



RAINHAM MARK GRAMMAR SCHOOL

**MINUTES OF THE LOCAL GOVERNING BODY  
HELD ON 28<sup>th</sup> June 2021 6.00PM – Virtual Meeting**

**Present:**

L Bourne (LB)	Co-opted Governor
L Cox (LC)	Parent Governor
S Griffiths – Chair (SG)	Parent Governor
L Lanipekun (LL)	Parent Governor
J Mayes (JM)	Staff Governor
A Moore (AM)	Headteacher
M Rose (MR)	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

**IN ATTENDANCE:**

E Horstrup	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.	The Chair welcomed everyone to the meeting including the new co-opted governor Mary Rose.  Due notice had been given and the meeting was quorate.																													
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																														
4.	<b>Minutes of the previous meeting of 17<sup>th</sup> May 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																												
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.																													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 60%;">Action</th> <th style="width: 15%;">Who/when</th> <th style="width: 15%;">Status</th> </tr> </thead> <tbody> <tr> <td>7.1</td> <td>Clerk to update GIAS, the school website and GovernorHub to reflect the co-opting of SG</td> <td>Clerk</td> <td>Completed</td> </tr> <tr> <td>9.1</td> <td>AM to include reference to new Y7 pupils in SDP</td> <td>Head</td> <td></td> </tr> <tr> <td>9.1</td> <td>AM to include student voice evidence in the SDP</td> <td>Head</td> <td></td> </tr> <tr> <td>9.1</td> <td>The Chair to discuss stakeholder voice surveys with new Head</td> <td>Chair</td> <td></td> </tr> <tr> <td>12.1</td> <td>Chair to review how link visits can take place from September</td> <td>Chair</td> <td></td> </tr> <tr> <td>12.2</td> <td>Governors to let Linda Bourne know if there is any appropriate offer for careers experience - complete</td> <td>All</td> <td></td> </tr> </tbody> </table>	Item	Action	Who/when	Status	7.1	Clerk to update GIAS, the school website and GovernorHub to reflect the co-opting of SG	Clerk	Completed	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 new 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 offer for careers experience - complete	All		
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		<p><b>Notifiable student accident</b></p> <p>KS gave a verbal update which included the timeline of events of this accident involving a student and a javelin. KS confirmed that following investigation it has shown that robust risk assessments are in place, a safety briefing was given at the start of the PE lesson (which was verified through students’ statements) and that everything that could have been done to prevent this accident was done. First aid was administered until the ambulance arrived and the fire brigade were called as the javelin needing cutting to allow the student onto the ambulance. KS advised that the family are happy with the way this accident was dealt with by the school and agree that the correct processes were in place. The HSE have been informed and a report from them is due. KS advised the accident was discussed at the monitoring visit and it was suggested that the school revisit the risk assessments in view of this accident to ensure there are no other elements that could now be included. KS advised the student is now back in school.</p> <p><b>Action: Headteacher to ask the PE department to review the risk assessments in light of learnings from this accident.</b></p> <p>The Head advised the timeline that he followed after the incident and that the CEO was made aware shortly after it happened and the Chair of Governors was made aware the next day. Discussions took place with the SBM as to whether the accident was notifiable and advice was sought from Medway. The accident occurred on the Monday and was reported to the HSE on the Wednesday (after advice from Medway was received). The Head acknowledged that he should have made the H&amp;S governor and trustees aware sooner and lessons have been learnt.</p> <p>The Chair noted that the she was confident in the report received from KS and that this was an unavoidable accident. No further questions were received from the governors.</p> <p><i>J Mayes joined @ 6.12pm</i></p>	Head
6.		<b>Governor Membership Updates</b>	
	6.1	One new co-opted governor has been appointed by the Trust (Mary Rose). Resignations received from Sara Reynolds (health) and Mark Harewood (new job and time constraints), Ruqia Osman (moved out of area and work commitments).	
7.		<b>Trust Update</b>	
		<p>A paper was distributed before the meeting.</p> <p>The CEO updated the governors that Twydall Primary have now been regraded by Ofsted to Requires Improvement. Quality of Education was marked as RI but all other areas received good. The notice of termination has now been lifted by the DfE which now means the Trust can look to grow the number of schools if an appropriate fit is found locally.</p> <p><b>Governors asked whether the RI rating means that Ofsted will visit more regularly?</b></p> <p>The CEO confirmed this is not the case and Twydall would not be expecting another visit until 18/30 months from the date of the inspection. It would only be sooner if the</p>	



