



RAINHAM MARK GRAMMAR SCHOOL

**MINUTES OF THE LOCAL GOVERNING BODY
HELD ON 09 MARCH 2020 6.00PM**

PRESENT:

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

IN ATTENDANCE:

M Brighton	School Business Manager
E Bridger	Finance 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 A Bovis (work commitments).	
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 HT wished to give a corona virus update Another governor was required for the PDBWB monitoring pair	
4	Minutes of the previous meeting on 27 January 20 and signing thereof	
	4.1 The minutes were agreed as a true record and Chair signed the minutes	
5	Matters arising not covered by this agenda	
	5.15.3 Review staff governor placement in monitoring pairs to be brought back to the next meeting	Chair/HT Clerk
	5.16.1 TSF and LL to complete the outstanding items on their personal information on Governorhub	TSF/LL
	8.1 The Chair confirmed the materials were available and asked for volunteers to attend school events to promote governor recruitment. SR volunteered to attend the Lower School Prize giving on 23 June and LB the Yr9 Option evening on 23 March. The Head Yr suggested a governor or members of staff highlight the vacancy at the new Yr 7 Parents event on 18 June. The Clerk to provide materials	SR/LB JM/Clerk
	8.1 NG and MBr confirmed BAE and Delphi had been provided with materials	
	14.1 The Chair requested the drainage issue be removed from the agenda	

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	15.8	The HT updated governors on staff absence (copy filed with minutes). He advised that staff absence was unusually higher for terms 1 – 3. Overall absence was 6.9% omitting maternity, paternity and shared parental leave versus 4.4% the previous year. This was primarily due to two members of staff being absent for an extended period.	
	17.2.2	The Chair reminded all governors that it was an Ofsted requirement for them to know the school values	
	17.2.4	The HT confirmed that reminders had been sent to parents regarding Edulink	
	20.1	The HT confirmed a member of the SLT had attended the last PTFA meeting to feedback governors concerns regarding the new lottery fundraising initiative. The external organisation running the lottery was reputable and used by many other charities. 10% of the money collected was used for admin costs and the other 90% for prizes and funds for the PTFA. Governors were pleased to support the work of the PTFA however they wished any lottery promotional material to state clearly that it's run by the PTFA and what proportion of the money goes where. Governors asked if the Chair of the PTFA could be invited to the next LGB meeting. The meeting also requested a list of PTFA event dates to be circulated so that they could support these.	HT/ Clerk
6	Governor Membership Updates		
	6.1	The Chair requested that all governors use their networks to promote the recruitment drive	
	6.2	The Chair thanked AC for agreeing to extend her term of office to the end of the school year and NG confirmed he and AB would be stepping down to focus on their roles as trustees.	
	6.3	M Harewood volunteered to join the Personal Development, Behaviour and Well-being monitoring group and the next meeting was 10am on 11 May	
7	Trust Update		
	7.1	The HT confirmed he and the CEO had agreed that the CEO would attend the first part of the meeting, update governors and then leave unless invited by the Chair or HT to remain for any relevant agenda items.	
Business Management			
8	Income & expenditure report		
	8.1	The HT introduced EB, the Assistant Business Manager, who was attending the meeting as part of future proofing the business management function. Should the School Business Manager (SBM) be unable to attend, then she would step up. The meeting agreed that the full report on I&E would be covered by the monitoring report.	
9	Accounting Officer Checks		
	9.1	The SBM and HT confirmed that all the checks had been completed with no concerns raised	
10	Support staff pay award		
	10.1	The SBM advised that the NJC pay award due in April was the end of a 2 yr deal and re-negotiations with the unions were ongoing. She advised it was unlikely to be agreed before July but would be backdated. Governors expressed their disappointment that staff would have to wait so long but recognised the delay was due to the addressing the lowest pay scales in line with the national	

