



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF THE DEVELOPMENT AND ADMISSIONS COMMITTEE
MEETING HELD ON 5th MARCH 2018 6.00PM

PRESENT:

Terry Whittaker (Chair)	Chair of Governors
Satya Shah (Vice Chair)	Co-opted Governor
Simon Decker	Exec Principal
Alan Moore	Head of School
Jane Henry	Staff Governor
Stephen Roe	Co-opted Governor
Chris Dorrington	Parent Governor

IN ATTENDANCE:

Trevor Watson	Assistant Headteacher
Jez Shibli	Assistant Headteacher
Casey Collyer	Clerk

Item	Main discussions and agreed actions	Action by/when
1	<p>Welcome and Apologies</p> <p>The Chair welcomed everyone to the meeting and explained that Vice Chair would be Co-Chair with a view to succeeding to Chair by the end of the academic year or sooner.</p> <p>Due notice had been given and the meeting was quorate. Apologies were received and accepted from J Jonson (who will be unable to attend for the foreseeable future) J O'Donnell (childcare) and C Dorrington advised he would arrive later.</p>	
2	<p>Minutes and confidential minute of the meeting on 6th November 17 - approval for accuracy - the minutes and confidential minute of the meeting of 6th November were accepted as a true record and the Chair signed the minutes.</p>	
3	<p>Matters Arising</p>	
	<p>3.1 L Bourne - The Chair confirmed that L Bourne had been approached and was interested in becoming a governor. He would therefore propose to the Trust Board on 19th March that she become a Co-opted Governor.</p>	TWh/ Clerk
School Development		
4	<p>Science college report</p>	
	<p>4.1 The report had been circulated with the agenda (copy filed with the minutes). The Head of School (HoS) explained that the Head of Dept and his team were doing extremely well.</p> <p>Highlights were: The target number of continual professional development (CPD) days had already been met and exceeded.</p> <p>Science Learning Partnership was not only very successful but also provided a good income stream. Governors acknowledged the success but asked if it still added sufficient value to the school for the amount of staff time and effort and if so, how was this evidenced? The HoS and Assistant Headteacher (AHT) explained that quantifiable evidence was difficult to provide however there was evidence about the impact on</p>	

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		<p>reputation via the excellent feedback from the CPD days delivered to external teachers and the primary outreach programme. Governors asked if it made an impact on the understanding and skills of students and the AHT confirmed that the programme was very practical and ‘hands on’. It provided students with unique learning experiences. It also gave students the opportunity to develop softer skills such as problem solving and team work.</p> <p>Governors enquired how other departments viewed the ongoing success of the Science team. The AHT advised there was no negativity at all because the work was generally complimentary to other areas (eg design technology and maths with building robots) and it freed up other funding. The AHT also confirmed that the school rarely turn down an opportunity for enthusing students. It provided motivation for staff and a positive external view of the school which enhanced recruitment. Enrichment activities on site were becoming more popular as school trips were proving more challenging due to economic viability. Governors discussed this further and agreed this should be noted at the next local governor body meeting so all governors were aware.</p>	Clerk
	18.14pm	C Dorrington joined the meeting.	
5	School development plan (SDP) update		
	5.1	<p>The HOS tabled an update to the SDP which had already been circulated prior to the meeting (copy filed with minutes). The update would be circulated with the minutes.</p> <p>The overall summary was that the leadership team were confident that they were on track to deliver everything contained within the plan. The plan was written in the summer term, results are then published and the plan is revised to address any issues highlighted in the autumn term. This year the main emphasis had been on improving A-level results and providing increased interventions for Yr13. They have initiated “Exam Tuesday” which provided students with the opportunity to practice papers in exam conditions. It is also available to Yr11’s. Governors congratulated the leadership on this initiative and asked if the students papers were marked or if they received feedback on any gaps in knowledge and the AHT confirmed that teachers do this and explain what the assessors would be looking for. The HoS clarified that all departments build exam techniques into their coursework, so it was an ongoing process throughout the academic year. Governors asked if the standard was consistent across all departments and the AHT confirmed it was. He was pleased to report that the sessions so far had been very successful. There had been a lot of development based around the 6th form promoting individual responsibility for their own learning.</p>	
	5.2	<p>Leadership and succession - Governors asked how the roll out of the succession transition was going and the HoS confirmed that it was going well for both himself and the new deputy headteachers.</p>	

