



## RAINHAM MARK GRAMMAR SCHOOL

**MINUTES OF THE LOCAL GOVERNING BODY  
HELD ON 17<sup>th</sup> May 2021 6.00PM – Virtual Meeting**

<b>Present:</b>	L Bourne (LB)	Co-opted Governor
	L Cox (LC)	Parent Governor
	S Griffiths – Chair (SG)	Parent Governor
	C Hill (CH)	Co-opted Governor
	L Lanipekun (LL)	Parent Governor
	J Mayes (JM)	Staff Governor
	A Moore (AM)	Headteacher
	R Osman (RO)	Co-opted Governor
	S Roe (SRo)	Co-opted Governor
	K Shah (KS)	Co-opted Governor
	C Wallis (CW)	Staff Governor
	M Young (MY)	Co-opted Governor

<b>IN ATTENDANCE:</b>	T Watson	Deputy Head
	M Greener	Clerk

Questions raised, **blue**. Points agreed, **green**. Action, **red**.

Item	Main Discussions and agreed actions	Action / When
<b>Procedural</b>		
1.	<p>The Chair welcomed everyone to the meeting including the two new co-opted governors Chris Hill and Mark Young.</p> <p>Due notice had been given and the meeting was quorate.</p> <p>There were apologies from Agnes Gehrke which were accepted. Louise Cox will join the meeting late. No apologies were received from Mark Harewood, Sara Reynolds and Tracey Scott Fox.</p>	
2.	<b>Declarations of Business Interest</b>	
	2.1 There were no new declarations of interest.	
3.	<b>Notifications of items to be discussed under AOB</b>	
	3.1 Circle Review Group update	
4.	<b>Minutes of the previous meeting of 8<sup>th</sup> March 2021 and signing thereof</b>	
	4.1 <b>The minutes were approved as a true and accurate record of the meeting and will be signed electronically by the Chair.</b>	SG



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5.	<b>Matters arising not covered by this agenda</b>		
5.1	An action log was circulated with the agenda. The following updates were given.		
	<b>Item</b>	<b>Action</b>	<b>Who/when</b>
	10.1	The Head/Chair to discuss next steps for rewarding staff as a thank you from the LGB.	SG/AM
	15.1	The Head to congratulate the pastoral team for their efforts during lockdown on behalf of the LGB.	AM
	19.1	All governors to keep their training record on GovernorHub up to date and new governors to ensure their induction training is actioned.	All
	22.1	The Head to provide a monthly written COVID-19 update via email for April and May.	AM
	SR staff reward – LGB not meeting until end of June, intense pressures – helpful to provide something before this? AM not likely to happen until September – requires time to assess what the staff would like and would make a difference to them.		
6.	<b>Governor Membership Updates</b>		
6.1	Two new co-opted governors have been appointed by the Trust (Mark Young and Chris Hill).		
7.	<b>Co-opting of the Chair from the role of Parent Governor</b>		
7.1	<p><b>The governors voted and AGREED to co-opt Susan Griffiths whose term as a parent governor expired on the 16<sup>th</sup> May 2021.</b></p> <p><b>Action: Clerk to update GIAS, the school website and GovernorHub</b></p>		
	Clerk		
<b>School Improvement</b>			
8.	<b>Headteacher Update</b>		
8.1	<p><b>Exam Process</b></p> <p>The Head advised that the ASCL training webinar was a useful area to learn more about the exam process this year. SLT are still highly concerned by the bureaucracy of the appeals process and that the 5<sup>th</sup> May was the end of consultation period. No confirmation has come through as of yet. The 10<sup>th</sup> August is results day and currently unaware of the what the staff requirements will be for this.</p> <p>Y11 were starting assessments when the Head wrote his report and he confirmed that attendance was very good and only 2 out of 207 have had to ‘mop up’ assessments. Y13 assessments are this week and next.</p> <p><b>Governors asked what disapply means?</b> TW advised this means drop a subject</p> <p><b>Governors asked since Y11 have missed a lot of learning how is the school making the gaps are bridged between GCSE and A Level subjects e.g. Maths? Have this been considered?</b> TW updated the governors that all subjects that are to be taken at A Level have preparatory work set for students after half term, to be completed beforehand so they are ready to learn in September.</p>		



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**Governors asked how this learning will be made available to everyone? Can students come into school if they do not have a device?**

TW advised that all Y11s who did not have a laptop in lockdown have been given devices and rooms inside school have been allocated for Y11s to use if needed. Taster lessons are also taking place.

AM advised that the Heads of department are very aware of the potential gaps but teachers are confident that the schemes of work allow 'catch-up' time in the first term if required although the gaps are not as large as the media suggests.

