



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF THE LOCAL GOVERNING BODY
HELD ON 15 OCTOBER 2018 2018 6.00PM

PRESENT:

T Whittaker (Chair)	Parent Governor
H Aggarwal (Vice Chair)	Co-opted Governor
L Bourne	Co-opted Governor
A Bovis	Trustee
A Clark	Co-opted Governor
S Decker	RMET CEO
N Goodall	Co-opted Governor
S Griffiths	Parent Governor
J Henry	Staff Governor
J Johnson	Co-opted Governor
M Langridge	Co-opted Governor
A Moore	Headteacher
S Roe	Co-opted Governor
C Wallis	Staff Governor
C Weatherill	Co-opted Governor

IN ATTENDANCE:

M Brighton	School Business Manager
Morgan Tucker	Student representative
Emily O'Neill	Student representative
C Collyer	Clerk

Item	Main discussions and agreed actions	Action by/when
1	Apologies and welcome to new/re-elected governors The Chair opened the meeting and apologised for the slight delay. He welcomed the new student representatives. He advised governors that J Henry had been re-elected as the teaching staff governor and that there were 4 candidates for the parent governor vacancy. The closing date for parents to vote was 23 rd October. He advised this was his last meeting as Chair as S Griffiths would be chairing the LGB from now. There had been no apologies for absence and the following governors were absent: B Kemp, J O'Donnell, C Dorrington, S Shah	
	Procedural	
2	Declarations of interest	
	2.1 There were no new declarations of interest	
	2.2 The Clerk confirmed the code of conduct and annual declaration of interest forms had been signed by all governors	
3	Minutes of the previous meeting on May 18	
	3.1 The minutes were agreed as an accurate record of the meeting and the Chair signed the minutes	
4	Matters arising	
	4.1 Governors to book outstanding link visits - the Chair highlighted the feedback from the recent governance review which had identified the lack of evidence of governor visits. He reminded governors that as a team, they need to engage and be accessible to staff.	
	4.2 Governor school email accounts - the Chair asked how governors were finding the new email accounts. It was noted that there were ongoing issues with accessing email via mobile phones. The Clerk requested that governors contact Glen Johnson direct on 01634 260209 x 1007.	

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		The meeting discussed and agreed that governors email addresses should be included in the global directory and not hidden from staff. Action: Clerk to notify IT to remove the restriction.	Clerk
	4.3	Website recommendations to be forwarded to J Broughton ACTION: Clerk to forward J Broughton email address to N Goodall	Clerk/NG
	4.4	The school business manager confirmed the gas contract had been re-negotiated.	
	J Henry joined the meeting at 18.20		
	5 Confirm committee membership and structure		
	5.1	The meeting agreed to defer this discussion until the new parent governor was appointed. ACTION: Clerk to add to agenda for next meeting	Clerk
	6 Review link governor responsibilities, governor visits schedule and protocol		
	6.1	S Griffiths advised that due to the changes in senior leadership team (SLT) it would make sense to re-align governors to a member of the SLT rather than subject area. S Griffiths had reviewed the current list and made some suggestions for change which will be circulated with minutes (copy filed with minutes) ACTION: Governors to feedback on the suggestions	All governors
	6.2	Governors were reminded to complete their 2 annual visits in Term 2 to review amongst other things: subject exam results and dept action plans and Term 5 to review progress, school performance data and discuss any development/achievements within the dept. The visits should be linked into the school development plan and see evidence of the plan being delivered.	
	7 Review governing body performance		
	7.1	The CEO advised that key performance indicators (KPI's) for governance were being developed as part of the RMET strategic plan. He thanked the Clerk for developing the draft document and advised that D Brockman would be working as a governance consultant and reviewing how these could be implemented to ensure a consistent reporting format across the Trust. His role was to help and support LGB's to do this. There was a new Trust resources page on Governorhub https://app.governorhub.com/s/rainhammarkeducationtrust and the RMET strategy and KPI's documents would be uploaded and LGB's notified. ACTION: Clerk to upload strategy documents	Clerk
	7.2	The CEO requested that he be allowed a standing item on all Trust LGB agendas so he could update governors on any relevant items from the Trust. Governors ask if he would feedback on the other schools in the Trust too and the CEO confirmed he would. The aim was to raise the profile of the Trust and ensure effective communication. Governors queried whether this was appropriate as it removed focus from RMGS. They also felt that as the HT and Chair attended the Trust Board they could cascade any relevant information to the LGB. They expressed concern about how the Trust was going to ensure all LGB's were as strong as each other. After much discussion the meeting agreed with the Chair to trial a Trust slot on the agenda..	
	7.3	The Chair reflected on the recent self-evaluation session and the decision to allocate responsibility for key areas to be reviewed with	

