



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF THE DEVELOPMENT AND ADMISSIONS COMMITTEE
MEETING HELD ON 25 FEBRUARY 19 6.00PM

PRESENT:

Linda Bourne (Chair)	Co-opted Governor
Susan Griffiths	Parent Governor
Jan Johnson	Co-opted Governor
Jane Mayes	Staff Governor
Alan Moore	Headteacher
Stephen Roe	Co-opted Governor
Terry Whittaker	Parent Governor

IN ATTENDANCE:

Trevor Watson	Deputy Headteacher
Casey Collyer	Clerk

Item	Main discussions and agreed actions	Action by/when
1	Welcome and Apologies: The Chair welcomed everyone to the meeting and thanked them for the date change. Apologies had been received and accepted from L Cox and M Langridge (work commitments). Governors noted that Item 3 of the meeting agenda had the wrong date - should read 21 st November not the 5 th .	
2	Declarations of interest - there were no updates	
3	Minutes and confidential minute of the meeting on 21 November 18 - approval for accuracy - The Chair had noted the following amendments for the minutes: 11.2 Trust written as Trsut, 11.4 after typos, please include 'and queries' to indicate that questions were asked and end the sentence with these in place of this . And S Roe had been omitted from the apologies. On this basis Governors approved the accuracy and the Chair signed the minutes	
4	Matters Arising	
	4.3 The Headteacher (HT) confirmed the gender question would be removed from the supplementary information form for next academic year admissions.	
	4.4 The Behaviour policy had been updated to include an expectation of parental behaviour and posted on the website. Governors discussed exactly what 'the request' would be and what was meant by the term 'electronic media'. The meeting agreed that this should specify email and not social media and that the content of the request "for inappropriate or derogatory comments about the school community..." and asked for it to be amended and brought back to the next meeting.	ATM/ Clerk
	4.5 Data champions to be agreed now training has been completed. L Cox and L Bourne had volunteered and the meeting sought clarification as to what the role would involve. It was discussed and agreed that the data champions would visit the school to review the school performance data and report back to the committee and LGB. It was agreed they would arrange to meet with the HT and DHT when key data was due (usually at the start of the academic year and Easter). The Clerk highlighted the need for them to be given an Analysing School Performance (ASP) login.	ATM/ Clerk

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4.6	<p>Adding to the definition to the feedback codes wasn't as simple as originally thought. There is a current project looking at homework and feedback. The HT recommended that each Head of Dept (HoD) ensure that this is stuck in the exercise books for this year and depending on findings will be amended in time for reprinting next academic year. Governors asked whether anything was on the website and the HT said no and would prefer that this stay with the HoD's at the moment. The Chair asked for this to be brought back to the next meeting so they could check on progress.</p>	ATM/ Clerk
School Development		
5	School development plan (SDP) update	
5.1	<p>The HT explained that the SDP had been reformatted and termly RAG (red, amber, green) rated (copy had been circulated with the agenda and filed with minutes). They had reduced the number of objectives or combined them to make it more user friendly. He explained that the document was updated by the leadership group and progress discussed at their regular meetings.</p>	
5.2	<p>He was pleased to report that there were no areas of concern. Governors asked for clarification on Chartered College and the HT advised it was a new initiative from the government to support teachers to work collaboratively and was teacher led. N Hay and the HT had attended these meetings. He was pleased to report that the close links the school had with teacher training institutions (schools direct and PPG) had helped hugely with recruitment with some excellent student teachers being involved with the school</p>	
5.3	<p>The HT advised governors that the 6th form extension bid had been unsuccessful and a new CIF bid had been submitted.</p>	
5.4	<p>Governors enquired how the Science Learning Partnership (SLP) targets were being met and the HT was pleased to report that they had exceeded their annual target of 475 continual professional development (CPD) days already and had reached 606. The funding would continue for another year. He advised governors that another similar funding stream was also available for Computer Science and a bid was being submitted for RMGS to be the lead school, working in partnership with Christ Church Canterbury and led by K Frost. Governors asked the HT to explain how this would be resourced so it wouldn't impact teachers or students at RMGS. The HT explained that the funding enabled the school to provide additional resources to support the extra work which was predominantly administrative. Governors asked for logic behind selecting computer science as the topic and were advised that the subject funding was being driven by the government. The SLP initiative had significantly raised the visibility and credibility of the school with regard to science within Kent, Medway and beyond. This in turn had positive impact on recruitment and retention of staff in an area where nationally, recruitment was problematic. Governors enquired whether this caused any friction with other staff members and if the bid was successful, what impact would</p>	