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	5.3	Governors queried the item “providing necessary tools for teachers for the improvement of the school ” on pg 7 of the SDP and sought clarification on what this meant. The HoS explained it related to infrastructure eg school equipment, refurbishment of classrooms. He advised governors that there had been a site meeting that day regarding the school expansion and circulated some images of the proposed new build. Another firm would be giving a presentation next week.	
6	Departmental review update		
	6.1	The HoS explained that due to the adverse weather conditions the geography review had been delayed. This will come to the next meeting along with the next scheduled department review. The Clerk to add to the agenda	Clerk
7	Curriculum update		
	7.1	The HoS advised there had been two changes to the curriculum. He explained to governors that the school had less time in KS3 English than other schools. Historically this wasn’t an issue as results had been good. However, the English curriculum had changed and more time was required. In Yrs 7&8 they proposed adding an additional period which will mean reclaiming an extra period that had been given to PE in the past. Governors approved the decision.	
	7.2	The other change was to the French curriculum. It had been proposed to remove French at A-level due to small class sizes as it wasn’t economically viable. However, due to more students wanting to do French and a strong challenge from parents, the school had decided to reverse this decision. Another factor was that other grammar schools were discontinuing the subject, so the school may be able to offer provision to other 6 th form students. Governors sought clarification on the minimum number of students required to establish viability and the HoS explained that the break even point for class size was in the high teens. However, with clever timetabling, they could provide a smaller class size cost effectively. Governors asked if there was plan to slowly phase the subject out over a couple of years and the HoS said no. They would revisit the situation in three years time.	
8	Review exclusion figures for terms 1-3		
	8.1	The HOS reported the exclusion figures at the meeting. There were 9 fixed term exclusions of 9 students which was 2 more than last year. Governors asked if this included 6th form and were advised it did. Governors enquired whether they were all 1 day exclusions and the HoS explained 3 were for 2 days and the rest were for 1. Governors asked whether any of the exclusions were related to each other and the HoS confirmed that the 6 th form exclusions were. Governors asked if this data was published externally and the HoS explained that as they were all internal exclusions, they weren’t. Only external exclusions were reported to the DfE and published in the school data. Governors acknowledge the small number of exclusions for the size of the student body and congratulated the leadership.	

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9	Easter revision		
	9.1	The AHT advised that notification had been sent out to Yr11 students before the snow and that the Yr13 notice would be going out this week. Governors asked if it was mandatory for students to attend and the HoS advised it wasn't but that the sessions had very good attendance. Governors asked if the students were still charged £2 per day and the AHT confirmed they were. Governors noted that the timing was more suitable this year as the Yr13 parents evening was before the Easter revision sessions.	
10	Review school targets and propose targets for next year (2019)		
	10.1	The AHT explained that the most important target for students to achieve was the Progress 8. In 2017 RMGS had exceeded their target which was 0.2 and had achieved 0.24.	
	10.2	This year, the AHT advised students were on track to exceed 0.2 and were expected to achieve between 0.4- 0.5. It had been difficult over the last two years to predict targets accurately as the grading system had changes from letters to numbers and there had been insufficient comparative data. Current data suggested 0.4 and a stretch target would be 0.6. After further discussion Governors agreed a target of 0.5 for 2019	
	10.3	The AHT sought governor approval to set a target for A-levels, which although not a statutory requirement, would be useful and help focus student minds. Governors supported and approved this approach. Governors approved the following recommended targets for A-level: A*-B 64.7%; AAB 18.9%; A*-E 100%	
11	Report on pupil premium		
	11.1	The HoS advised that the report had been on the website for some time and had been circulated prior to the meeting (copy filed with minutes). PP students had performed very well last year when compared nationally and with non PP students. He was pleased to report this evidenced that the strategies the school employed were successful. There was a new lead on PP (DH) and he was ensuring that there were regular meetings to track performance. Governors had no further questions.	
12	Gender presentation		
	12.1	The AHT explained that the school had 4 transgender students and that he had been attending training to ensure the school was compliant with the equality law. He was pleased to report that RMGS were probably ahead of most schools and to have four students successfully attending the school reflected a safe and secure environment. An area for further thought and planning was for students were identified themselves as non-binary. He sought approval from governors for staff to investigate how this potentially contentious issue might be approached. After much discussion, governors agreed staff could investigate but there should be no student involvement until there had been a presentation and full briefing to the local governing body. There were legal issues that were still being clarified and a longer term strategy was advisable. Governors acknowledged the excellent work of the pastoral team	

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		supporting students on a case by case basis on a wide range of issues. Governors applauded the leadership response to a previous request from the student body to form a LGBT group. They had recommended the group be labelled diversity rather than focus on one area. It was acknowledged that the student body weren't campaigning in nature only genuinely desirous to offer support to their peers.	
13	Policies for review		
	13.1	RMET Safeguarding and child protection - the HoS advised there was a minor change to bring this in line with the new staff code of conduct. There will be a new version next academic year. Governors approved the policy	
	13.2	RMET Use of social media and RMET ICT regulation and email policy - no changes Governors approved the policies	
	13.3	RMGS Exams, Exams special conditions, Non-exam assessment, Disability exams, and Word processor - no changes Governors approved the policies.	
	13.4	RMGS Internal appeals procedure - The HoS advised that exam boards have introduced a new requirement that schools have to allow students the right of appeal to any course work assessments. So this policy has been drafted using a model policy and in line with most other schools, we will exercise our right to charge £50 for the review. This has been agreed by Kent & Medway grammar headteachers. Governors approved this approach and the policy.	
14	Risk register		
	14.1	Strategic - the HoS explained the risk and threat related to the leadership and governors not being able to lead the school. There was little the school could do to reduce the controlled risks further than 3 so consequences of this risk would remain high .	
	14.2	Students - the controlled risks were easier to manage so the mitigating score remained low.	
Other			
14	Confidentiality - none		
15	Any Other Business - none		
	The meeting closed at 7.30 pm. Date of next meeting: 13th June 2018 6pm		

ACTIONS

4.1	Economic viability of school trips had greatly reduced the offer. To be added to next LGB agenda	Clerk
6.1	Clerk to add geography to next agenda under dept reviews	Clerk

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