



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF THE DEVELOPMENT AND ADMISSIONS COMMITTEE
MEETING HELD ON 21 NOVEMBER 2018 7.15PM

PRESENT:

Alan Moore	Headteacher
Terry Whittaker (acting Chair)	Parent Governor
Linda Bourne	Co-opted Governor
Louise Cox	Parent Governor
Jane Henry	Staff Governor
Jan Johnson	Co-opted Governor
Susan Griffiths	Parent Governor

IN ATTENDANCE: Casey Collyer Clerk

Item	Main discussions and agreed actions	Action by/when
1	Welcome and Apologies The Chair welcomed everyone to the meeting, especially L Cox, newly elected Parent Governor and S Griffiths, who as in-coming Chair of Governors (effective Jan), would be joining this committee. The Clerk confirmed there had been no apologies from C Dorrington again so the Chair agreed to contact him.	
2	Minutes of the meeting on 18 June 18 were agreed as a true record of the meeting and the Chair signed the minutes.	
3	Matters Arising - none	
School Development		
4	Chair & Vice Chair - succession	
	4.1 The Clerk advised that Dr Shah, previous Chair of the D&A committee, had relocated due to work and had resigned. At a meeting with the Headteacher (HT), School Business Manager, Clerk and incoming Chair of Governors at the end of the summer term, it had been agreed that the two main committees (Business Management and Development & Admissions) should have both a Chair and Vice Chair. The Clerk recommended that the new Chair should be familiar with school data, the education sector and have knowledge of the school and asked for expressions of interest. Governors unanimously agreed for L Bourne to become Chair. T Whittaker (outgoing Chair of Governors and Trust Chair) asked if governors were happy for him to continue as an RMGS governor and if so, he would like to propose himself as Vice Chair. Governors unanimously agreed. Clerk to update records accordingly	Clerk
5	School development plan (SDP) update	
	5.1 The SDP had been circulated with the agenda (copy filed with minutes). The HT confirmed that the senior leadership team (SLT) had met to review the SDP and was pleased to report that they were on track and happy with progress so far. Key highlights were:	
	5.2 The Science Learning Partnership (SLP) had an incredible target to deliver 575 CPD days across Kent and Medway. A member of the SLT was partially seconded to lead this project and so far 475 days had been delivered with the target end date of April. Governors asked if the training was	

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		delivered at RMGS and the HT advised it was a mixture as the project was delivered in partnership with Christ Church Canterbury.	
5.3		One of the key priorities this year was to improve student's memory recall and the depth and scope of student knowledge. A training session had been delivered last week to teachers and the feedback was excellent. The Staff Governor confirmed that teachers were reassured to talk with other teachers to share teaching methods and outcomes. Governors asked if there was a method to measure success of these approaches and the HT advised that the feedback from students was that the techniques were very successful. Governors acknowledged the positive feedback but were keen to understand how the success could be evidenced. They explained that both the Regional Schools Commissioner and Ofsted were consistently looking for demonstrable evidence of progress. The HT suggested that perhaps the Kirkland Rowell staff, student and parent survey may be the best method to collate quantifiable feedback. Governors asked if Yrs. 11 and 13 were still surveyed separately and the HT recommended that this feedback could be collected by members of staff. If results were rising, it may be worthwhile to have a spread of measurements for success such as lessons observations. Governors questioned how success was evidenced and the HT advised that the Trust were currently looking at such reporting mechanisms. However there were some issues at reviewing quantitative versus qualitative data as both Ofsted and RMGS had moved away from judgements/ratings on teaching & learning as it was felt staff focused too much on the grade rather than the more qualitative coaching approach. Governors explained that at a recent training session, it had been made clear they needed to be more familiar with the school data and wished to see evidence of progress in the SDP report.	
5.4		Linked to the strategic priority of developing student character, the HT was pleased to report that the kindness initiative (wearing odd socks, house assemblies) had been successful.	
5.5		To improve the support to students experiencing safeguarding issues, all members of the SLT had received training to become Deputy Safeguarding Leads. The HT advised EH, Deputy Headteacher, will replace him as the Designated Safeguarding Lead next year	
5.5		The HT reported that the Science, Technology, Engineering and Maths (STEM) careers fair was being extended to other subjects and BAE had confirmed they would be joining the next fair.	
5.6		The HT explained that in line with the schools strategic objective to promote and strengthen cultural learning by providing a well-rounded, culturally rich education, he was pleased to report that G Penny had developed a partnership with the Royal Opera House to develop creativity across the curriculum. He drew governors attention to the fact that many schools were subsidising the curriculum for 6 th form as there had been no investment in this area and funding hadn't increased for 5 years. This impacted the breadth of curriculum schools could offer to 6 th form	

