



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF THE DEVELOPMENT AND ADMISSIONS COMMITTEE
MEETING HELD ON 18th JUNE 2018 6.00PM

PRESENT: Terry Whittaker (Chair) Chair of Governors
 Alan Moore Head of School
 Jane Henry Staff Governor
 Linda Bourne Co-opted Governor

IN ATTENDANCE: Kevin Frost Assistant Headteacher
 Casey Collyer Clerk

Item	Main discussions and agreed actions	Action by/when
1	Welcome and Apologies T Whittaker agreed to take the meeting in the absence of the Chair. He welcomed everyone to the meeting and confirmed notice had been given and the meeting was quorate. Apologies were received and accepted from S Decker (attending another meeting) S Roe (funeral). The following governors were absent S Shah, C Dorrington, J Johnson and J O'Donnell.	
2	Minutes of the meeting on 5th March 18 - approval for accuracy - the minutes of the meeting were accepted as a true record and the Chair signed the minutes and clarified that there were no confidential minutes as noted on the agenda.	
3	Matters Arising - none	
School Development		
4	Science college report	
	4.1 The report had been circulated with the agenda (copy filed with the minutes). The Assistant Headteacher (AHT) drew governors attention to the following highlights:	
	4.2 Science, Technology, Engineering and Maths (STEM): it had been a very busy term. The Yr10 spirit of wild roadshow brought a golden eagle on to site. Robot wars were building a new robot for a new competition at Greenwich university in September. A member of staff had been appointed as the new STEM co-ordinator effective September. The post was funded from the Science Learning Partnership (SLP) contract and enabled these events	
	4.3 SLP: the new contract was tabled (copy filed with minutes) and the meeting discussed the targets. The AHT highlighted the recent report by the Welcome Trust which made a direct correlation between availability of CPD for teachers and the retention of staff. Governors asked if there was still significant net benefit for the school and for the AHT, personally, to continue with the partnership and the AHT confirmed there was but sustainability was the key. It was a key factor when working with their several partners. SLP were doing an evaluation of the programme and initial comments suggested the partnership with Christchurch was a best practice model.	
	4.4 Primary science outreach: there would be a change of staff as one of the leaders would be stepping down to pursue other projects. The AHT would assume responsibility and wanted to look into supporting the Trust's	

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		primary schools to achieve the Primary Science Quality Mark (PSQM). Governors asked whether the primaries were keen to do this and the AHT explained he was having introductory talks at the moment. He stated that it was an area OFSTED were keen to see develop. Governors asked how primary schools were chosen to work as part of the outreach programme and the AHT confirmed they were focusing on the primaries within the Trust with a view to broaden the offer in future. Governors noted this could be very attractive to schools considering joining the Trust.	
5	School development plan (SDP) update		
	5.1	The Head of School (HoS) explained that there was little to update as most activity had been reported at the March meeting and the Awayday on 23 rd June would review the SDP in depth. He tabled a brief update (copy filed with minutes) for governors:	
	5.2	Outcomes for Children Leaners by looking at progress data: <ul style="list-style-type: none"> • “Exam Tuesday” had been a success and would therefore continue. • Homework portal working party looking at how to make homework more effective will continue and roll into next year • Exam week for Yrs 7-10 had been overwhelmingly successful providing a very controlled exam environment across the school. 	
	5.3	Effectiveness of leadership and management <ul style="list-style-type: none"> • 4 Schools Direct trainees had been recruited for next year: 3 in Science and 1 Geography • As the school grows, parent evenings were becoming problematic. The leadership had trialed 2 approaches for Years 7&8. Running two evenings and just one very long evening. The decision had been taken to have two evenings for 7&8. Governors confirmed that parents had been very pleased with this approach, getting appointments with teachers had been easier and the teachers appeared more focused and less rushed. 	
6	Departmental review update		
	6.1	The HoS explained the process for the reviews and stressed the importance that the Head of Department (HoD) felt it was a collaborative process. HoDs were invited to a leadership group meeting and their dept review was discussed with them. Governors congratulated the leadership on the new review format which was concise but relevant (copies filed with the minutes). Geography: the review highlighted that it was almost a completely new dept except for 1 teacher and students were expressing more confidence in the dept. RPE - Governors queried the attendance issue referred to and were advised this related to a specific group of Yr12 & 13’s who had genuine reasons for their absence. There were no further questions.	
7	Curriculum update		

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	7.1	The HoS advised there were no further updates	
8	Review exclusion figures for terms 1-5		
	8.1	There were 13 fixed term exclusions of 12 students to date. Compared to last year when there were 12 exclusions. There were more boys than girls, no pattern re ethnicity or SEN. Governors congratulated the leadership.	
9	Sen Link governor report		
	9.1	There had been no report received.	
10	Review of Yr7 Appeal round		
	10.1	The HoS drew governor's attention to the fact that 10 appeals had been upheld in the main appeal round, despite the increased PAN to 235. The school's case had been very robust based on the physical limitations of some classrooms and the health & safety concerns for students moving about the school. He had had the opportunity to review those appeals which had been upheld and agreed they were very strong cases. He advised that more Casual Appeals were also being upheld putting more pressure on class sizes. He had therefore asked for appeals to be added to the agenda for the Kent & Medway Grammar Schools upcoming meeting and recommended that governors wait to see what the feedback was before taking any action. The meeting discussed the expected significant rise in the local population and the shortage of grammar school places. All agreed the need to review the appeal process ahead of the expected rise in student numbers.	
11	Policies for review		
	11.1	SEND local offer (copy filed with minutes) governors noted a typo 5 <i>learning support assistances</i> on the first page and that the policy was based on a Medway and national policy but adapted to the school. On this basis governors approved the policy.	
12	Review terms of reference		
	12.1	The Clerk advised there hadn't been any amendments required through the year and on this basis Governors approved and the Chair signed the ToR's.	
Other			
13	Confidentiality - none		
14	Any Other Business - none. T Whittaker gave his apologies for the next meeting on 5 th November 18		
	The meeting closed at 7.00 pm. Date of next meeting: 5th November 2018		

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