



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF THE BUSINESS MANAGEMENT  
COMMITTEE MEETING  
HELD ON 12 November 2018 6pm

**PRESENT:**

Nigel Goodall (Chair)	Co-opted Governor
Hari Aggarwal	Co-opted Governor
Alison Clark	Co-opted Governor
Jan Johnson	Co-opted
Carol Wallis	Staff Governor
Terry Whittaker	Parent Governor
Alan Moore	Headteacher

**IN ATTENDANCE:**

Michele Brighton	School Business Manager
Steve Mayes	Site Manager
Daisy Newton	Yr 11 student rep
Zak Knight	Yr 11 student rep
Casey Collyer	Clerk

Item	Main discussions and agreed actions	Action by/when
1	<b>Welcome and Apologies</b> The Chair welcomed everyone to the meeting. It was confirmed that due notice had been given and the meeting was quorate. Apologies were received and accepted from B Kemp (council meeting)	
2	<b>Declarations of Interest</b> - None were noted.	
3	<b>Minutes of the meetings held on 1<sup>st</sup> October 18 and signing thereof</b>	
	3.1 <b>Approval for accuracy</b> - both minutes were accepted as a true record and the Chair signed the minutes	
4	<b>Matters Arising</b>	
	1 PC installation in library for students to log faults. The School Business Manager (SBM) explained that on investigation this would be very complicated to achieve due to network access and controls. It had been agreed to develop a form students could use to log site issues, available from the library and the librarian would log the issue on their behalf. <b>Governors asked if a suggestion box could also be included to capture student's views.</b> Governors also recognised that the student council could feedback at this meeting too.	MBr/SM
	2 The Catering Manager had sourced alternative bamboo cutlery at a reasonable cost to help with the schools desire to reduce plastic and move towards a more ethical source of materials	
	3 Following the request from the student council, the Catering Manager confirmed that vegetarian burgers were now on the menu and were selling well	
5	<b>Catering report</b>	
	1 The Catering Manager advised governors that the new Outback Hub and systems were all settling down and working well. Christmas lunch would be provided at a cost of £2.80 (no increase on last year) for 2 courses and invited governors to attend on 7 <sup>th</sup> December if they were available.	

SIGNED \_\_\_\_\_

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	2	To reduce queues for students, an additional hot trolley will be hired to increase service capacity for xmas lunch. This will be assessed and a further trolley hired if necessary to meet demand.	
	3	The Site Manager asked if trays could be provided for students to prevent spillages. Catering Manager to review number of trays currently available and requested an email be sent requesting return of all catering equipment.	CW/MBr
<b>6</b>	<b>Catering finance report</b>		
	6.1	The SBM presented the catering figures (copy filed with minutes) and drew governors' attention to the catering supplies expenditure. This was high as a lot of equipment had been purchased and the groundworks for the Outback hadn't been included yet either. <b>Governors had no further questions</b>	
<b>7</b>	<b>Premises update</b>		
	7.1	<p>The SBM outlined the capital build projects either in the pipeline or underway and which she would be presenting to the Finance meeting for approval:</p> <ol style="list-style-type: none"> <li>1) <u>Art &amp; English Block</u>: the SBM and Site Manager (SM) updated governors on the new classroom block under construction. Despite a slightly delayed start due to weather, all was progressing as expected. There was a slight issue with the electrical supply which the Site Manager was dealing with. The furniture and fittings had been purchased (£15k) and was within the agreed budget. The Site Team would reduce costs further by building bespoke racking for the Arts store. There would also be an external entrance canopy and tarmac walkway.</li> <li>2) <u>Canopy for the Outback</u>: a quote had been obtained (£26k) and the Headteacher(HT) confirmed the purchase was economically viable as it was portable and be utilised when the Outback closed in 3 years. Budget agreed (£35k) will include the ground works</li> <li>3) <u>6th form block</u> - the SBM advised governors that the bid was with ministers under the grammar school expansion fund. If unsuccessful, the school proposed to submit a Condition Improvement Fund (CIF) bid and the deadline was mid-December. A significant amount of reserves had been ring fenced for the school's contribution to this project (£338k)</li> <li>4) <u>Science lab refurbishment</u>: the school had budgeted (£100k) for M4 to become a full science lab and M3 a partial lab (no gas or</li> </ol>	