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	<p>leadership and management were not graded good. The CEO noted there are still severe challenges and much work yet to be completed.</p> <p><b>Governors asked whether RMGS could provide support for the curriculum issues in subjects such as History / Geography / Art?</b></p> <p>The CEO confirmed that support is already being given and will continue.</p> <p>The CEO advised that the trustees and headteachers have reviewed the MAT Capacity Framework and are using their findings to plan the next 3 years.</p> <p>COVID-19 has meant an unusual year for all and wished to pass his thanks onto all staff within the school and the governors for their help and support to ensure the school ran effectively.</p> <p>The CEO advised that the Head is retiring at the end of this academic year and thanked him for all his work as Deputy Head and then Head and that he has made a significant difference to all the students.</p> <p><i>SD left @ 6.28pm</i></p>	
8.	<p><b>Clerk Updates</b></p> <p>The Clerk advised that she continues to share any updates through the weekly bulletin.</p> <p>The Clerk reminded governors that the new Safeguarding for Governors online training is now available and encouraged governors to complete their registration. This training is mandatory and the deadline for completion is 1<sup>st</sup> September 2021.</p> <p>The Chair asked if all Prevent training has been completed. The Clerk advised she believed this was the case but would check and confirm to the Chair after the meeting.</p> <p><b>Action: Clerk to confirm to Chair that all governors have completed their Prevent training.</b></p>	Clerk
<b>Monitoring Visit Reports</b>		
9.	<p>All reports with the exception of Personal Development, Behaviour &amp; Welfare were circulated prior to the meeting.</p> <p>9.1 <u><i>Finance, Pay and Reward</i></u></p> <p><b>Governors asked whether the delay on receiving 6<sup>th</sup> Form catch up funding would impact the subjects offered?</b></p> <p>The SBM confirmed that in year Y7 funding has helped and funding has been received for high value subjects including Maths. The Head advised that a broad range of subjects are on offer but some have low numbers and currently an extra 1.2 FTE teachers for Y7-11 is required for each additional form, but only an extra 0.4 or 0.5 FTE teachers for the sixth form.</p> <p><b>Governors noted in the report that the PA system may need replacing and asked on the costings for this as they were not included?</b></p> <p>The SBM advised that she is still awaiting quotes which is why the costs were not included but it is likely to be c.£20k. The Premises Manager is taking advice and the work is likely to be in 2022 or later.</p>	