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		minimum wage and the knock on effect of other pay grades. The SBM confirmed she had budgeted 2% across the board.	
11	Monitoring visit report		
	11.1	The Chair asked for future meetings that the monitoring reports are the first point under the relevant section of the agenda	
	11.2	<p><i>Finance Pay and Reward (LL, AB)</i> the report had been circulated prior to the meeting (copy filed with minutes) and reviewed income, expenditure – staff and other costs and the catering profit and loss. LL drew governors attention to the key highlights:</p> <ol style="list-style-type: none"> 1. Catering income was higher than expected. This was a self-sustaining area with the objective of promoting healthy eating and being able to fund any replacement equipment required 2. Additional provision had been agreed for pastoral support and potentially SEND depending on student cohort 3. Gas & electrical audits were being completed which may have an impact on the budget. However the school were not expecting costs to be large. 4. When asked if there were any key concerns, the school felt they were on budget and because they were consistently oversubscribed funding remained steady. <p>Governors congratulated the finance team and leadership on good financial management. They asked if there had been a change in auditors and the SBM advised that the Trust had recommended a change as Baxter’s had been the incumbent auditors for a long time. The new auditors (William Giles) had visited recently. Governors asked about the length of the auditor’s contract and the SBM confirmed it was for 12 months. Governors asked whether the school felt they would be able to have a balanced budget next year and the HT confirmed they would as their timetabling was very efficient and this was reflected in staffing levels. Governors asked if the auditors would produce consolidated accounts for the whole trust and the SBM confirmed they would but the individual school balances were also reported. Governors questioned whether the accounts would be governed by the Charity Commission and the SBM and Vice Chair confirmed they complied with these guidelines but they would also be submitted to Companies House as the Trust was a registered charity and business. Governors asked why the water rates were over budget and the SBM confirmed this was just a timing issue of when the bills hit the accounts. Overall it was in line with the budget.</p> <p>The Chair thanked LL and AB for such a thorough and efficient monitoring report.</p>	
School Improvement			
12	Review exclusions		
	12.1	The HT presented the exclusion data: Terms 1 -3 had seen 14 exclusions of 8 learners – all fixed term mainly for 1 day, and 1 four day exclusion. Although slightly increased from last year, it was mainly down to 2 students (a Yr 7 and 8) with multiple offences. He was pleased to report that numbers were still very small relative to the size of student body. Governors expressed concern that the	

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		exclusions were higher than usual and the pattern could continue. The HT confirmed that they had brought in external support to assess the Year 7 pupil who stated the school were doing everything they should be to support the particular child.	
13	Review school targets and propose for next year		
	13.1	The HT explained there were no statutory targets anymore but RMGS did set one for Progress 8 which was +0.5	
14	Monitoring visit reports		
	14.1	<p><i>Personal development, behaviour and well-being (LB)</i> a copy of the report had been circulated prior to the meeting (copy filed with minutes). LB gave an overview with highlights being:</p> <ol style="list-style-type: none"> 1. Integration of pastoral support – there is increased pastoral support but the planned integrated ‘student services’ was on hold till the new extension to 6th form block was decided. 2. Increased focus on well-being and mental health with staff receiving training and more planned for the future. 3. Future speakers booked will emphasise the importance of kindness, acceptance and diversity. 4. Due to staffing the planned Arts week wouldn’t be going ahead. 5. There had been significant progress made with careers and the school on target to meet the Gatsby Standards. Tutor time will be the focus of the next visit. 6. Due to restrictions with GDPR, it had been difficult to track destinations of pupils leaving in Yr11 with 100% accuracy 7. There was a reduction in the number of external students applying to the 6th form and it was felt apprenticeships were attracting more students. 8. The number of exclusions had been worrying but governors were reassured that it related primarily to two students and an external agency had confirmed they had nothing further to add to the strategies the school were employing. <p>Governors congratulated staff for the range of support for the mental health and well-being of both staff and students.</p>	
	14.2	<p><i>SEND</i> – TSF explained that it was a struggle to know what to focus on during a visit as the SEND provision was excellent. She didn’t want to overlap too much on the pastoral elements which were monitored by the PDBWB group.</p> <p>Governors suggested looking into the support offered to those children in the middle of the group. Post meeting it has been suggested that SEND join with PDBWB monitoring group to avoid duplication and maximise SLT time.</p>	
	14.3	<p><i>Quality of education & pupil outcomes (LC, LB)</i> - a copy of the report had been circulated prior to the meeting (copy filed with minutes). LC gave an overview with highlights being:</p>	