LB noted from her recent visit that she felt school had put staff wellbeing high on the agenda to allow staff the huge task of marking and was impressed with what she saw.

**LB asked for the candidate numbers?**

TW confirmed 46 for Y13 and 73 for Y11. TW is meeting with Y13 tomorrow and Y11 on Thursday to discuss.

**Governors asked whether staff have received unintentional bias training with regards to marking?**

TW confirmed that staff are required to read a document regarding non-biased marking. This is a guidance document on objective judgements to be read by half-term. Confirmation must be made via Google Forms. AM confirmed that assessments mean it is much less open to subjective bias.

*L Cox joined at 6.23pm*

**Governors noted that there is national concern regarding teacher bias – can the SLT expand on measures that have been taken to prevent increasing grades? They understand the reading material regarding unintentional bias but how will this impact be measured?**

AM advised that before the 18<sup>th</sup> June submission date, he has to sign a declaration form that requires detailed statistical checks for every department and student. The data department will produce sophisticated data which will allow comparisons with previous years, SEN groups, race, gender etc. Students are doing exams largely based on past papers and marked across the department. The mark for the paper is objective. TW commented that where possible teachers are not marking their own students and heads of department are checking fairness at all stages.

TW advised that there is a 'basket' of evidence and students/parents are well aware of what is involved and each child have signed to say that they are aware (candidate confirmation form). The more things that can be put in place should limit the number of appeals.

**Governors asked if exams are being held in usual exam conditions to help them experience this component of school life?**

TW advised that is important to have the exam practice as otherwise this will be another loss due to Covid-19, so yes as it is a good opportunity to practice exams skills.



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		<p><b>Mitigating circumstances are very high in the report – governors as if there were usual or has this gone up due to Covid-19?</b>          TW advised this number has gone up considerably and some are not real considerations. All will be reviewed individually however likely 90% will not count.</p> <p><b>Governors asked whether the mitigating circumstances are expected to be less for next year?</b>          TW advised that the exams are likely to be different next year due to Y10 / Y12 missed learning this year</p> <p><b>Governors – page 2 on report. Useful material from examining board – too late to implement due to receiving late? Can you explain in more detail?</b>          TW advised that the awarding bodies sent fairly limited information and what was received was not particularly helpful. All Heads of Department are experienced and some work as examiners so we have relied on their input. Information could have been delivered earlier but this was out of the hands of the school and AM/TW are confident that the school will be able to come up with fair grades at GCSE/A Level. AM noted the increased workload for staff due to the lateness of the arrival of information which had not changed significantly from earlier in the year.</p> <p><b>Governors asked whether rebates were due from the exam boards?</b>          AM confirmed that MB has readjusted the budgets assuming 1/3 of the money will be coming back from exam boards. A lot of pressure nationally as the boards are doing not a lot.</p>	
9.		<p><b>School Improvement Plan</b></p>	
	9.1	<p>AM advised that the new head has planned a meeting to discuss the current SDP and discuss the new SDP to be developed over the summer which will be shared in September and will include all the areas that were not possible due to COVID-19.</p> <p>The Chair shared the SDP on the screen and noted:</p> <ul style="list-style-type: none"> <li>- Need to focus in each LGB meeting on the priorities from the 3-year development plan.</li> <li>- Monitoring pairs should look to link their relevant sections of the SDP when conducting their visits.</li> <li>- Schools are doing well with the high achievers as are the pupil premium</li> </ul> <p><b>How are we ensuring that we focus on the children that do not fall into a specific focus group to get the same quality of education?</b></p> <p>AM advised we should be comparing with national data (ASP) which shows the difference between girls and boys and that girls outperform at GCSE.</p> <p><b>How do we match against similar schools locally/in Kent? Would be good to understand the trends?</b></p> <p>TW can get data as they do review the data and this can be issued. The Chair noted it would be useful to be able to establish what RMGS trends are and allow the monitoring pair visits to review these trends consistently across all the categories.</p>	



