



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF THE LOCAL GOVERNING BODY  
HELD ON 14 May 2018 6.00PM

**PRESENT:**

T Whittaker (Chair)	Parent Governor
H Aggarwal (Vice Chair)	Co-opted Governor
L Bourne	Co-opted Governor
A Clark	Co-opted Governor
S Decker	Executive Principal
C Dorrington	Parent Governor
N Goodall	Co-opted Governor
S Griffiths	Parent Governor
J Johnson	Co-opted Governor
B Kemp	Co-opted Governor
M Langridge	Co-opted Governor
A Moore	Head of School
S Roe (Chair of Personnel)	Co-opted Governor
S Shah	Co-opted Governor
C Wallis	Staff Governor
C Weatherill	Co-opted Governor

**IN ATTENDANCE:** T Watson (Assistant Headteacher), M Brighton (School Business Manager), C Collyer (Clerk)

Item	Main discussions and agreed actions	Action by/when
1	<b>Welcome and Apologies</b> The Chair welcomed everyone to the meeting. Due notice had been given and the meeting was quorate. The Chair welcomed back J Johnson and the new co-opted governor L Bourne. Apologies had been received and accepted from A Bovis and J Henry (family commitments). J O'Donnell was absent.	
<b>Governance</b>		
2	<b>Declarations of interest</b>	
	2.1 The Chair asked for any new declarations and there were none	
3	<b>Minutes of the previous meeting (approval for accuracy)</b>	
	3.1 The Head of School (HoS) advised 15.1 "new head of ICT" should read just "Head of ICT". Subject to this amendment, governors approved the minutes and the Chair signed them	
4	<b>Matters arising</b>	
	4.1 The Chair reminded governors to check the schedule of link governor visits on Governorhub and to arrange their term 5 visits. He asked that governors ensure that they record their meeting, using the template available and forward to the clerk to upload	All/Clerk
	4.2 S Griffiths confirmed she had been involved with the GDPR initiative	
	4.3 The HoS updated governors on the advice received about whether they should make the wearing of helmets and obtaining the cycling proficiency test compulsory for students wishing to cycle to school. The advice was to strongly encourage students because making it compulsory would put people off cycling. Therefore, a cycling safety campaign would be promoted and strongly encouraged via assemblies. <b>Governors asked what percentage of students didn't wear a helmet</b> and the Assistant Headteacher (AHT) explained it was around a third.	

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		The meeting discussed various ways to incentivise students to wear helmets and acknowledged the need not to discourage students from cycling. It was suggested that the students could be consulted on this. The Chair recommended that the staff team take note of the concerns raised by the governors and action as they saw fit. <b>Governors approved this approach and C Weatherill offered his support to the staff team if required</b>	
	4.4 & 5	The HoS had spoken with the Heads of Depts and reminded them that they could plan budgets across a couple of years if they had larger projects. The School Business Manager (SBM) had also meet with the Head of Design to talk through the department improvement plan	
	4.6	The Clerk confirmed that the link governor meeting template had been updated to include department development plans and loaded onto governorhub.	
	4.7	The Chair explained that the Personnel committee was struggling to be quorate and asked for another governor to join the committee. L Bourne agreed and would meet with the Personnel Chair	
	4.8	The SBM confirmed that there had been no additional feedback from governors on the risk register.	
<b>5</b>	<b>Succession planning</b>		
	5.1	The Chair advised he had received one nomination for Chair in waiting - S Griffiths. Governors agreed with the nomination and that the current Chair would mentor/co-chair until in January. In the autumn, they would seek nominations for the Vice Chair with the stipulation that the Vice Chair would have to have day time accessibility for the school so they could support the new Chair and school effectively.	
<b>6</b>	<b>Governor training update</b>		
	6.1	N Goodall reported he had attended training on leadership & development with two more session to follow. He would submit a report at the next meeting.	
	6.2	Several governors explained they had signed up for courses only to have them cancelled due to low numbers. The Clerk advised that governor training was available via KCC but this was now at a cost. The meeting discussed whether the service level agreement should be adjusted to reflect this. Governors also discussed the benefits of bespoke training sessions for the school and/or trust. The Chair, SBM and Clerk to put together ideas and bring to the awayday in June.	TWh/ MBr/ Clerk
<b>7</b>	<b>Governor skills audit feedback</b>		
	7.1	Governors discussed the skills audit matrix and agreed that this be used to drive recruitment and training priorities. Again, the Chair and Clerk to bring ideas to the awayday for governors to consider. <b>Governors agreed with this approach.</b>	
<b>8</b>	Link governor reports		
	8.1	A link report for Maths, business studies and economics had been received and loaded onto Governorhub. There were no questions.	
<b>Specific Items</b>			
<b>9</b>	<b>GDPR update</b>		
	9.1	T Watson tabled the GDPR road map and updated governors on progress.	