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		<ol style="list-style-type: none"> 1. Yr11 PEQs (mocks) results were comparative with the last two years 2. All key performance areas continue on an upward trend 3. Particularly strong performances in English, Religious Studies, Geography PE and Food preparation and nutrition 4. Maths and German results were lower than expected and a departmental review had been scheduled to focus on teaching methods, sequencing, pupil voice and discussions with staff. The maths clinic was well attended Governors requested clarification on who was attending. The German grade boundaries were being reviewed for the GCSE's in the summer. Governors would look at the department reviews at the next meeting 5. All Yr 11 pupils were currently being interviewed after their mocks with a senior leader to review progress. 6. Yr13 mock results were not as good as hoped. Maths and Psychology were areas for improvement. The latter subject was related to staff absence. Governors expressed their concern about the number of U and E grades. The HT explained students had to have achieved an A to study at that level but some may be advised to drop to AS. Governors would continue to monitor this area. 7. The following targets were agreed for 2021. KS4 GCSE Progress 8=0.5% 9-7 grades 54%. KS5 A level A8-B = 65% 8. RMGS was listed at 22nd within Kent and Medway grammar schools but listed as the top performing mixed grammar school. The leadership wished to increase the placement by 1-2 points next year. For A-levels RMGS was ranked 11th. 9. Governors had questioned the amount of publicity RMGS receive in the local press about their results. The HT advised all information is put on the website and as the school is oversubscribed consistently, they didn't aggressively promote the results. 	
Policies & risk register			
15	Policies		
	15.1	None	
16	Review risk registers		
	16.1	Financial – The HT confirmed that some risks had been downgraded now that the national funding formula and grammar school funding had been confirmed and the financial outlook was healthy	
	16.2	Strategic – The HT advised there were no concerns noted.	
	16.3	Students – The HT advised similarly there were no concerns as this risk focused mainly on behaviour and attendance which were on track. Governors asked how the risks and mitigation were tracked and the SBM and HT requested that a presentation be given at the next meeting as there were new governors.	SBM/HT/ Clerk
Procedural/Governance			

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17	Clerk Updates		
	17.1	The Clerk reminded governors about the Trust Celebration event 22.4.20. Governors asked about the format and the Clerk explained it was an opportunity to meet other trust governors and there would be a brief speech and awards ceremony at the end to recognise outstanding contributions of governors across the trust.	
18	Governor training update & CPD		
	18.1	The Chair confirmed that the recent training on the new Ofsted Framework held at The Howard school had been excellent. The governors who had attended wished to meet again to discuss how the LGB wanted address the changes and would try to find a date in April when they could meet. The resources from the training were particularly helpful. The HT confirmed he would be attending the HT specific training too.	Chair
	18.2	LB had attended the recent public health training and offered to share the very useful checklist for the Ofsted sex education and health with the HT.	LB
19	AOB		
	19.1	Coronavirus – The HT confirmed the school and trust were following government advice and had updated parents. He had held a meeting with teaching staff about how they would manage if directed to close the school. He had stressed the need to be mindful, when setting work, of students who didn't have good access to broadband. Governors asked if the HT knew how many students would be affected and it was confirmed all students could access the internet except for two Yr7's who would require paper based work. Governors suggested checking how many families had more than one child at the school and would therefore have constraints on home equipment. Support staff, dependent on work function, may be able to work from home and the new HR system was hosted externally and can process payroll remotely. Governors asked if students had expressed any concern or anxiety over local school closures and the HT advised that assemblies had kept students updated, additional hand sanitisers and soap had been stocked and they had checked with the cleaning contractors about a deep clean if required. He explained that some students and staff had underlying health issues or family members with health issues and had been advised to speak with HT. Governors requested that the website was kept upto date and, as the school was following government advice, a link to that government web page should be included.	HT
	19.2	The SBM confirmed that the refurbishment of the science labs was making good progress and thanked the site team for all their hard work.	
20	Confidentiality.		
	20.1	None noted	
21	Impact of governance		
		The meeting discussed and agreed that <ol style="list-style-type: none"> 1. Monitoring reports – were very good quality with evidence of good challenge 2. Reviewing the KPI's would be built into the Ofsted Framework review meeting and also taken to the Chair's Forum. It would also be discussed further at the June Away day 	

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Meeting ended 20.10 Date of next meeting 29 June 20

ACTIONS LOG

Name	Item	Action Log	By when
Ht/Chair	5.15.3	Review staff governor placement in monitoring pairs to be brought back to the next meeting	Next meeting
TSF and LL	5.16.1	To complete the outstanding items on their personal information on Governorhub	Next meeting
SR/LB/	5.8.1	SR to attend the Lower School Prize giving on 23 June LB to attend the Yr9 Option evening on 23 March. Head of Yr or member of staff to promote at the new Yr 7 Parents event on 18 June. The Clerk to provide materials	June March June
HT/Clerk	5.20.1	Invite Chair of PTFA to next meeting and circulate list of PTFA events to governors	Next meeting
HT/SBM	16.3	Add a presentation on the risk register to agenda	Next meeting
Chair	18.1	Arrange date for follow up meeting on the Ofsted Framework training	April
LB	18.2	Share checklist from recent public health training course with HT	Next meeting
HT	19.1	Update the website with a link to the government advice for the corona virus	Immediately

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