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		it have the computer science team's resources. The DHT advised that the staff team viewed the success very positively and that additional capacity would be funded by the bid if successful.	
	5.5	The Chair explained that at the previous meeting they had discussed how the school measured and recorded student feedback and asked the HT if there had been any progress. The DHT explained that HoD's had been asked to look at how this information could be best captured from students. He would report back at the next meeting when the HoD's had reported back. Also the Kirkland Rowell survey would also have been completed. The Chair noted that feedback from teachers had been excellent and asked whether this was recorded in Bluesky and could be evidenced to governors and the DHT confirmed it was and would bring a report back to the next meeting. This reporting mechanism was currently under development. Governors thanked the DHT and confirmed they wanted to see the evidence at the next meeting.	TWatson /Clerk TWatson /Clerk
6	Departmental review update		
	6.1	English - (copy had been circulated with the agenda and filed with minutes) Governors were very pleased with the new format of the report as the content and findings were very clear. The HT confirmed that the data team populated the report for the HoD. Governors discussed the level of detail of the report and the meeting agreed for the format to remain but it was the remit of the link governors to drill down into the detail and report back to the LGB. The information could be brought to this committee but its role was strategic so topline reporting was all that was required.	
	6.1	PE - (copy had been circulated with the agenda and filed with minutes) the HT advised that results last year were exceptional but unlikely to be repeated this year to staff changes. Governors acknowledged that students may achieve an A in theory and knowledge but sometimes didn't have the physical ability to match the academic achievement	
7	Curriculum update		
	7.1	The HT advised there was nothing of significance to report apart from a shift in emphasis with Ofsted who were now looking at 'intent' - what are trying to achieve rather than being results driven. He explained this should be first questions from link governors.	
8	Review exclusion figures for terms 1-3		
	8.1	The HT advised governors that there had been: <ul style="list-style-type: none"> • External: 6.5 days for 4 learners compared to the same time last year of 9 days for 9 learners. • Internal: 43 compared with last year 55 • 2 managed transfers were successful Governors asked if there was a gender trend and the HT confirmed it reflected the national and there 8:1 boys to girls. Governors asked whether there were more exclusions in the winter as the students were couped up and the HT explained exclusions happened more towards	

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		the end of terms rather than because of the time of year. Governors enquired whether there were repeat offenders and the HT advised that last year there had been but this year there weren't and there were no other noticeable trends identified.	
9	Easter revision		
	9.1	The HT explained the programme was rolling over from last year and there was already a good take up from students. Governors asked how the pupil premium (PP) students were encouraged to attend and the HT explained that they have priority and will also obtain a place if requested. Governors enquired whether PP students had to pay and were advised that it's made very clear that there is no charge	
10	Review school targets and propose targets for next year		
	10.1	The DHT had tabled the report on targets (copy filed with minutes). Governors thanked him for the information as it was very useful to see the comparison of the years. He drew governor's attention to the KS4 GCSE predictions and the critical Progress 8 figure. He was pleased to report that the prediction target agreed with governors for 2018 was .2 but school achieved .36 Governors requested the information in future include how the school compared with other grammar schools. The HT advised that RMGS sat mid-table. The DHT recommended the stretch target of 0.5 and the Fischer Family Trust (FFT) prediction for 2020 was .66. The school leadership thought 0.5 would be a more appropriate target for 2020 There was no statutory requirement to set targets for A - levels so the school worked with the FFT predictions of 2019 64.7 and 2020 66.8. Governors recognised the need to have stretch targets and agreed that the school should be achieving 65 to improve their standing in the grammar league tables.	
11	Report on pupil premium		
	11.1	The PP report had been circulated with the agenda (copy filed with the minutes). Governors were pleased with how thorough the report was and the HT congratulated D Holeyman who had attended PP training and brought in some really innovative changes. The Chair requested that the word 'nominal' be replaced with minimal or something similar. Governors asked how the school's ppg numbers compared with other schools and the HT advised that the intake was quite high at 10.4% versus most other grammars having 4%. He drew governor's attention to the ASP data for ppg and explained that because numbers in each year group were so small it could skew the data. Governors asked how many of the PP students attended homework club and requested this was reported in the future. Governors also wished to see the evidence of how the PP grant was being spent. The HT didn't have this information to hand but would ensure it was included in future reports. Governors asked how often parents of pp students were consulted and the DHT advised that it was challenging to have face to face meetings with these parents due to	ATM