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		<p>He had been appointed the Data Protection Officer for the school and confirmed a consistent approach had been adopted across the Trust. The key highlights were:</p> <ol style="list-style-type: none"> <li>1. Retention policy - the school had a provisional retention policy which stated that data would be kept until the student's 25<sup>th</sup> birthday. It would be tabled at the next Trust Board meeting for adoption. However, they were awaiting final confirmation of the DfE guidance which was expected by Dec 18. Implementation would be delayed until then.</li> <li>2. The HoS confirmed that guidance had only just come out in April, there was some flexibility with timescales. However, the deadline of 25<sup>th</sup> May was for schools to evidence they were working towards compliance.</li> <li>3. The privacy policies will be sent to parents next week</li> <li>4. All staff training has been completed.</li> </ol> <p>The Chair asked how governor email accounts and storage of governance documentation fit into the new GDPR guidance. TWa advised that the retention policy would provide clarification but he explained that all governors would be allocated a school email to reduce the risk of a data breach. It was impossible for the school to control any breach of a yahoo or gmail account. There was also a statutory duty to report any data breach within 72 hours and the school could be fined for an unreported breach. The meeting acknowledged that although it would be safer, there would be an element of inconvenience. The Clerk advised that new email accounts had been set up for governors and would be issued within the coming week, together with guidance notes for access.</p> <p>Governors asked what provision there was for information they already have stored at home - both electronically and in paper format and were advised that the IT dept would advise on the electronic storage and that confidential waste bins within the school would be made available. This item would be discussed in greater detail at the awayday in June</p> <p>The HoS stressed that the new regulations related only to personal data - students,staff.</p> <p>Governors expressed their thanks to T Watson and the GDPR working party for all their hard work within a limited timescale.</p>	<p>TWa</p> <p>TWa</p> <p>Clerk/IT</p> <p>Clerk/IT</p>
10		<b>Approve school targets for next year</b>	
	10.1	The HoS tabled the targets and explained that these had been presented and provisionally agreed at the March Development and Admission committee. The recommended GCSE target was 0.5 for progress 8 which was considered an aspirational target. Although there	

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		was no statutory requirement to set targets for A-level, the leadership recommended 64.7% based on the Fisher Family Trust (national organisation for tracking results). <b>Governors approved the targets</b>	
<b>11</b>	<b>Approve budget forecast for following academic year</b>		
	11.1	The SBM wanted to draw governors' attention to the budget. It hadn't been through the finance committee as yet but she wanted to flag that the pay rise for teaching staff would be either 2 or 3% and she had forecast accordingly. If 3% was awarded, it would mean the budget would be very tight next year. She had allocated more money to education resources and the teacher training budget to reflect the increase numbers on roll. <b>Governors acknowledged the rollover figure and also the successful bid (£514k) for the roof repairs. The school would be contributing to this capital project also (circa £35k).</b> The HoS asked governors to recognise the incredible amount of work that the SBM had done managing the schools budget. <b>Governors agreed and thanked the SBM</b>	
	<b>T Watson left the meeting at 19:00</b>		
<b>12</b>	<b>Review SLA for governor services (Ocelot)</b>		
	12.1	The SBM advised that Ocelot were still refining their pricing structure which would be available in June. She would present figures to the Finance committee and update with the final budget approval	MBr
<b>13</b>	<b>Review website compliance</b>		
	13.1	N Goodall was pleased to report that the school website was compliant. However, he felt there were some improvements to be made. He would send a report with recommendations to J Broughton and provide an update at the awayday	NG
<b>Standing items</b>			
<b>14</b>	<b>Headteacher's report (copy filed with minutes)</b>		
	14.1	The Executive Principal explained that this was the very last HT report to governors he would be presenting after 19 years as HT of the school. The report had been circulated with the agenda but key highlights were:	
	14.2	GCSE targets - progress on these was very encouraging and it looked like this years target (.2) would be exceeded. A level predictions were also on track.	
	14.3	The number of students on roll continues to grow and after the consultation concluded, there would be 8 forms of entry from September. The Yr7 appeal group session with parents went well and there were 46 appeals to be heard in the coming week.	
	14.4	Staff leavers & appointments - the school was fully staffed except for one post (PE) and they may run without this post for a term. He was pleased to report that they had finally appointed a Head of Biology. The Chair enquired whether Mrs P Fincher's 27 years of service would be recognised in some capacity and the HoS confirmed it would be.	
	14.5	Department highlights: <ul style="list-style-type: none"> <li>Excellent feedback on quality of the Science, PE and Drama primary liaison.</li> </ul>	