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		students. Governors sought clarification on the financial impact of providing greater variety at 6th form - such as modern foreign languages (MFL). Did the school run courses regardless of the number of students? The HT explained that there were some courses (music, art and mfl) which were smaller and the breakeven point financially was 17 - 18 students in a class. He confirmed some classes had more than 17 students but quite a few had less. However, the justification was to provide a broader curriculum. The school strove to be creative with the timetabling and maximising teaching time e.g. combined lessons for Yr12 & 13 in music. He stressed that the more students who enrolled for 6 th form, the more cost effective the curriculum would be. Governors had no further questions	
6	Departmental review update		
	6.1	The HT advised that the English Dept. was currently being reviewed and he would bring back to next meeting,.	ATM/ Clerk
7	Curriculum update		
	7.1	There was nothing to update	
8	Review exclusion figures for terms for whole of last year 17/18		
	8.1	The HT presented the exclusion figures for the previous academic year. He was pleased to report the figures were down on last year. There had been: 0 permanent exclusions, 16 fixed term exclusions of 14 learners 98 internal exclusions Governors asked if there were any underlying trends they should be aware of and were advised that the main reasons were behaviour and were predominantly boys. Governors enquired whether there was a need to amend the behaviour policy due to the decrease in exclusions and the HT said no. He attributed the reduction to a particularly 'livel'y' cohort having left the school and the quality of the teaching staff improving year on year. The Governors also acknowledged that the students who guided prospective parents on the school open days were excellent ambassadors and had received very positive feedback.	
9	School data - data champions		
	9.1	The HT suggested that 1 or 2 governors become data champions and take responsibility for drilling down and interrogating the school data on behalf of this committee and the LGB. Governors discussed and agreed that 2 would be appointed after the upcoming training on school data. Governors requested that on the day of training, 10 minutes at the end of the day were allocated to agree a post training action plan. Clerk to liaise with trainer to ensure this included	Clerk
10	Headteacher's report on performance management		
	10.1	The HT queried whether this item should only go to the Pay Committee. Governors agreed and asked the Clerk to amend the annual planner to reflect this.	Clerk

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11	Policies		
	11.1	Admissions - The HT advised that initially the school hadn't planned to consult on the arrangements for Sept 20. However, Medway had sent a letter (copy filed with minutes) advising of a school which had been contacted by the Ombudsman as it had given priority to students who had attended other schools within their Trust. Medway had advised they would not support policies which included this in their oversubscription criteria. Governors questioned whether it was aimed at students transferring within secondary schools within a Trust but the HT explained that the main focus was primary to secondary. The HT advised governors he had sought clarification from Medway Student Services as to whether they were advising Trusts to consult on this point but to date had received no reply. He had contacted the National Grammar School Headteachers who had been in contact with the Ombudsman who had explained they were less unhappy if the schools were named specifically. They didn't like unspecified primary feeder schools where larger trusts had geographically widespread members. It went against the spirit of proximity. He was pleased to advise that the primaries in Trust were within the RMGS catchment area. He recommended not going to consultation for Sept 20 and see if what the response was. Governors asked if a primary within the Trust was undersubscribed and someone applied for a place, could the school refuse and the HT confirmed they couldn't. However, it was the Trust's responsibility to manage the subscription levels at the primary schools not RMGS. Governors agreed to name the schools and not go out to consultation. Governors also queried whether the supplementary information form needed to specify gender and the HT agreed to remove it.	ATM
	11.2	The HT advised that as the meeting had been rescheduled, the Trust policies (child protection, attendance, subject access requests) had been taken to the Trust Board meeting on 19 th and approved.	
	11.3	RMET Behaviour: Governors questioned that there was no mention of the expectations on parents behaviour and suggested something should be included. The staff governor confirmed this had been raised at the last pastoral meeting. Governors strongly recommended that there should be a clear message about expectations of parental behaviour. An amendment to be brought back to the next meeting and circulated to Trustees too	JH/Clerk
	11.4	Sex Education policy: there were a couple of minor typos and Governors approved the policy with this amendments.	
	11.5	Assessment policy: the HT explained the changes in the different methods of feedback for students including building time into lessons to act on feedback. Governors asked how these methods impact the lessons. The HT explained it linked into the strategic objective of developing cognitive learning style. Governors suggested that the codes for feedback should be printed in the student's planners so parents could understand. Governors approved the policy on this basis	ATM

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	11.6	The following policies had been reviewed by governors were adopted with no amendments: Curriculum, exams, exams contingency,	
12	Risk register - academic		
	12.1	The HT tabled the risk register (copy filed with minutes) and advised that the threat to academic achievement was very low based on the data over so many years. Governors had no further questions.	
Other			
13	Confidentiality -there was one item of a confidential nature which has been minuted separately.		
14	Any Other Business		
	14.1	The HT drew governors attention to the proposed school dates for academic year 20-21. The SLT proposed option 1 and governors agreed this recommendation. The Chair signed the return form and gave it to the HT	
	14.2	The Clerk gave out copies of the Governance Handbook and Competency Framework. She referred governors to the sections regarding accountability and suggested questions for governors to ask the school leadership around financial and school improvement competencies.	
	14.3	The Clerk advised governors that the Training Governor was updating the training matrix and would be circulating training which was relevant to each committee as well as the LGB. She reminded governors of the training on 4 th December which was specifically relevant to this committee as it focused on the School Development Plan and asking challenging questions.	
The meeting closed at 20.16 pm. Date of next meeting: 4 th March 19			

Actions

4.1	Clerk to amend records to reflect change in chair and vice chair	Clerk
6.1	English department review to be added to next meeting agenda	ATM/Clerk
9.1	Clerk to ask trainer to include 10 mins at end of training day to agree action plan and identify 2 data champions	Clerk
10.1	Remove HT report on performance management from annual planner and move to Pay committee	Clerk
11.1	Remove gender question from supplementary information form on admissions policy	ATM
11.3	Addition regarding expectations of parental behaviour to be reviewed by SLT and circulated to trustees. Bring back to next meeting	JH/Clerk
11.5	Definition of feedback codes to be included in student planners for parents information	ATM

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