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		their time and work pressures. However, there was lots of communication through email and phone.	
12	Policies		
	12.1	Non exam assessments - SG and TW had reviewed the policy and had no further comments. Governors approved the policy.	
	12.2	Exams disability - LB had reviewed the policy which was very comprehensive. She would be meeting with the SEN lead in due course to discuss further. Governors approved the policy on this	
		Exams word processing - all fab - accepted	
	12.3	Special consideration - Governors asked how many incidents there had been in the past academic year and were advised approx. 50-60. Governors approved the policy.	
	12.4	Literacy - Governors asked who was the literacy co-ordinator and were informed it was L Lacy. Governors questioned whether her name should be included on the policy for clarity and how the school ensured the HoD's were following the policy. The DHT agreed to flag this issue with the HoD's. Governors asked the leadership how they could evidence that the literacy co-ordinator was liaising with the departments to ensure compliance and the HT advised the staff member was new into post but that they would keep records of meetings with HoDs and support they offered to students. Governors requested that this evidence should be included in the departmental reviews. Governors also enquired about the book boxes which had been initiated to support the development of reading and the HT confirmed a strategy had been put place for form time. Governors requested this be included in the policy around Section 4. Governors also enquired whether the baseline testing information was given on the seating plan software. The HT advised it was available on SIMS and available to all permanent staff but no cover supply due to GDPR. Governors requested that before publication the links within the document were checked as some didn't appear to work. On this basis, governors agreed the policy.	T Watson ATM ATM ATM
13	Risk register		
	13.1	Strategic - the HT advised that the risk level was rising as not being able to develop had a linked impact on funding	
	13.2	Students - this risk was low - all indicators show this is well managed.	
Other			
14	Confidentiality - none noted		
15	Any Other Business - governor training? Thank Nigel.		
	15.1	Governor training - the Clerk circulated copies of the relevant training courses recommended for this committee. This had been compiled by the Training Governor N Goodall. It was suggested that the courses be divided amongst those on the committee to ensure that they were all covered. The Chair asked the Clerk to pass on her thanks to NG.	Clerk
The meeting closed at 19.25 pm. Date of next meeting: 1st July 19			

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Actions

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4.4	Behaviour policy to be amended and brought back to the next meeting	ATM
4.5	ASP logins to be issued to L Cox and L Bourne	ATM/Clerk
4.6	Definitions of department codes to be added to next meeting for a progress update	Clerk
5.5	Evidence of feedback from students and teachers and the Kirkland Rowell survey results to be brought back to next meeting	ATM/TW/Clerk
11.1	Evidence of how many students attend homework club and how the ppg grant is spent to be included in the report to governors going forward	ATM/DH
12.4	Evidence of adherence to literacy policy and support offered by Literacy co-ordinator to be included in departmental reviews	ATM
12.4	Book boxes strategy to be included in the policy	ATM
12.4	Check links within Literacy policy are working before publication	ATM
12.4	Flag with HoD to evidence how they adhere to the literacy policy	T Watson
15.1	Governors to sign up to relevant training and report back	All

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