



RAINHAM MARK GRAMMAR SCHOOL

**MINUTES OF THE LOCAL GOVERNING BODY
HELD ON 27 JANUARY 2020 6.00PM**

PRESENT:

A Bovis	Trustee
L Bourne	Co-opted Governor
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

IN ATTENDANCE:

S Decker	CEO
M Brighton	School Business Manager
C Collyer	Clerk

Item	Main discussions and agreed actions	Action by/when
Procedural		
1	The Chair welcomed governors to the meeting. Due notice had been given and the meeting was quorate. Apologies were received and accepted from C Wallis (family illness) and M Harewood was waiting for his DBS.	
2	Declarations of Business interest	
	2.1 There were no new declarations of interest	
3	Notification of items to be discussed under AOB	
	3.1 SR had asked for the school lottery and the delegated authority between LGB v Trust to be discussed.	
4	Minutes and confidential minutes of the previous meeting on 25 November 19 and signing thereof	
	4.1 Item 8 The minutes referred to the Pay Committee recommendation and should read HT Review Panel's recommendation. With this amendment, the minutes were agreed as an accurate record, so the Chair signed the minutes.	
5	Matters arising not covered by this agenda	
	5.7.2 Information re role of career governor had been circulated	Complete
	15.2 PPG report had been circulated to monitoring pair	Complete
	15.3 Governors agreed that the monitoring areas for the staff governor (JM) needed to be reviewed as it created some awkwardness given her job. It was decided she shouldn't participate in any future visits for PDBWB and SEND. The Chair agreed to look at this further.	Chair/HT/ Clerk
	15.4 TSF had met with the Inclusion Manager and had updated the original SEND visit note	Complete

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	16.1	Most governors had updated their personal information and the Clerk would send a gentle reminder to the remaining few.	Clerk
	20.2	LL to confirm to the Clerk which finance training had the out of date data	LL
Governance			
6	Governor training update and CPD Mid-Year review		
	6.1	The Governor training report had been circulated prior to the meeting (copy filed with minutes) and the Chair highlighted the importance of keeping CPD up to date. The HT explained that the exemption from inspection for Outstanding schools was likely to be removed in September. He recommended governors attend the shared training event on the New Ofsted Framework at The Howard Trust. Several governors requested to attend (AB, LC, LB, SG, NG and LL). The Clerk to confirm with The Howard Trust.	Clerk
7	Governor Membership Updates		
	7.1	The Chair explained that the only role yet to be appointed was the Training and Development Governor. The recent working party on the new Induction process had suggested this role also include responsibility for induction for new governors. Anyone interested in the role to contact the Chair.	
	7.2	TSF gave an update on the Induction working party which was a cross trust project with representation from each school. A new folder on the Trust Resource page here included an induction flow chart, checklist, suggested training per monitoring area and a generic induction handbook with links to each schools website for individual school information. The completion of induction training should be at the discretion of Chair/Induction governor as some governors may be newly appointed to the school but have extensive experience from other schools	
8	Clerk Updates		
	8.1	The Clerks had been working together with one of the Trustees to develop a trust wide recruitment initiative. There were currently 14 vacancies across the trust and at all levels of governance. Several channels will be used for recruitment including banners in the school reception, alumni Twitter, parentmail, LinkedIn, third sector websites, word of mouth, local companies and national governance websites. It was also suggested that governors could attend specific school events to promote the opportunity. A list of possible events is available here . Governors also requested a promotional handout be available too. Other suggestions were to contact Action Forum and to try and put an advert in staff magazines at companies such as BAE and Delphi.	ALL Clerk NG MBr
	8.2	The Clerk explained that the Trust wished to recognise the significant contribution that governors made gifting their time and skills for the benefit of the schools and pupils. A Celebration Event was planned for 22.4.20 6-7.30pm and more details would follow	
	8.3	The Clerks would be working together to develop criteria to help quantify the ratings 1-5 for the NGA Skills Audit.	
9	Trust Update		
	9.1	The CEO reminded governors that the Trust Board reviewed the skills audits and governor training records and encouraged governors to log all training events they attended.	