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		<p>water to the benches). <b>Governors asked if this was to meet the increased demand resulting from the increased student numbers</b> and the HT confirmed it was.</p> <p>5) <u>Hard surface play sports area</u> - the HT advised that staff were very concerned about overcrowding and the safety of students during the winter months when the playing fields were inaccessible. There was significant need for an additional hard surface play area to separate the lower and upper schools during break time. <b>Governors questioned whether £50k was sufficient and agreed £120k was more realistic and asked for the SBM and SM to obtain quotes for the area.</b></p> <p>6) <u>Car parking</u> - <b>Governors enquired if there were plans to increase the parking space</b> and the HT advised there wasn't the consistent demand at present. <b>Governors suggested thought be given to overflow car parking with matting behind the existing top car park</b></p> <p>The student council requested bag racks outside the Outback but the SM explained it wasn't feasible as the area couldn't be made secure.</p>	SM/MBr
	7.2	Site development	
		<p>1) <u>Roofing works</u>: the SM advised the work was almost finished with J&amp;K blocks being completed in the next month and the gulleys around the lower gym due to be cleared. SBM advised there were some residual funds remaining from this grant. However, during the course of the work, further water damage had been discovered around some of windows in the library which needed repair. <b>Governors directed the SBM to contact the funder (EFSA) to request permission for this money to be used for the replacement of the affected windows and to obtain quotes.</b></p> <p>2) <u>Floodlights</u>: the SM advised that these needed attention and would be replaced with an LED solution which was more energy efficient.</p> <p><b>Governors approved these recommendations to be submitted to the Finance committee for authorisation</b></p>	SM/MBr
8	Display energy certificate		
	8.1	The SBM confirmed this was up to date and on display	
9	Terms of reference:		

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		The Chair had reviewed the two committees Terms of Reference (ToRs) and tabled a revised version to meet the needs of the new merged committee. <b>Governors queried some duplication and A Clark offered to review and resubmit ToRs. Clerk to circulate with the minutes.</b> On this basis, <b>Governors agreed the new terms of reference.</b>	AC Clerk
10	<b>Policies - none</b>		
11	<b>Risk register - none</b>		
12	<b>Governor training relevant to this committee</b>		
	12.1	The Chair advised that he had been working on a training matrix for the whole governing body and would be circulating suggestions for relevant training for each sub-committee. <b>Clerk to add to next agenda.</b>	Clerk
13	<b>Confidentiality - none noted</b>		
14	<b>AOB</b>		
	14.1	<b>Frequency of meetings</b> - governors questioned the viability of 6 meetings per year now that the two committees had merged. <b>Governors agreed to reduce it to 4 and map the dates around the projects listed above.</b>	Clerk/MBr /NG
	14.2	The student council asked if the area currently used by the science department could be cleared of rubbish and outdoor seating be installed and a possible student gardening club be created. <b>Governors and the HT approved this excellent idea and asked D Newton to be the student lead on this.</b>	ATM/MBr /DN
	The meeting concluded at 7pm and governors were taken on a tour of the new art and English block		
	<b>Date of next meeting: 28 January 19</b>		

**Actions**

4.1	Form created to include suggestion box for reporting site issues	MBr/SM
5.3	Email staff for return of all catering equipment/trays	MBr/CW
7.1.6	Review matting for overflow carpark to upper car park	SM/MBr
7.2.1	Contact EFSA to request permission to use residual funds for water damage to windows	SM/MBr
9.1	<b>AC to review and resubmit ToRs. Clerk to circulate with the minutes.</b>	AC/Clerk
12.1	Add governor training to next agenda	Clerk
14.1	Reduce dates to 4 and map against project timelines	Clerk/MBr/NG
14.2	Science dept to be consulted re space, tidied up, seating provided and gardening club created	ATM/MBr/DN

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