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		recommendations brought back to the next meeting on how performance could be improved. The following were agreed: Governing Body Effectiveness - S Griffiths/C Weatherill Vision, Ethos & Strategy - L Bourne/J Johnson Effective Accountability - T Whittaker/A Bovis ACTION; governors review and return with proposal at next meeting	SG/CW/ LB/JJ TW/AB
8	Governor training		
	8.1	N Goodall (Training Governor) had a list of recent training done by governors by Educare. He asked all those governors who had not completed the Safer Recruitment and Prevent training to log on and do so. This was to be done before the end of the year to ensure compliance. ACTION; Clerk to ask J Boughton circulate how to access Educare and governor login details together with the course name	Governors Clerk
	8.2	The Clerk proposed a programme of training for governors to address the areas that had been highlighted in the self-review session. These could be a mixture of RMGS only and joint Trust and delivered by Governance Connected - A Robinson. They were: 1. School development plans and asking challenging questions - Dec 2. Analysing school performance - Jan 3. Pupil premium (TRUSTWIDE) – May 4. Exclusions and parental complaints (TRUSTWIDE) – June ACTION: Clerk to organise and circulate dates to be approved	Clerk
	8.3	Governors asked the Clerk to investigate whether the NGA membership included access to the Learning Link which had replaced GEL and had been very useful. ACTION: Clerk to contact NGA	Clerk
SCHOOL IMPROVEMENT			
9	Receive annual safeguarding report		
	9.1	The HT presented the key points of the safeguarding report and confirmed that the Chair would sign on behalf of the LGB before it was sent to the Local Authority.	
	9.2	The HT advised that E Horstrup would become the main designated safeguarding lead in the near future. J Johnson was the Safeguarding Governor and he could evidence that all staff and volunteers had received the relevant safeguarding training. He asked the minutes to record his thanks to Mrs S Smith who did an excellent job maintaining the very detailed Central Register. He confirmed that all recruitment panel members had received Safer Recruitment training and there was a comprehensive policy review schedule. The students completed the bi-annual Kirkland Rowell survey and governors had received a refresher course at the joint awayday in June. Governors asked if there were any noticeable trends they needed to be aware of and the HT advised that the school had a very low level of traditional child protection issues. However, there was a national increase in mental health issues and this was reflected in the school. As a result the school had increased the school counsellor's time to 4 days a week. Governors asked the student representatives about their views and	

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		they explained that students felt the school provided excellent pastoral care. Governors queried whether there should be greater communication about the role and confidentiality of the counsellor and the students agreed. The HT explained there was a broad range of staff to meet the various levels of issues with the school counsellor dealing with the most severe cases. Governors asked whether more resources were required to future proof the service and were advised that more staff were being trained on mental health.	
	9.3	The Clerk circulated a register for governors to sign to confirm they had met the statutory requirement of reading Part 2 of Keeping Children Safe in Education. ACTION: all governors who haven't signed, to confirm via email to the Clerk that they had read it.	ALL
10	Approve school dates and times for following year		
	10.1	The HT had consulted with staff on the proposed dates which recommended a longer October half term. Governors enquired about the rationale for this and the HT explained that the benefit was for both staff and students who were very tired by the October half term. Other schools had done this and noticed a reduction in illness in both groups. Governors asked about the impact for working parents and the HT advised it would reduce the numbers of unauthorised absences. Governors approved the school dates.	
11	Approve school development plan		
	11.1	The HT explained that this was a work in progress. When it was originally drafted the exam results weren't available and they only had the unvalidated data at present. The data would be updated and the SLT would be reviewing the strategies to address the issues identified. He had met with the Trust CEO and agreed to tighten up some of the targets. Governors asked if any of the targets were a stretch and the HT explained that it was difficult to measure some outcomes e.g. the 6 th form mindset development which was a long term project and would take time to embed into school culture. He stressed that the SDP didn't just focus on the quantitative results data. As an outstanding school they had the opportunity to focus on a broader framework. The CEO advised that the Princes Teaching Institute Director (who was a Trust Member) would help assess the quality of the curriculum.	
12	Headteachers report (including pupil premium report) and EFSA benchmarking report		
	12.1	Governors thanked the HT for the report which they found very interesting. The HT advised they had an ongoing issue with admissions with the Independent Appeals Service upholding lots of appeals which was pushing the school further and further over PAN. This had resulted in pull out desks in some classrooms and some students having their backs to the teacher in class. They were having to use wooden bridges to link across benches to provide working space for students. Governors stated they were very uncomfortable with any student having their back to a teacher. They asked if this provided any issues regarding health & safety and the HT advised it didn't at the moment but he had included the fact that some classrooms no longer	

