



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF THE BUSINESS MANAGEMENT
COMMITTEE MEETING
HELD ON 11 March 2019 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 (guest)
Susan Griffiths	Parent Governor
Alan Moore	Headteacher

IN ATTENDANCE:

Emma Horstrup	Deputy Headteacher
Michele Brighton	School Business Manager
Steve Mayes	Site Manager
Casey Collyer	Clerk

Item	Main discussions and agreed actions	Action by/when
1	Welcome and Apologies 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 the student council representatives and B Kemp was absent.	
2	Declarations of Interest - None were noted.	
3	Minutes of the meetings held on Nov 18 and signing thereof	
	3.1 Approval for accuracy - both minutes were accepted as a true record and the Chair signed the minutes	
4	Matters Arising	
	4.1 Form created for suggestion box for students: the Site Manager (SM) and School Business Manager (SBM) advised this was available in the library and main office but no-one had used it as yet. It was suggested that it could be uploaded onto the website and processed from there. The meeting agreed to monitor the usage and feedback before further action taken.	
	4.2 Staff had been emailed about returning catering equipment. Governors suggested that if it became more problematic, perhaps publishing the cost of replacing equipment may help.	
	4.3 The issue of car parking to be removed from the agenda and revisited when the upper playground is due for resurfacing.	
	4.4 There had been no response from the EFSA regarding the residual funds (£126k). Governors requested this be referred to the Finance Committee	
	4.5 The Chair confirmed the reduction to 4 meetings a year and that the January and May meeting were cancelled. T Whittaker advised that the National Governors Association had been commissioned by the Trust to undertake an external review of governance. The frequency of meetings and number of committees had already been	

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		highlighted. As Trust Chair, he re-iterated his commitment to schools within the Trust being empowered as much as possible	
	4.6	The SM advised that a gardening club had started and was led by 2 members of the Science staff. Garden designs had been created but it would start when the weather was warmer. Governors asked if there was any financial support needed and the Headteacher (HT) advised the PTFA had funded the tools	
5	Catering report (copy filed with the minutes)		
	5.1	The SBM confirmed the external audit of the catering dept had been completed. The reviewer had congratulated the catering team on their performance. The Catering Manager (CM) confirmed that she had researched recyclable packaging and labelling. Governors noted that the gas appliance testing was outstanding and asked the Clerk to add to the next meeting agenda.	SM/Clerk
	5.2	The CM explained that the Outback would now open in the mornings for the 6 th form only. This would relieve pressure on the main service area. Governors asked if there were any additional costs associated with this and the CM said no and it also kept the 6 th form on site. Governors thanked the catering team and acknowledged the significant improvements that had been made in the last two years.	
6	Catering finance report (copy filed with the minutes)		
	6.1	The SBM advised that the catering finances were healthy. There had been substantial investment in equipment and set-up costs for the Outback Hub. The next step was to bring sandwich production back in-house. Governors asked whether there was likely to be an under or overspend for the year. The SBM advised there were some substantial purchases already made (chiller cabinet and microwave) and in the near future flooring and dishwashers were due for replacement. However, it should remain within budget. Governors asked if the income would be ring-fenced for catering and the SBM said the auditors advised it was restricted income. She suggested that there could be other costs, such as utilities, which could be recharged against the catering income. Governors asked if anything was being accrued to meet any catering maintenance costs for the future e.g. a long term budget for replacement of key pieces of equipment. The SBM would look into this	
	6.2	Governors questioned whether the increased income related to turnover or increased prices. The SBM explained that the sandwich costs were expensive because they were outsourced. It would reduce when brought back into RMGS. The main increase was the take up of the breakfast service. The HT clarified that PPG students had allowances for breakfasts.	
7	Catering annual supplier review including cost comparison		
	7.1	The CM advised governors this was an ongoing process throughout the year. There was no written report. She checked supplier's costs all the time.	

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8	Premises update		
	8.1	The Chair asked for an update on the 6 th extension project and the SBM explained that following the rejected bid from the Selective Schools Expansion Fund, they had submitted a bid to the Condition Improvement Fund (CIF) and they should know at the end of March if it had been successful. If it wasn't, there was another round of SSEF with a deadline of 23 April 19. However, they weren't sure the bid would meet the criteria (additional places for Yr7 students and getting more disadvantaged students into grammar schools). Although the school had a higher percentage of PPG students (11%) when compared with national grammar schools (2%) a factor which had been included in the bid. The CIF criteria related to overcrowding and a school had to reach critical overload before funding was awarded. To assist the bid process and be prepared for future funding rounds, Bell Philips had been retained for processing the planning application.	
	8.2	Outback hub - The Chair asked if it would be possible to extend the existing 3 year planning permission for this unit if the above extension didn't go through and the SBM yes, they would be able to renew and they may do so in any case as it was very popular	
9	Terms of reference (copy filed with minutes)		
	9.1	Following last meeting, the Terms of Reference had been amended Governors approved the amendments and the Chair signed them.	
10	Policies - none		
11	Risk register - health & safety		
	11.1	The HT advised that most of threats were low level and in the case of R9 the pre-mitigated score was high because elements were outside the control of the school but the mitigated score was significantly lower due to strategies in place to reduce the risk.	
12	Governor training relevant to this committee & questions to ask		
	12.1	The Chair drew governor's attention to the list of training courses which were relevant to this committee as well as some overarching courses for the whole LGB. He encouraged governors to take responsibility for their own development and update of skills.	
	12.2	The Clerk had downloaded and circulated the National Governors Association Health & Safety and Building & Assets questions boards should be asking school leaders.	
13	Confidentiality - none noted		
14	AOB - none noted		
	The meeting concluded at 18.50pm		
	Date of next meeting: 17 Jun 19		

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