



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF THE LOCAL GOVERNING BODY  
HELD ON 11 FEBRUARY 2019 6.00PM

**PRESENT:**

L Bourne	Co-opted Governor
A Bovis	Trustee
A Clark	Co-opted Governor
N Goodall	Co-opted Governor
S Griffiths (Chair)	Parent Governor
B Kemp	Co-opted Governor
J Johnson	Co-opted Governor
M Langridge	Co-opted Governor
J Mayes	Staff Governor
A Moore	Headteacher
S Roe	Co-opted Governor
T Whittaker	Parent Governor

**IN ATTENDANCE:**

S Rowden-Knowles	Researcher in Residence
S Decker	RMET CEO
M Brighton	School Business Manager
C Collyer	Clerk

Item	Main discussions and agreed actions	Action by/when
1	The Chair welcomed everyone to the meeting and on behalf of the board, thanked T Whittaker for all his hard work and efforts for the last 3.5 years as Chair, acknowledging he had also been Chair of the Trust at the same time. Apologies has been received and accepted from H Aggarwal (away) and C Wallis (previous commitment). C Weatherill was absent.	
	<b>Procedural</b>	
2	<b>Declarations of interest</b>	
	2.1 There were no new declarations of interest	
3	<b>Minutes of the previous meeting on 15 October 18</b>	
	3.1 There were two amendments: C Wood and J Mayes to become mental health leaders (9.2). J Mayes advised C Wood had attended training as there was only one space. It was also noted (11.1) that the SDP would incorporate the SEF but the HT clarified this was a future development and an outline of the new format would be presented at the D&A meeting on 25 <sup>th</sup> Feb. <b>On this basis governors accepted the minutes were a true and accurate record and the Chair signed the minutes.</b>	
4	<b>Researcher in residence presentation</b>	
	4.1 Mrs S Rowden-Knowles gave an update on the positive impact that research has had across a wide variety of projects in the school. (A copy of the presentation circulated and filed with the minutes)	SRK/ Clerk
	4.2 <b>Governors asked whether she was given enough time to do this additional work</b> and were advised it was completed during registration as she had no tutor group responsibilities. <b>Governors enquired whether she could deliver a session on the first day back in September</b> and the HT agreed to see if this would be possible. <b>Governors asked whether this worthwhile initiative was adequately resourced</b> and SRK explained that the £500 budget was allocated to books. More funding would increase access to more training. <b>J Johnson offered to forward the link</b>	ATM

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		to a recent study by the University of Kent on retention of knowledge across different age groups. Governors questioned whether all teachers were happy to spend this additional time on these initiatives and SRK advised that the leadership team were reviewing whether CPD time to be utilised. <b>The Chair thanked SRK for an interesting and informative presentation. 18.20 SRK left the meeting.</b>	JJ
5	<b>Matters arising</b>		
	5.7	Re outstanding actions from the recent governance self-review session, the Chair advised she would circulate the proposal from J Johnson and L Bourne to the other governors involved for info and use as a possible template. She asked if any other governors would like to be involved, to contact her direct. She would contact A Bovis, T Whittaker and C Weatherill after the meeting.	SG/TW/ AB/CW
	5.8	The HT and Clerk had met to review alternative service provision for appeals. Following further research with other schools, the recommendation was to remain with the Independent Advisory Service as there was no advantage moving to another provider. The key issue was the popularity of the school which led to a higher number of appeals. The HT was working with EH (deputy head) to strengthen the schools case. <b>Governors asked whether feedback from students on the impact of the overcrowding would help support the case</b>	
	5.9	The PPG report was tabled for the upcoming Development and Admissions meeting to be held on 25 <sup>th</sup> February.	
	5.10	In response to a question from the CEO at the last meeting about clearly identifying the impact of the different strategies for pupil premium students, he had undertaken a review of the way the data was reported with D Holeyman (PPG lead). They had concluded that further detailed information could lead to students being identified as the PPG numbers were so small. However, they were confident that should an inspection occur they could easily provide detail on each student and the interventions they had received via the PP grant. The missing piece of data was the impact of the intervention and the PPG lead would seek feedback from parents and students going forward. <b>L Bourne shared notes on some successful strategies regarding impact measurement from a recent training course she had attended.</b> The meeting also noted that there was governor training in May on PPG.	
	5.12	The Clerk advised that an updated list of school events had been circulated (copy filed with minutes). The Chair asked governors to help raise the profile of the LGB at social and celebratory events. The HT advised governors to check with the school if governors were planning to attend any concerts as tickets may need to be obtained. He suggested governors contact either S Smith or the Clerk to register an interest.	ALL
6	<b>Confirm committee membership and structure</b>		
	6.1	The Chair sought nominations for the role of Vice Chair as the current governor wished to step down. Ideally a candidate would be identified in the summer term with a view to taking up the post in September. Anyone interested to contact the Chair	All
	6.2	A copy of the committee structure had been circulated (copy filed with the minutes). The Finance Committee needed at least one additional	