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		met the statutory space requirements for the number of students when presenting the schools case for appeals. ACTION: Clerk and HT to review alternative services	ATM/ Clerk
12.2		The HT was pleased to report that the new building block was progressing and students had been incredibly careful and well behaved with the onsite scaffolding. Governors asked the student reps for their views who confirmed that space was tight around the school. They were very happy with the new catering facilities and confirmed that queues were much better. The Chair asked the minutes to register his thanks, on behalf of the Board, to the Catering Manager and her team for doing such a terrific job.	
12.3		The HT welcomed the recent suggestion of appointing 2 governors as data champions within the Development and Admissions Committee. He confirmed that the invalidated data showed that A-levels had a value added of -0.03 versus a target of 0 as predicted. The big entry subjects Maths & Psychology had negative value added but the SLT had detailed action plans to address this. The CEO noted an increase in the percentage of U's and the HT advised this was the first year of non-modular exams and the school's approach of moving students if they were unlikely to pass. The CEO asked what was being done to limit the number of students ending up with just 2 A - levels and the HT advised that all students who were struggling had interviews with senior staff and if they hadn't moved forward, they were moved back to Yr12. Governors asked if Yr12's were given the opportunity to change their minds about subject selection and the HT confirmed they were given up to the end of September but after that they would have missed too much content to change subjects.	
12.4		Pupil premium report to be considered at the Development and Admissions Committee first. ACTION; Clerk to table at D&A and bring back to next LGB	Clerk
12.5		GCSE results - the HT advised that the progress 8 score was looking like +.37 versus a target of +.2. The CEO noted a significant drop from 2017 in the progress 8 5 A-C category and the HT explained this was due to known staffing issues within Maths. Governors asked what the school was doing to address this and the HT advised that 3 members of staff were on extended leave (eg maternity) and there had been some new appointments.	
12.5		The CEO noted that the pupil premium (PP) results weren't included in the report and the HT explained they were contained in a separate report. The CEO asked if there had been an underspend of the £96230 PP funding and if so, could there be a costed breakdown of the proposals of how this underspend would be spent in 18/19. The SBM advised that there was a detailed spreadsheet showing how the ppg was spent and allocated across ppg students. The CEO requested that this be uploaded to the website, with costed proposals for the underspend and link the impact to the report. ACTION: HT and SBM to update the PPG information on the website	ATM/MBr

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	12.6	The new build should be without scaffolding after half term and the new block should also be delivered and on site.	
	12.7	The CEO advised that the new specialist school expansion fund bid was now at ministerial level and the school should hear mid-November if the funding was approved for the 6 th form expansion. The HT advised that if this occurred, then the school would go back to the significant change application for formal approval of the increase to 8 forms of entry	
13	Committee reports		
	13.1	The Finance Chair confirmed that the budget was on track and nothing of significance to report	
	13.2	The Business Management Chair confirmed that the premises and catering committees had now combined to form one committee and that the asbestos register was up to date and compliant	
	13.3	The Chair of Personnel advised that the increase in mental health issues had been discussed in depth and would be monitored closely	
14	Adoption of policies		
	14.1	RMET Educational visits - there were no changes and governors approved the policy	
	14.2	RMET Health & Safety - there were no changes and governors approved the policy	
	14.3	RMGS Charging and remissions - there were no changes and governors approved the policy	
15	Risk register - legal		
	15.1	The HT advised that the only significant change was that data protection now included GDPR	
16	Confidentiality		
		none	
17	Any other business		
	17.1	The meeting agreed to remove the IT safeguarding software from the agenda as it was no longer relevant	
	17.2	The meeting agreed to put the governor recruitment media project on hold	
	17.3	The Chair reminded governors that they could claim for their printing of governor papers. However the school were exploring alternative options ACTION: SBM to investigate use of laptops to access governorhub for meeting papers	MBr
	17.4	The SBM sought governor approval for an additional £2k to meet the cost of purchasing 36 laptops. 20 were to replace old Surface 2's but 16 and a trolley were for the homework club which was predominantly for those students who didn't have access to computers at home. Governors asked if the PPG students attending were registered so that spend could be tracked against funding. The HT confirmed they were.	
	17.5	L Bourne asked for governors to volunteer for a team for PTFA quiz night. 6 volunteered.	
	17.6	S Griffiths handed round a list of school events and asked governors to contact the Clerk to let her know which ones they wished to attend.	All/ Clerk

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	The aim to raise the profile of the LGB. ACTION: Governors to advise Clerk of which events they planned to attend	
15	There being no other business the meeting closed at 20.14	
	Date of next meeting 11 February 19	

ACTIONS

Item	Action	Who/when
4.2	Clerk to notify IT to remove the restriction on email	immediately
4.3	Clerk to forward J Broughton email address to N Goodall	Immediately
5.1	Clerk to add to review of committee structure to agenda for next meeting	Next meeting
6.1	Governors to review link responsibilities and feedback to Chair on the suggestions made	Immediately
7.1	Clerk to upload strategy documents	Immediately
7.3	Governors review key areas and return with proposal at next meeting	S Griffiths, C Weatherill, L Bourne, J Johnson, T Whittaker and A Bovis
8.1	Clerk to ask Julie Boughton to circulate how to access Educare and governor login details together with the course name	Immediately
8.2	Clerk to organise and circulate dates to be approved for training sessions	Immediately
8.3	Clerk to contact NGA regarding GEL and Learning Link access	Next meeting
9.3	all governors who haven't signed, to confirm via email to the Clerk that they had read Part 2 KCSIE	Next meeting
12.1	Clerk and HT to review alternative services for appeals	Next meeting
12.4	Clerk to table PPG report at D&A and bring back to next LGB	Next meeting
12.5	HT and SBM to update the PPG information on the website	End of October
17.3	SBM to investigate use of laptops to access governorhub for meeting papers	Immediately
17.6	Governors to advise Clerk of which school events they planned to attend	End of October

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