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	<p><b>Governors asked how confident the school would receive 15% exam fees refund?</b></p> <p>The SBM advised is still unsure but it was 25% last year and the Welsh Board have advised theirs will be 40%, although RMGS hardly have any exams with this board. 15% is the likely minimum amount received.</p> <p>The Head advised that if one board is stating 40% then it is likely the others will follow otherwise they will face backlash.</p> <p><b>The Chair asked the monitoring pair whether they were assured the school was handing the finances correctly and whether the information received was transparent?</b></p> <p>LL confirmed that reports are always received in good time which gives confidence and questions have been repeatedly asked in different ways and the same answers are being received. Some variances on coding have been identified and this will be reviewed at the next visit.</p> <p>The SBM advised that the I&amp;E reports are available on GovernorHub (under Finance reports) a week after the end of a calendar month and hopes this gives governors a feeling of transparency. The SBM welcomes questions governors in between meetings if any arise.</p> <p><b>Governors asked for clarification of accountants?</b></p> <p>The SBM confirmed that Williams Giles are the accountants currently who complete the main accounts but that internal audits are conducted by a different company.</p> <p><b>Governors asked whether the accounts get posted onto GovernorHub?</b></p> <p>The SBM confirmed the accounts are signed off by the Trustees in November and these are then shared on the Trust’s website.</p> <p><b>Governors asked whether the academy financial year is the same as the academic one?</b></p> <p>The SBM confirmed this is now the case.</p> <p>9.2 <u>Personal development, behaviour and welfare</u></p> <p>Unforeseen circumstances meant the report was not available for the meeting and will be reviewed at the next LGB</p> <p>LB noted that EH is doing a great job at looking after students and wished this to be noted in the absence of the completed report.</p> <p>9.3 <u>SEND</u></p> <p><b>Governors asked for further clarification on the Inclusion Manager’s comments regarding SEN/Pastoral Heads have clearly defined roles as a necessary action?</b></p> <p>TSF advised that this is a difficult as both areas overlap considerably and with low SEND numbers in RMGS there is not an easy solution. There is no definitive line but plans are being put in place.</p> <p>The Head advised in a perfect world the SEND/Pastoral team would support students from one space but practically this is difficult to achieve. The SEND team support many areas and it needs to be clear when the team are going beyond their purpose.</p>	
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	<p><b>Governors noted that there were 10 children with poor attitude to remote learning but the report does not make it clear if this was the case before COVID-19. How is this being addressed moving forward and what support is being put in place as this was not expanded on enough?</b></p> <p>TSF advised that the team know these families well and the behaviour flagged was not unexpected. There have been some issues making contact with these families and there is general awareness that online learning will pose issues for some students. TSF noted that some progress has already been made with different processes being put in place.</p> <p><b>Governors noted that parent involvement does not advise how many interacted with surveys?</b></p> <p>TSF advised that she has already made a note to follow this line of enquiry at the next visit and to investigate what feedback from parents looks like.</p> <p>9.4 <u>Quality of education and pupil outcomes</u></p> <p><b>Governors asked if results are not going to be released how learning can be taken forward and linked to the SDP?</b></p> <p>The Head advised that the school will not be allowed to share data even with governors as then there will be no pressure to inflate / not inflate grades. It might be that there is national exam-based data released but this is unknown currently.</p> <p><b>Governors noted that staff have worked very hard and will continue to do so over the summer and is there a wellbeing issue ahead of us?</b></p> <p>The Head advised that the ASCL are very concerned about staff wellbeing and that exam boards are indicating that teachers will need to be available for the whole of August to deal with queries. The Head advised that some schools are considering days off in lieu for middle leaders but this may not be practically possible and the HODs and SLT have to be on call for the whole of the summer.</p> <p><b>Governors asked whether many concerns had been raised and had they been dealt with appropriately?</b></p> <p>LC confirmed that grades are higher than in the past and hopes parents / students are satisfied. All students have signed a form to say they agree with what has been included in the basket of evidence.</p> <p>The Head advised that the students are aware of their 'basket of evidence' marks so there should not be any huge surprises. A summary of grades will be sent out to all students next week.</p> <p>The Chair noted that the impact on Y10/12 is tremendous and there will be large gaps and these need to be addressed next year and the LGB needs to be support any catch-up plans.</p>	
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	<p>9.5 <b>Governors were not clear how the cultural passport has impacted on the engagement of students and improved outcomes?</b>          TSF advised that pupil premium students do not have the same experiences as their peers and their lack of language can show in their learning. The PP team are trying to encourage a wide varied experience. The cultural catalogue is designed to engage the whole family. Nationally it is expected that PP students have lower grades due to their environment however this is not necessarily the case at RMGS.</p> <p>Governors asked whether teachers are seeing a change in language and students being more engaged and asked for this to be reviewed at the next visit</p> <p style="text-align: center;"><b>Action 1: Pupil Premium monitoring pair to measure the outcomes of the cultural passport to evidence use of funding.</b></p> <p><b>Governors asked whether pupils have been canvassed for their input to the cultural passport?</b>          TSF confirmed that she knows staff were included but she is unsure about pupils and will ask at the next visit.</p> <p style="text-align: center;"><b>Action 2: Pupil Premium MP to investigate involvement of pupils with cultural passport at next visit.</b></p> <p>JM confirmed that some students have had difficulty returning to school and the cultural passport has given ideas and they have responded well to the challenge. It has been a useful tool to set goals that are not necessarily lesson based.</p> <p><b>Governors asked whether PP attendance is regularly reviewed at MP visits?</b>          TSF confirmed this question came about as they were asking about behaviour levels and engagement but agreed it would be useful to retain as a question as it allows cross checks.</p>	<p>PP MP pair</p> <p>PP MP pair</p>
<p>9.6</p>	<p><u>Careers</u></p> <p>LB advised that she had attended a meeting with Selina and the careers event last Friday and a summary of her findings are on GovernorHub in the ad hoc visits folder. LB advised she has another meeting on the 7<sup>th</sup> July to discuss the Gatsby benchmarking tool and she is looking for 100% across the board, which is currently not the case however the careers event will hopefully achieve this. LB noted that the school is doing very well on the careers front for students.</p>	
<p>9.7</p>	<p><u>Health &amp; Safety</u></p> <p><b>Governors noted that issue with the sports hall and asked for further clarification?</b>          The SBM advised that permanent basket ball nets have been requested to be installed and she felt a structural report was needed before anything is attached to the walls. The mezzanine floor space is not useable but to err on the side of caution it was decided to go for the higher grading for the building which may result in extra costs (unknown currently). Quotes are expected and these will be</p>	