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10	Policies		
	10.1	Although there were no policies to review, a governor sought clarification on whether there would be any amendments to the Trusts Child Protection or Data Protection policies following a recent parental complaint panel. The CEO explained that the HT's had discussed this issue in depth and noted that there was a discrepancy between the policy and some posters in the schools. The HT's were keen not to limit the taking of photos for parents but were mindful of safeguarding. The policies wouldn't be revised but the posters would be amended to be consistent with policy that photos couldn't be shared without prior permission.	
	10.2	The CEO advised that some of the RMET statutory policies had lengthy appendices from each school. The HT's Board had agreed that each school appendix would be limited to 1 page of A4 and the Deputy HT's would be reviewing this across the schools.	
Business Management			
11	Income & expenditure		
	11.1	The School Business Manager (SBM) explained that although a monitoring visit wasn't due this term, she wished to bring a couple of items to governors' attention and gain approval for expenditure. The I&E reports had been circulated prior to the meeting (copy filed with minutes) and she invited questions from governors. She advised that having reforecast the budget the only significant item to report was the £100k surplus which was as a result of the additional funding received for the teachers' pay and pension grant.	
	11.2	<p>The SBM sought authorisation for an increase in capital expenditure for the following:</p> <ol style="list-style-type: none"> 1. The current work on the science lab to be increased by £25k. Quotes had been obtained for the installation of gas taps and power points. £15,700 KCS and £11,300 Benchmark. However, the third one withdrew. Governors approved proceeding without the third quote. 2. It was recommended that the fluorescent lighting in the sports hall be replaced with LED to reduce the specialist maintenance costs when the tubes needed replacement. LED lasting longer and quotes received were around £6k. Governors approved the costs. 3. To replace floodlights on tennis courts which were not currently working. She sought governor approval to spend up to £15k to replace the current lights with LED which again would be cheaper to run. Governors agreed subject to the quotes being reviewed and approved by the Chair and AB 4. The recent H&S report had identified minor leaks in some of the gas taps in two labs. The cost for replacing pipework and installing a gas detection system was £5k. Governors approved the costs. <p>Governors asked how long the work would take to complete and the SBM confirmed it would be finished by the summer.</p>	

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	11.3	The Condition Improvement Fund (CIF) bid had been submitted for the expansion of the 6 th form block. If unsuccessful, alternative funding would need to be identified	
12	Accounting Officer Checks		
	12.1	The HT confirmed he had completed all the necessary checks and there was nothing to report.	
13	Review Academy Finance Manual		
	13.1	The SBM and AB had reviewed the AFM and there were some final tweaks to be made before it was submitted to the Trust Board for approval. The draft version would be circulated with the minutes and any comments should be directed to the SBM by 5 th February	Clerk/SBM
14	Premises update		
	14.1	Governors asked if the current flooding at the front of the building was higher than the damp course as they were concerned about damage to the building. The HT explained that this had been extensively investigated in the past and costs to resolve this were prohibitive. The water dispersed very quickly and didn't go above the damp course. There were plans to re-site the disabled parking bay away from this area when other areas were remarked. The CEO asked if the drainage could be reviewed when the 6 th form block was being extended.	SBM
School improvement			
15	HT Report		
	15	The HT report had been circulated prior to the meeting (copy filed with minutes) and he presented the highlights: <ol style="list-style-type: none"> 1. The school had moved to Selima HR system and were currently populating the data and reviewing report formats 2. Safeguarding was up-to-date and the Deputy HT (the Designated Safeguarding Lead) was very thorough 3. Exclusions: there were slightly more fixed term when compared with last year, however it was still very small numbers, all were boys and there were a couple of repeat offenders (Yrs 7 & 8). Governors asked whether most were from the lower school and the HT said no. Governors highlighted the recent press coverage on internal exclusions and asked the HT to explain how they were managed at his school. The HT advised they didn't use solitary confinement as a sanction and they had a pupil referral unit (PRU) on site where students were supervised. Students could be sent there for a maximum of two days and were allowed to circulate with other students at specific times. Governors asked how many students could be in the PRU at one time and the HT confirmed it was 4 and that only severe incidents were sanctioned by time in the PRU. Governors questioned the layout and the HT explained each desk space was partially screened from the next by a small partition. He invited governors to visit the PRU should they want to see it in operation. Governors asked if there had been any permanent exclusions or 	

