of any school if it wished to do so. He sought governor agreement to recommend to the Trust Board, that the RMGS LGB be expanded to include another co-opted governor place. Governors unanimously agreed. | Chair |
| | 20.5 | The Head Girl explained that students don't really realise what governors do and that the meeting had been very enlightening. On behalf of the student body, she wanted to thank all the governors for everything they did for the students. | |
| 21 | The meeting closed at 7.49pm and the date of next meeting is 14 May 18 | | |

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ACTIONS

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| 3.1 | link meetings to be arranged for terms 2 & 5 where possible. The template and guidance notes are on Governorhub and governors to complete their visit records and send to the clerk for uploading. | Governors |
| 6.1 | Skills audit to be completed and reviewed at May LGB | Governors/ Clerk |
| 7.1 | A Bovis to confirm she had read Keeping Children Safe in Education Prt 1 | AB |
| 11.1 | N Goodall to review website compliance | NG/ATM |
| 11.2 | Clerk to ensure ASP is added to awayday agenda | Clerk |
| 14.3 | S Griffiths represent governors on GDPR working party. Initial meeting 29/1/18 | SG |
| 14.4 | Researcher in residence to present at future LGB meeting | ATM/Clerk |
| 14.5 | Students wearing appropriate equipment and/or completing cycling proficiency level 2 to be able to cycle to school - school to decide | SD/ATM |
| 15.2 | Review of school budget to see if purchase of design equipment viable | SD/ATM |
| 15.2 | Guidance on completing department budget and planning for upgrading of equipment delivered to heads of dept | MBr |
| 15.2 | Link Governor template to be amended to include review of department improvement plans | Clerk |
| 16.4 | Governor required for personnel committee - contact Clerk or S Roe | Governors |
| 18.1 | Governors to feedback comments re safeguarding risk register report via Clerk to school business manager | Governors |
| 20.4 | Chair to make recommendation to Trust Board for expanding LGB with additional co-opted governor | T Whittaker |

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