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	<p>The Chair noted:</p> <ul style="list-style-type: none"><li>- Would be good to see more detail against the targets in monitoring visits</li><li>- Chair is keen for the LGB to be in a position to understand the SDP better to enable better challenge towards the monitoring pair reports.</li></ul> <p><b>Governors asked whether the colour coding on SDP is indication of how well objectives are met each term (as per risk register)?</b> AM advised this shows what the school has done e.g. what we expected / wanted to do in each term – green shows progress. Grey = not relevant to that term.</p> <p><b>Governors queried the bullet points in respect that they address the academic concerns but not the cultural, artistic?</b> AM advised that these are headline points that may be covered in more depth in the actual document.</p> <p>JM advised that they had identified in Y7 no sex education as had not been appropriate to deliver over a Zoom call in Y6 and steps had been taken to address this through PHSE.</p> <p><b>Governors asked what P4C lessons are?</b> TW/AM confirmed this is philosophy for children and a way to improve critical thinking and group discussion</p> <p><b>Governors queried the transition for new entrants to 6<sup>th</sup> form but no mention for new Y7?</b> AM noted this noted. Most secondary schools Y7 are new and just expected to be standard practice. Many new entrants for 6<sup>th</sup> form students. Governors noted that it should be included as RMGS taken from many primary schools</p> <p style="text-align: center;"><b>Action: AM to include reference to new Y7 pupils in SDP</b></p> <p><b>Governors can the SDP be linked to the HT report?</b> AM – yes in a normal year? Almost everything this year is amber/red due to COVID-19.</p> <p><b>Why are safeguarding policies are in grey?</b> AM advised this is a live document and added since inception of the document and is a T5 activity. High level of review of policies and processes before the summer holidays. Medway advised schools they need to properly consider the impact of this significant piece of work and not make ‘knee jerk’ reactions.</p> <p><b>Governors asked about student voice in the SDP? Could that be made in the document to show which item has come as a result of the input of the student voice?</b> AM – SEF parts of the SDP are included but the evidence can be found in the SEF but agrees that it can be included.</p> <p style="text-align: center;"><b>Action: AM to include student voice evidence in the SDP</b></p>	
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	<p><b>Governors queried a reduction of racial bullying incidents – a baseline is needed to see downward / upward trend?</b> AM advised that monitoring pairs can see this information when visiting and are ready to answer these questions.</p> <p><b>Governors felt there was a lack of context without statistics – what is being done to address students who do not feel comfortable to report?</b> AM advised that every 2 years an anonymous survey of every student which covers questions such as these is completed. There is good data to evidence this, which governors have sight of when completed. Governors discussed and feel that this should be reviewed more regularly. AM confirmed that there are other systems in place.</p> <p style="text-align: center;"><b>Action: The Chair to discuss stakeholder voice surveys with Head</b></p> <p><b>Governors asked if CCW replaced PHSE? This should be consistent throughout the SDP?</b> AM noted and agreed.</p> <p>AM noted that staff retention is good and TW advised that those who are leaving all have valid reasons.</p> <p>The Chair advised that LGB need to demonstrate how we hold the school to account. The Clerk updated that the new monitoring visit form will provide specific areas for the impact of the visit to be documented, for challenge given during the visit and for areas that need to be signposted to the LGB for further review.</p> <p><b>Governors asked if the SDP was a public document?</b> AM confirmed internal document mainly but could be used for inspection visits.</p>	
<b>Governance</b>		
10.	<b>Clerk Updates</b>	
	10.1	No updates at this time but the Clerk encouraged everyone to read her weekly updates as all important information is located here.
11.	<b>Governor Training Update &amp; CPD</b>	
	11.1	Governors were reminded to update their training profiles on GovernorHub
<b>Procedural</b>		
12.	<b>Any Other Urgent Business</b>	
	12.1	<p><b>Circle Review Group update</b></p> <p>The Clerk advised that there will be trust wide training on the updated Circle Model once this has been agreed by trustees.</p> <p>It was suggested that monitoring pairs should also speak with students as well as staff and not just SLT.</p> <p>Link visits no longer happen but it might be useful on top of monitoring visits.</p> <p style="text-align: center;"><b>Action: Chair to review how link visits can take place from September</b></p>



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	12.2	Linda Bourne advised following her career link visit – do governors have any meaningful work experience options?  <b>Action: Governors to let Linda Bourne know if there is any appropriate on offer for careers experience</b>	
13.	<b>Confidentiality</b>		
	13.1	There were no confidential items.	
14.	<b>Impact of Governance/Governors KPIs</b>		
	14.1	Challenge given to content that should be included in the new SDP.	
<b>Meeting ended 7.45pm</b>			
<b>Date of next meeting: 28<sup>th</sup> June 2021 @ 6.00pm</b>			

**ACTION LOG from RMGS LGB 17<sup>th</sup> May 2021**

Item	Action	Who/when
7.1	Clerk to update GIAS, the school website and GovernorHub to reflect the co-opting of SG	Clerk
9.1	AM to include reference to new Y7 pupils in SDP	Head
9.1	AM to include student voice evidence in the SDP	Head
9.1	The Chair to discuss stakeholder voice surveys with Head	Chair
12.1	Chair to review how link visits can take place from September	Chair
12.2	Governors to let Linda Bourne know if there is any appropriate on offer for careers experience	All