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		<p>managed transfers and the HT confirmed there hadn't been, only one the previous year. Governors enquired if the use of internal exclusions reduced the number of temporary external exclusions and the HT confirmed it did. They also had Saturday morning detentions as a deterrent too and parents were supportive of this approach</p> <p>4. Attainment – although the monitoring visit for the school data was scheduled for next term, he was pleased to report the 'mocks' for Yr11 had been promising</p> <p>5. Lesson observations' continue to work well</p> <p>6. The new Ofsted framework would require leaders to clearly articulate how lessons fit into the School Development Plan and demonstrate a coherent narrative. The Trust had provided some training for middle leaders via TT Education which had been very well received and a follow up session was scheduled in May.</p> <p>7. Inspection Data Summary Report (ISDR) now included post 16 as well as KS4 data and he was pleased to report there were no surprises. They were already aware of the slight underperformance in Maths and MFL and had put strategies in place to address these. Post 16 data was also very strong being placed 11th out of 38 Kent and Medway Grammar schools for progress</p> <p>8. The CEO queried the data on sickness for school workforce The HT explained that although there were more absences, they were for a shorter period of time compared to the national average. Governors requested that the data be explored further to ensure absences were correctly coded and report back at the next meeting.</p> <p>9. School performance summary – in line with other grammar schools locally, RMGS girls with higher attainment didn't progress as well in maths. As a result the Maths department now had a strategy to identify students who may fall into this category and apply coping mechanisms to address this. The HT confirmed he and the Senior Leadership Team (SLT) would be reviewing the data in greater depth with the monitoring pair and report back next meeting.</p>	<p>HT</p> <p>HT/LB/LC/ AB</p>
16	Review school development plan		
	16.1	<p>The SDP had been circulated prior to the meeting (copy filed with minutes) and the HT invited questions. He explained it was a Red, Amber, Green (RAG) rated document which was updated by the SLT. The Chair recommended that the report include relevant data at the end of the year evidencing how the school had met a specific target with links to specific documents e.g all training had been completed with a link to the training register. Governors requested that this be updated in time for the governors' away day in June.</p>	HT
17	Monitoring visits report		

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17.1	<p><i>Quality of Education and Personal Outcomes (LB)</i> A report on the recent Careers fair had been circulated prior to the meeting (copy filed with minutes) which reported that it had been a very positive event with students fully engaged. The 6th form were a particular credit to the school and that the event would improve year on year. The HT added his thanks K Frost and M Purcell who had been integral to the events success</p>	
17.2	<p><i>Quality of Leadership and Management (SR, SG, LL)</i> The report was tabled at the meeting (copy filed with minutes) and the Chair presented the highlights.</p> <ol style="list-style-type: none"> 1. They had met with KF and the HT to review the vision and strategy of the school and agreed this should be updated to reflect the changes in demographic, inclusion and diversity. Governors recommended a regular schedule for the review of the vision and strategy. 2. Schools Values - the SLT needed to be better at capturing and sharing the positives, which were clearly evidenced in the Kirkland Rowell survey. The Chair asked governors to re-familiarise themselves with the schools values which can be found on the website here . 3. They had challenged the school leadership around recruitment and would like to see more use of external channels. 4. Communication with parents had been discussed and the use of Edulink. Governors asked if there was any help available for new parents with setting up the app and were advised that new Yr 7 parents are sent instructions and they are signposted to J Boughton for further. Governors were pleased that all parent appointments now had to be booked through Edulink, to encourage using the app. Governors also suggested a reminder in the newsletter and on the website 	<p>HT</p> <p>ALL</p> <p>HT</p>
18	Stakeholder engagement	
18.1	The HT advised there was nothing new to report.	
Risk register		
19	Risk register - Safeguarding	
19.1	The HT reported that there had been no changes and risk remained static	
Procedural/Governance		
20	AOB	
20.1	<p>A governor questioned why posters had been displayed in the school promoting a school lottery and it wasn't clear who was responsible for organising them either. They were also concerned that the LGB or school leadership hadn't been notified. In addition they challenged the promotion of gambling which could have implications for some people in terms of religion or addiction. The HT explained that the Parents Teachers and Friends Association (PTFA) have had a lottery – 100 Club, Bingo - for many years and had now changed the way they raised funds for the school. The PTFA weren't responsible to the LGB and governors didn't want to discourage their efforts. However, governors also challenged the percentage of money returned to the school (potentially only 40%) The HT explained that the SLT attend the PTFA meetings</p>	