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		governor and the meeting agreed that the advert for the new parent governor would emphasise the need for finance skills. L Cox volunteered to join the Finance committee. The Chair welcomed M Langridge as the new SEND governor.	
	6.3	The Chair had circulated the updated link governors list with the highlighted vacancies (copy filed with minutes). T Whittaker to link with the 6 <sup>th</sup> form, L Bourne to link with the pastoral team and S Roe, not N Goodall, to link to the Headteacher. The Chair noted the gaps left were with K Frost and T Watson and asked governors to consider these. She recommended that the careers governor responsibilities be linked to the 6 <sup>th</sup> form and for the Clerk to forward details on recent guidance on the role of career governor. Finally she requested that governors get in touch with the school and organise their next link visits for after Easter	All Clerk
	6.4	The Chair advised she had completed the governance key performance indicator report and returned it to D Brockman who was leading on this Trustwide project. It was suggested that a session on governance be included in the annual governor/leadership away day and to possibly invite D Brockman.	
7	Governor training update		
	7.1	N Goodall advised that the new Learning Link with the NGA had been set up and the e-courses available were highly recommended as they had been specifically designed for governors	
	7.2	A list of recommended training courses for each committee had been circulated and he encouraged governors to review and book the relevant courses.	All
	7.3	The Clerk offered to upload onto governorhub details of any training courses governors had completed, if they didn't know how to do it themselves. Governorhub would then provide a central record of all governor training.	All/ Clerk
8	Clerk updates		
	8.1	The Clerk drew governor's attention to the new Trust resource page where new governor role descriptions were located. Also available were key questions per topic e.g. finance, for governors to ask school leaders <a href="https://app.governorhub.com/s/rainhammarkeducationtrust/resources">https://app.governorhub.com/s/rainhammarkeducationtrust/resources</a>	
	8.2	The Clerk also highlighted the recent Hot Topic briefing that had taken place with Governance Connected regarding the SEND findings from Ofsted's annual report and guidance for governors to assess the quality of education through curriculum intent, implementation and impact. A copy would be uploaded onto Governorhub	Clerk
9	HT report		
	9.1	The HT presented his report (copy filed with minutes) and explained the revised report format which now included top line data. He invited questions from governors. <b>Governors requested that it include the previous year's attendance figures as it would be good to have a comparison as well as against national targets.</b> The HT agreed to update the format.	ATM
	9.2	The HT gave a brief explanation of Progress 8 and advised that the school sat in the middle of grammar schools in Medway. He drew governor's attention to the Pre Exam Qualifications (PEQs). He explained	

