



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF THE LOCAL GOVERNING BODY  
HELD ON 30 SEPTEMBER 2019 6.00PM

**PRESENT:**

L Bourne	Co-opted Governor
A Bovis	Trustee
A Clark	Co-opted Governor
L Cox	Parent Governor
N Goodall	Co-opted Governor
S Griffiths (Chair)	Parent Governor
J Mayes	Staff Governor
A Moore	Headteacher
S Roe	Co-opted Governor
T Scott Fox	Parent Governor
L Lanipekun	Parent Governor
C Wallis	Staff Governor

**IN ATTENDANCE:**

M Brighton	School Business Manager
C Collyer	Clerk
H Lawrence	Head Student
E Webster	Head Student

Item	Main discussions and agreed actions	Action by/when
<b>Procedural</b>		
1	The Chair welcomed governors and the new Head Student and Head Student to the meeting. Due notice had been given and the meeting was quorate. Post meeting apologies had been received and accepted from J Johnson. B Kemp and C Weatherill were absent.	
2	<b>Declarations of Business interest</b>	
2.1	The Chair reviewed the register of interests and noted that only those governors absent hadn't completed their declarations. She asked the Clerk to follow up	Clerk
3	<b>Notification of items to be discussed under AOB - none noted</b>	
3.1	The Chair explained this new agenda item enabled governors to highlight any items for AOB not previously notified so the meeting could allocate sufficient time or defer till next meeting. No items were noted	
4	<b>Minutes of the committees and previous meeting on 8<sup>th</sup> July 19 and signing thereof</b>	
4.1	The minutes were agreed as an accurate. L Cox had notified the Clerk that she had not been shown as attending when she had been. On this basis the Chair signed the minutes.	
5	<b>Matters arising not covered by this agenda</b>	
2.1	The HT confirmed the relevant changes had been made to the PPG report	
5.5	Still outstanding	JJ
6.1	Clerk confirmed circle model documents had been circulated	
6.2	One expression of interest had been received for Vice Chair	
6.3	N Goodall had confirmed he wished to be re-appointed and B Kemp response was still outstanding	BK/Clerk
<b>Governance</b>		
6	<b>Code of conduct &amp; KCSIE</b>	

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	9.1	N Goodall had confirmed he would like to be re-appointed as a co-opted governor and the meeting supported the nomination	Clerk
	9.2	The Chair confirmed M Langridge had left, so there was a vacancy for a co-opted governor. The Clerk had received two expressions of interest to be a governor.	
	9.3	The Chair advised that the Pay Committee and Headteachers Review Panel should have the same membership. Currently it was A Clark, S Griffiths and S Roe but there would need to be representation from the Finance Pay and Reward pair so this would need some thought	SG
10	Vice Chair appointment		
	10.1	N Goodall had expressed interest in the role of Vice Chair and governors unanimously supported this. This would be referred to the Trust Board for approval on 16 <sup>th</sup> October.	
11	<b>Succession planning and governance development plan</b>		
	11.1	The Chair explained that moving forward the aim was to create a governance development plan based on the recommendations of the external governance review, which still hadn't been seen, and the governance objectives in the RMET Operational plan. Using the information from the skills audit, they could look at training to develop skills to meet succession plans for future	
12	<b>Clerk updates</b>		
	12.1	The Clerk advised that the DfE had developed a monthly governance bulletin which would be and added to Governorhub	
13	<b>Trust updates</b>		
	13.1	The CEO advised the updated RMET Operational Plan would shortly be uploaded onto the Trust Resource page for all to access	
	13.2	He had declined the request from the DfE and Leigh Academy to provide accommodation on the RMGS site for their mobile classrooms while they resolved some issues with their new build.	
	13.3	He re-iterated the Chair's request for governors to give feedback on the new governance model at the two review points (Terms 3 and 6). <b>Governors asked how the new model had been received at the other schools</b> and the CEO explained that their boards were a bit nervous as they had much smaller LGB's. <b>Governors agreed it would be helpful to share experience across the schools.</b>	
14	<b>Policies -new process</b>		
	14.1	The Chair explained that all statutory and non-statutory Trust policies and school statutory policies would be reviewed at Trust level and non-statutory school policies were delegated to the HT. Monitoring pairs would need to check that the policies, relevant to their area of oversight, were compliant and still fit for purpose <sup>1</sup> . The HT explained there may be one or two policies he wished to bring for governor approval.	
<b>Business Management</b>			
15	Income & expenditure (copy filed with minutes)		
	15.1	The income and expenditure report had forecast an overspend of £463k which was for capital projects in the last year however the expenditure	

<sup>1</sup> Policies could be found on the Trust website or Governorhub for internal HR policies.