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		on a rotational basis. He acknowledged governors concerns and would raise these with the PTFA, who did so much for the school, and would report back next meeting.	HT
20.1		<p>The matter of the relationship, delegated responsibilities and potential overlap between trust board and LGB had been raised. Also the appropriateness of the CEO attending the full board meeting. The HT explained that the LGB Terms of Reference and Scheme of Delegation outlined the responsibilities very clearly.</p> <p>A governor questioned the viability of the HT review panel being comprised of governors if the trust could just override their recommendations. The CEO confirmed that technically they could, however the Chair asked on what basis the trust would have reason to override the recommendations of the panel. The CEO clarified that he (as line manager) and the school improvement specialist were advisers to the LGB and provided evidence on which the LGB could base their recommendation. Their advice wasn't binding. The HT salary recommendations to the Trust were submitted by the Chair of Governors. It was also noted that Trustees could challenge the recommendation too.</p> <p>Governors also discussed the appropriateness of the CEO attending the LGB as there was some question whether it was a conflict of interest as he was both advisor and employer. The CEO agreed this had been raised by the NGA External Review. He suggested that he leave the meeting, so there could be a full and frank discussion. He explained that whilst the NGA saw the CEO attending the full meeting as a potential conflict, Ofsted and the RSC liked to see it. SD left at 19.36. The meeting discussed whether the LGB ability to hold the trust and HT to account was compromised if trustees sat on its board and the CEO was present. It acknowledged it was a small trust and there was some overlap. AB announced her intention to step down at the end of the academic year.</p> <p>Governors discussed the potential overlap of responsibility regarding safeguarding – what was the remit for both the CEO and Safeguarding trustee versus the local governing body's safeguarding governor. The HT and trustees present could understand why the point was raised but explained that the trust had an overview but the LGB had the detail.</p> <p>Following the useful discussion, the Chair summarised the following:</p> <ol style="list-style-type: none"> 1. An in-depth review of the Circle Model would take place, as already agreed, at the end of the academic year. 2. A review of the interaction with the Trust and overlapping areas to ensure there is clarity on roles to ensure no duplication 3. Review whether the CEO attends part of the meeting, for Trust updates, as most felt this was very useful 	

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		4. A presentation at the away day to clarify the roles and responsibilities of each layer of governance (NG) to help everyone understand how they all work and support each other	NG
22	Confidentiality.		
	22.1	None noted	
23	Impact of governance		
		There was not time to review the content of the meeting and what the impact of governance had been	
Meeting ended 20.10 Date of next meeting 9 March 20			

ACTIONS LOG

Item	Action	Who/when
5.15.3	Review staff governor placement in monitoring pair	Chair/HT/Clerk/Next meeting
5.16.1	Clerk to remind governors who hadn't updated their personal information on governorhub	Clerk/Next meeting
5.20.2	LL to advise Clerk which finance training data wasn't accurate	LL/Clerk/Next meeting
6.1	Clerk to forward governor names who want to attend New Ofsted Framework training at The Howard	Clerk/Completed
8.1	Governors to volunteer to attend specific events to promote governor recruitment – suggested events: 1. Yr 7 parents evening 23 rd or 29 th April 2. New Yr 7 Parents event on 18 th June 3. Lower School prize day on 23 rd June	All/Immediately
8.1	Clerk to produce promotional material for use at these events	Clerk/immediately
8.1	Contact BAE and Delphi to place recruitment advert in staff magazine	NG/MBr/Immediately
13.1	Academy Finance Handbook amendments to be circulated with minutes	SBM/Clerk/Immediately
14.1	Drainage from flooded area to be considered in site surveys for new 6 th form block	SBM/2020
15.8	HT report back on staff absence data and accuracy	HT/Next meeting
15.9	Quality of education and pupil outcomes monitoring report	QE&PO MG/Next meeting
16.1	Update SDP with evidence for targets by Governor Awayday	HT/June 20
17.2.1	HT to schedule regular review of vision & strategy as a major part of the school development plan	HT/next academic year
17.2.2	All governors to re-read the school values	ALL/Next meeting
17.2.4	Use reminders in newsletters and website for parents to use Edulink	HT/Next meeting
20.1	HT to report back after issues raised with the PTFA re lottery	HT/Next meeting
20.1.4	NG to provide an overview at the June Awayday on the different layers of governance and their responsibilities	NG/June Awayday

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