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		<p>that on average students generally improved by a grade from PEQ's to final exam results (e.g. 2018 PEQ result -0.52, actual GCSE result 0.36) <b>Governors noted the significant difference between the governor agreed target of 0.5 Progress 8 and the PEQ prediction of 0.67 and asked if the prediction was accurate.</b> The HT explained that last year departments were cautious with their predictions as it was the first year of the new style GCSE's. This year, they had better data on which to base predictions and so they were more accurate. He was pleased to report that overall results were predicted to be better than last year. <b>Governors noted that the difference between the Progress 8 PEQ for 2017 and the result was almost 1.</b> The HT explained that there were a couple of anomalies that skewed this result. <b>Governors asked whether there was any difference in post PEQ results in some subjects and whether this drove a more focused approach to improving performance.</b> The HT confirmed that departments were guided by the PEQ results. As there was consistency with teaching staff, the process was continually reviewed with the aim to improve year on year. Students were given a lot of additional work and interventions to raise grades. <b>Governors asked the HT how the departments set their PEQ's and their result expectations?</b> He explained that it was important to create a culture of trust as otherwise it could lead to figures being manipulated. Departments were encouraged to set stretch targets in the PEQ's so it motivated the students to do achieve more in the actual exam. <b>Governors acknowledged there was a significant increase in grades (especially in Maths &amp; English) as schools got used to the new GCSE format. Had the school put more interventions in place for these two subjects, did they set a later PEQ?</b> The HT confirmed that these two subjects did have a later PEQ. <b>Governors asked if the staff felt the PEQ's were scheduled for the right time in the school year</b> and the HT advised this was constantly reviewed but generally the consensus was that the timing was right.</p>	
	9.3	<p><b>Governors noted that the ratio of boys to girls in 2019 had dipped and asked if there was any trend behind these figures</b> The HT explained that that there were always minor fluctuations.</p>	
	9.4	<p><b>Governors asked how many PPG students were in Yr 11 and how did they perform versus last year?</b> The HT advised that this data was being brought to the Development and Admissions committee on 25 February as part of the overall PPG report and would be presented in the summer LGB.</p>	
	9.5	<p>The HT drew governor's attention to the PEQ's results for Yr13 which were expected to be on target. However, there was some concern about the drop in the average point score (by 6 points) in Chemistry and Biology. The Head of Dept (HoD) was reviewing appropriate interventions to address this. The current prediction would be 0 value added, however if the interventions are successful, it would be a positive value added. <b>Governors asked the HT why this had happened</b> and the HT explained that there had been some staff changes. <b>Governors queried whether there was still a huge gap between GCSE and A level curriculum</b> and the HT clarified this was the last year of the old style GCSE.</p>	

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	9.6	The CEO noted the lack of an English Dept report and the HT explained this was due to staff illness.	
	9.7	A Clark advised that if T Emin wasn't available for the opening of the new Art Block there were contacts with Graham Clark (local artist) as an alternative	
10	<b>Link governor reports</b>		
	10.1	<b>Design History and Art</b> - the link governors (AC & NG) confirmed they had attended their second link visit where they reviewed the last year's results and the interventions in place to raise students' performance. They had reviewed the department's self-evaluation plan and noted the areas for improvement. There had been great feedback on the new art block.	
	10.2	<b>6th form</b> - the link governor (SR) had met with the Head of 6 <sup>th</sup> form. All was progressing well although there had been some concerns about the psychology results. Interventions were in place to address this.	
11	<b>Website compliance</b>		
	11.1	N Goodall had reviewed the website and forwarded some suggested improvements to the ICT department. He advised that Ofsted check schools websites for ease of navigation and compliance. He noted that there were costs involved for changes to the website but felt these would be justified. The SBM explained that there needed to be consistency of brand across all schools in the Trust, so any changes would need to be mirrored in the other schools. <b>All governors agreed that the current website wasn't user friendly and there had been several new Yr7 parents who had also found it difficult to navigate. The Chair acknowledged the issue of brand and noted this was a Trust issue and therefore it needed to be referred to the Trust.</b> The HT confirmed there should a cross school working party to look at this and the CEO agreed.	CEO
12	<b>Committee reports - (to report any topline issues requiring LGB attention)</b>		
	12.1	<b>Finance</b> - the School Business Manager (SBM) had requested permission to purchase a new visitor sign in system to improve site security and fire evacuation procedures. This was an unbudgeted item. The Trade Unions had been consulted and were happy to proceed on this basis. However at the Finance meeting the authorisation limits of the committee had been queried, so it had been brought to the LGB for approval. <b>Governors agreed the £9k purchase price and asked that the terms of reference for the Finance committee be amended to include the approval to spend up to £25k on unbudgeted items. Governors agreed this was a proportionate amount based on the overall budget. Governors also recommended the school check it's policies to see if it allowed the data from the new system to be used to monitor staff timekeeping.</b> The meeting noted that the school used other systems for this but advised the school to be aware of the potential sensitivities around this issue.	MBr / Clerk / Finance
		<b>There was nothing of note from the other committees</b>	
13	<b>Policies</b>		