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		came into this financial year. Overall, they had come in under budget at £435k The SBM invited questions from governors and <b>governors queried 4034 EFA Other grant costs</b> and the SBM explained 4034 and 4033 cancelled each other out with one being higher than expected and one being lower. <b>Governors noted that utility costs were higher than expected</b> and the SBM advised that this was due to the new Art Block building works but was pleased to report that the new block was now carbon neutral. <b>Governors questioned why Admission costs were high</b> and the SBM clarified that schools receive funding for 22 appeals but RMGS have a significantly higher number. Schools can reclaim funding from the EFSA above 22 and the school had been reimbursed. The SBM offered to review which items to review in more detail at the first monitoring visit. <b>Governors noticed the difference in the General Annual Grant (GAG) costs circa £40k difference.</b> The SBM explained this was against the original budget which had been produced in May and would need to be reforecast as there had been substantial changes. <b>Governors were happy with the financial performance.</b>	
	15.2	<b>Governors asked whether they would receive a full financial report at each meeting with the new circle model</b> and the Chair explained it would be shared prior to the meeting but the expectation was that the monitoring would be delegated to the pair rather than the LGB review it further. <b>Governors noted that the monitoring reports would be uploaded with the other papers for the meeting. Any concerns identified by the monitoring pair would be brought to the full boards attention.</b> The SBM agreed to produce a report on known anomalies for the monitoring pair (MPs). The SBM noted that there may be revisions to the Academies Finance Manual to reflect the new governance model. A Bovis agreed to assist.	SBM SBM, AB
	15.3	The SBM advised she was trying to gain a better return on the school funds held at the bank. The Chair and HT thanked the Finance team for all their hard work to produce the year-end figures and congratulated them on coming in under budget.	
16	<b>Accounting officers checks</b>		
	16.1	The SBM and HT confirmed all Accounting officer checks had been completed. <b>SBM left the meeting at 19.15</b>	
<b>School Improvement</b>			
17	<b>Headteacher's report (copy filed with minutes)</b>		
	17.1	The HT presented the report in it's new format which provided governors with a better snapshot of school performance. Key points highlighted were: <ul style="list-style-type: none"> <li>• Roll: Low student mobility and the school was full.</li> <li>• Attendance target is 96% (FFT is 96.5%) and RMGS were 96.5% excluding 6<sup>th</sup> form.</li> <li>• Admissions and appeals had seen a large increase in casuals from 2-3 in previous years to 17-19 in the past year which was very time consuming. L Bourne had agreed to assist with appeals as a governor is allowed to represent the school</li> </ul>	

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	<ul style="list-style-type: none"> <li>• 6<sup>th</sup> form admissions had less entrants from other schools in recent years, so they were actively promoting the 6<sup>th</sup> form and investigating the downturn of applications. Funding was based on numbers on roll and higher numbers helped broaden the curriculum offer. <b>Governors asked how the 16 temporary German students were doing</b> and the Head Student explained that they had brought a lot to their English class. They were very impressed with their exceptional understanding, gave a different perspective and significantly enhanced the cultural benefits of the 6<sup>th</sup> form.</li> <li>• <b>Governors asked if students were accessing mental health services.</b> The HT explained it was confidential so they didn't have this data. But absence was a barometer of the healthiness of the school and it was in line with national.</li> <li>• <b>Staff governor noted that the carpet for D1 was still outstanding</b> and the HT agreed to follow up.</li> <li>• <b>Governors asked whether the asbestos work was up-to-date</b> and the HT explained there had been a slight delay to the work refurbishing the old art rooms into science labs. One room would be available after half term but there was no negative impact on space due to the new Art block. He congratulated the work of the site team who were excellent.</li> <li>• He confirmed that all safeguarding training was up to date and that there had been 3 managed transfers last year. <b>Governors asked whether there were any identifiable trends or problem year groups</b> and the HT said no. <b>Governors asked if the figures were higher than the previous year</b> and the HT advised they were small in relation to the 1500 student base so were not statistically significant</li> <li>• GDPR – there had been 10 minor breaches reported to the Trust and nothing noteworthy</li> <li>• Exam results – GCSE results were similar to last year and Progress 8 was expected to be +0.3, or higher, not the +0.5 we had hoped to get near. PE repeated it's exceptionally high value added score this year which was excellent. The larger entry subjects had also scored well and were among the top 20% value added schools in the country. <b>Governors queried the astronomy results</b> and the HT explained it was an after school club which covered the syllabus and students could choose whether to take the extra GCSE. The HT advised that there was a national concern about the variation in difficulty of the modern foreign languages with German being very hard. OfQual were investigating. <b>Governors noted the difference in the uptake of languages and asked whether this trend was reflected in the lower school.</b> The HT said no, however many students select Spanish as it was a preferred holiday</li> </ul>	<p>HT</p>
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		<p>destination however the school worked hard to balance the uptake of languages. <b>Governors asked whether they would consider dropping French if take up continued to be low</b> and the HT explained this had been discussed and agreed to review in three years. <b>Governors enquired about the Maths results</b> and the HT acknowledged there had been staffing challenges due to maternity and good quality maths cover was difficult to obtain. It was still a large entry subject with students electing to study maths to complement their choices rather than because they were good at it.</p> <ul style="list-style-type: none"> <li>• A-level – 0 value added was a good score and the HT would provide more data at the next meeting but confirmed that when benchmarked with peers the school was doing well. <b>Governors asked about the low numbers for A level Geography</b> and the HT explained that there had been a dip due to staffing but numbers were rising. However the subject had also been affected by the move from 4 subjects to 3. He was pleased to report the department had achieved its second quality mark.</li> <li>• Curriculum heads would be incorporating a statement in their department SEFs evidencing how their curriculum met the requirements of the new Ofsted framework</li> <li>• Staff and student well-being would form a key part of the school development plan and underpinned everything the school did. This area had scored well in the Kirkland Rowell survey. <b>Governors asked if the well-being events were offered across the Trust</b> and the Staff Governor confirmed they were</li> </ul>	
	17.2	<p><b>Governors thanked the HT for his report and asked if there could be a standardised approach in reporting from the Heads of Departments (HoDs) which gave an overview of positives and areas for development.</b> The HT explained that governors received the school newsletter which gave dept details and they would also receive the department review data. His aim was to keep the HT's report short and only highlight important areas to avoid duplication. <b>Governors agreed with this approach, however felt it would be helpful if the snapshot included the challenges facing depts.</b> The HT agreed to speak with the HoD's.</p>	HT
12	<b>School development plan for approval (copy filed with minutes)</b>		
	12.1	<p>The HT presented the new model and explained it was a work in progress. It was linked to the priorities in the RMET Operational Plan. He encouraged governors to review the SDP before their monitoring visits so they could see the objectives and targets the school were working towards. It was a collaborative document with input from all staff</p>	
13	<b>Receive annual safeguarding report and link governor report from last meeting (copy filed with minutes)</b>		
	13.1	<p>The HT presented the annual safeguarding report and explained that there were no trends or items of particular importance to note. All</p>	