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		<ul style="list-style-type: none"> <li>The big band had played at Rochester cathedral and were excellent. A parent of a music student had donated £300 to the school in recognition of the excellent work of the music dept</li> <li>The researcher in residence had linked into Southampton University and will be presenting to the LGB in the autumn</li> <li>The Art department were finalising a piece to celebrate E Jackson's long service to the school</li> <li>The Science Learning Partnership had exceeded all targets set</li> <li>Extra-curricular activities - governors were advised that the breadth and quality were exceptional and delivered across the whole staff team - both support and teaching staff.</li> </ul> <p>Finally, S Decker thanked all the governors for their support over the 19 years during his stewardship of the ethos and values of RMGS. The school had come a long way, there had been sustained improvement and he felt it had been a real privilege to be serve as Headteacher of such a school. The Chair thanked Mr Decker on behalf of the governors for his extraordinary performance as Headteacher and noted there would be a more formal recognition in due course.</p>	
<b>15</b>	<b>Committee reports</b>		
	15.1	Personnel - The Chair advised that following a recent disciplinary hearing the committee had a thorough review of process and implementation. They had made several recommendations to ensure a more secure protocol which would be better for all concerned.	
	15.2	Premises - The Chair advised that funding had been obtained for roofing, the new block design plans had been made available to the committee and would be built during the summer. Planning permission for the catering portacabin was expected this week and another architect would be delivering a presentation on the proposed new 6 <sup>th</sup> form block.	
	15.2	Finance & Development & Admissions - nothing of note to bring to the LGB.	
<b>16</b>	<b>Adoption of policies</b>		
	16.1	The HoS explained that most of the policies related to exams and were based on the exam council's templates which the school were expected to adopt as they were. <b>On this basis governors adopted the following policies:</b> Exams disability, Exams, Exams special conditions, Internal appeals procedures, Non-examination assessment, Word processor	
	16.2	The HoS explained that the Capability policy was school specific not a Trust policy. Following advice from the Trust HR advisors, it was recommended not to adjust due to TUPE regulations but to renew as it stood. <b>Governors approved the policy on this basis.</b>	
<b>17</b>	<b>Risk register - governance</b>		

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	17.1	The HoS and SBM explained that they wanted to involve a governor in reviewing this risk and the Chair of Governors had agreed to work on this too.	
19	<b>Confidentiality</b> - there was one item deemed confidential and has been minuted separately.		
20	<b>Any other business</b>		
	20.1	LGB self-evaluation - the meeting asked the Clerk to select two dates (one in July and one in September) for the session with A Robinson and circulate to check availability.	Clerk
	20.2	Gas contract - the SBM had been in touch with two brokers and S Griffiths to discuss contract terms and prices. Prices have to be accepted on the day and weren't not available before last finance meeting. She now sought governor approval to accept a renewed contract within a 3% margin. Governors approved the recommendation that the HT, SBM and S Griffiths to agree the terms of the renewal. They asked that the new agreement would accommodate any new schools which join the Trust.	SD/ MBr/ SG
21	The meeting closed at 7.40 pm and the date of next meeting 15 <sup>th</sup> October 2018		

**ACTIONS**

4.1	Governors to book any outstanding link visits before the end of term and sent completed report to Clerk	All
6.2	Review of the skills audit and ideas for bespoke training to be brought to the Awayday including cost implications	T Whittaker/ M Brighton/ Clerk
9.1	Finalisation of Retention Policy due in Dec 18 after DfE guidance received	T Watson
9.1	Governors to be issued with school email accounts in line with GDPR recommendations	Clerk
9.1	Update at Awayday on transfer and storage of old email data for governors	Clerk/IT
13.1	Send report to J Boughton on website recommendations and update at the Awayday	N Goodall
20.1	Circulate dates for session with A Robinson	Clerk
20.2	Renegotiate gas contract	S Decker/ MBrighton/ S Griffiths

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