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	13.1	RMET Behaviour - this policy to be updated to include wording regarding parental behaviour and taken to the D&A committee then to the Trust Board. There was no need to bring back to next meeting	Clerk
	13.2	The following policies were unanimously approved by governors: Curriculum, Exam contingency, Exams, Assessment, Sex Education, SEND,	
	13.3	The Pupil Premium was also approved and the HT advised that the PPG report had been tabled for the D&A meeting on the 25 <sup>th</sup> Feb. <b>Governors asked that D Holeyman be invited to give a presentation at the summer LGB meeting.</b>	
14	<b>Risk register - safeguarding</b>		
	14.1	The HT confirmed that there had been no changes and all was in good order.	
15	Trust Update - CEO		
	15.1	C Logan had been appointed as Headteacher at Twydall Primary School. <b>Governors asked if there were any implications for RMGS as she had been on secondment from the leadership team.</b> The HT confirmed they had made the necessary adjustments to manage the transition so there wouldn't be any issues.	
	15.2	The new RMET operational plan, which sat under the 3 yr strategic plan, had been uploaded onto the RMET resource page. There was a termly data drop for each school which informed that plan	
	15.3	D Brockman had been asked to do a review of policies and websites across the Trust following some issues that had been noted during a recent PPG review in one of the schools. <b>Governors asked that he link in with N Goodall who had just reviewed the RMGS website and the recommendations noted above (11.1)</b>	CEO
	15.4	The CEO was pleased to report 1 confirmed and another potential primary expert had been recruited to the Trust Board	
	15.5	A potential new member, also with primary expertise, had also been identified and recommended. This was pending Member approval.	
	15.6	He had reviewed safeguarding arrangements across the Trust with one or two minor gaps identified which had now been resolved	
	15.7	He had given RMGS visibility at the recent Princes Teaching Institute conference and he had uploaded his speech for governors onto Governorhub.	
16	Confidentiality - none noted		
17	<b>Any other business</b>		
	17.1	The SBM sought governor approval to amend the policy regarding local government pensions to reflect it should be a Trust policy and to include a paragraph confirming an extension to the deadline period if required. <b>Governors unanimously agreed and the Clerk was asked to add to the Trust Board agenda too.</b>	MBr/ Clerk
	17.2	The SBM sought governor approval for a slight increase in the budget for the groundworks for the new canopy and picnic area. The final quote was £14k. <b>Governors agreed on the basis it was using the same contractor who had completed the art block and had quoted the best price.</b>	

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	17.3	Governors who had visited the new art block requested that some flowerpots or sculptures be installed to prevent people banging into the structure.	MBr
	17.4	Governors also requested more power leads at the meeting as some laptops had run out of power. The school to look at other options for venue and laptop use	MBr/ATM
18	<b>There being no other business the meeting closed at 20.14</b>		
	<b>Date of next meeting 8 July 19</b>		

ACTIONS

Item	Action	Who/when
4.1	Clerk to circulate copy of presentation with minutes	Clerk
4.2	J Johnson to send link to University of Kent study to S Rowden Knowles	JJ
5.7	Chair to follow up with CW, TW, AB on governance self review actions	SG
5.12	Governors to contact S Smith or Clerk to advise which school events they would be attending so it can be recorded	All
6.1	Nominations for Vice Chair to be submitted before summer meeting	All
6.3	Governors to book all link visits for after Easter and Clerk to send details of Careers Governor role & responsibilities to Link governors for 6 <sup>th</sup> form	All/Clerk
7.2 & 7.3	All governors to review training recommended by committee and upload (or forward to clerk) details of any training undertaken onto governorhub	All/Clerk
8.2	Upload Jan briefing presentation on SEND and measuring impact for curriculum	Clerk
9.1	Amend report format to include comparative years and national targets for attendance	ATM
11.1	Review of Trust websites via a cross school working party to be set up	SD
12.1	Revise Finance committee terms of reference to include agreed spend limits	Finance/ MBr/Clerk/
13.1	Add RMET Behaviour policy to D&A and Trust board agenda	Clerk
15.3	CEO to ask D Brockman to link with N Goodall regarding website review	SD
17.1	Amend policy re local government pensions and add to Trust board agenda	MBr/Clerk
17.3	Flowerpots/sculptures installed outside artblock	MBr
17.4	The school to look at other options for venue and laptop use for meetings	MBr/ATM

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