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		safeguarding training had been completed. New staff had safeguarding training in their induction and staff were invited every three years to a recorded safeguarding training session. <b>The Chair signed the report</b>	
14		<b>Monitoring visits - as this was a new model they would report term 1 visits in term 2</b>	
15		<b>Risk register - presentation</b>	
	15.1	The HT gave a brief presentation to how the risk registers were reported and risk assessed. He confirmed that the registers were completed by the HT, SBM and one other member of the senior leadership team (SLT). <b>Governors confirmed they understood the process.</b> The HT confirmed that there was nothing to report on the Legal and infrastructure risk registers.	
16		Confidentiality - none noted - nothing noted.	
17		<b>Any other business</b>	
	17.1	School dates 20/21 - The HT advised he was recommending that the school adopt the Kent dates. <b>Governors agreed and the Clerk would add to Trust Board agenda for approval.</b>	Clerk
	17.2	The Chair thanked the students for attending and asked if they had anything they wished to raise. There was nothing noted.	
	17.3	PTFA were holding another quiz and governors agreed to put a team together. L Bourne and J Mayes to co-ordinate booking team table	LB, JM
18		<b>Impact of governance</b>	
	18.1	The Chair explained that Ofsted were encouraging governors to review the impact of governance and what had been achieved by their meeting.  1. The Board had set a good plan for the circle model and foundation for effective governance for the coming year. <b>Governors asked if there would be a review against governance objectives for the year and where this information was held.</b> The Chair explained that the governance development plan would link into the Trust Operational Plan but it was yet to be created.	
18		<b>There being no other business the meeting closed at 19.45</b>	
		<b>Date of next meeting: 25 November 19.</b> L Bourne gave her apologies for the next meeting as she would be away.	

ACTIONS

Item	Action	Who/when
2.1	Clerk to follow up outstanding register of interests	Clerk - immediately
5.5.5	J Johnson to confirm forwarded information to SRK	JJ -next meeting
5.6.3	Clerk to contact B Kemp regarding re-appointment	Clerk - immediately
6.1/2	Clerk to chase governors not received their with Code of Conduct and KCSIE	Clerk - immediately
7.2	HT to supply contact names and dates for monitoring visits and his PA to organise meetings with governors	HT - by half term

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7.2	Monitoring pairs to agree who will be named governor on key roles within their groups	Governors - next meeting
7.3	Governors to complete and return skills audit	All - immediately
9.1	Follow up with B Kemp for reappointment	Clerk - immediately
9.3	Review membership of HT Review Panel and Pay Committee	Chair - immediately
15.2	Produce report on regular anomalies for Finance Pay & Reward monitoring pair	SBM - next meeting
15.2	Review Academy Financial Handbook in relation to circle model	SBM/AB - next meeting
17.1	D1 carpet still outstanding	HT - next meeting
17.2	HT to speak to HoD re dept updates	HT- next meeting
17.1	Clerk to add 20/21 school dates for approval to Trust Board	Clerk - 16 October
17.3	L Bourne and J Mayes to co-ordinate booking team table for PTFA quiz	LB, JM - October

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