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9.8	<p>shared with LL/AG/SG on arrival. The SBM noted that reserves money may need to be used.</p> <p>The Head advised that the original builders categorised the sports hall and they are trying to come to an agreement as a legal process will be long and costly.</p> <p><i>Safeguarding</i></p> <p>The Chair advised that the Clerk had shared the new government guidance regarding sexual harassment and that she had built these changes into the new checklist.</p> <p>The Chair advised governors that the new Safeguarding training must be completed by 1<sup>st</sup> September 2021.</p> <p>The Chair advised that the checklist is available on GovernorHub.</p> <p style="text-align: center;"><b>Action: Clerk to share link to the safeguarding checklist with governors.</b></p>	Clerk
<b>Business Management</b>		
10.	<p><b>Income &amp; Expenditure Report/Year End</b></p> <p>This was covered in the Finance Monitoring Pair report.</p>	
11.	<p><b>Approve budget forecast and staffing structure</b></p> <p>The SBM advised that next year’s budget had been uploaded to GovernorHub and that this needs to be submitted to the ESFA so is seeking approval from the LGB. The SBM advised that staffing has increased (using the Covid catch up funding) which allows the HOY to be released to support students more. It has also been noted that MFL speaking skills have declined and that additional capacity has been given to address this. The surplus is not huge and any long-term sickness would erode this. Reserves are good and TW has completed strong timetabling.</p> <p>The Head noted the SBM and her team’s strong strategic financial management and that they continue to keep the SLT aware of the budget.</p> <p><b>Governors asked how the sports hall works and equipment will be funded as they are not in the budget?</b></p> <p>The SBM advised that the budget is fixed but she will reforecast as more information comes to light and that changes can be made e.g. the science labs are due refurbishment x 2 but this could be delayed. A 1% teaching staff increase has been included however this may not happen.</p> <p><b>The Governors AGREED with the budget and the staff structure presented.</b></p>	
12.	<p><b>Accounting Officer Checks</b></p> <p>The Head confirmed these have been completed.</p>	
<b>School Improvement</b>		
13.	<p><b>HT Report</b></p> <p>The Chair flagged to the Head that the attendance figures seemed incorrect in his report.</p>	



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<p>The Head explained that T2 bubbles were sent home but not recorded as absent and that Y11/12/13 study leave had happened and was classed as absent but if it had taken place after the May half term this would not have the case.</p> <p>The Head confirmed the authorised and unauthorised labels were just accidentally transposed on the table, and the Term 5 high authorised absence reflects three year groups on Study Leave at various times.</p> <p><b>Governors noted that there is no evidence to show that staff have been offered an exit questionnaire / interview?</b></p> <p>The Head advised that two questionnaires had been returned and only one wants to meet with the SLT (not governors). The questionnaires remain confidential and governors cannot see them.</p> <p><b>Action: Governors asked the Head to check that the staff exit form states confidential from governors and to check the letter</b></p> <p><b>Governors asked EH what prompted her to undergo her safeguarding review?</b></p> <p>EH advised that from reading the landscape, issues within school, Everyone's invited website prompted her to start a safeguarding review. Stone King issued a checklist and it was a good opportunity to review the Safeguarding policy, which is good practice. EH advised that she has redesigned the policy as a one stop shop for staff have a clear understanding of procedures. Other policies that dovetail with Safeguarding (Social Media, Online Safety, Sex Education) have also been reviewed. New PHSE resources are in place for the Y7 students joining in September.</p> <p>EH advised that she is working with Medway regarding harmful sexual behaviours and a focus groups will be set up to survey staff / pupils / parents to find out how to make school as safe as it can be.</p> <p>EH advised that whilst making school the safest it can be it is also a good opportunity to meet what will likely be the new Ofsted agenda.</p> <p>The Chair congratulated EH for her hard work and TSF noted that this work was incredible and admirable.</p> <p><b>Governors asked whether it is possible to compare sexual harassment issues between Medway secondary schools?</b></p> <p>The Head advised there is no formal forum and but the Kent/Medway Grammar Heads have discussed. There are no statistics available but all the Heads are concerned especially with regards to Ofsted inspectors moving forward on the back of their report. The Head advised that EH had been asked to deliver training to Kent/Medway schools.</p> <p>EH advised that it would be good for DSLs to have a support forum and it might be something that RMGS instigates as nothing currently exists.</p> <p><b>Governors asked why Victorian literature is being moved away from (noted in the English Studies report)?</b></p>	<p>Head</p>
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	<p>The Chair advised this is likely as Victorian literature is written by white men and students are reading material they cannot relate to. EH confirmed that it is important that there are examples of inclusivity in all subject and diversification is key.</p>	
<b>Policies &amp; Risk Register</b>		
14.	<p><b>Policies</b></p> <p>None require ratification.</p>	
15.	<p><b>Risk Register review</b></p> <p>15.1 Governance 15.2 Health &amp; Safety 15.3 Staff</p> <p>No issues were raised with the risk register reports.</p>	
<b>Governance</b>		
16.	<p><b>Governor Training Update &amp; CPD</b></p> <p>Covered earlier in the meeting.</p> <p>Governors are reminded to update their training logs on GovernorHub when they have completed any training except Governance Connected as this is done automatically.</p>	
17.	<p><b>LGB Review</b></p> <p>17.1 <b>LGB self-evaluation</b></p> <p>Attendance for the committee is good. The Chair shared her screen and a discussion on the governors allocated to monitoring pairs was had. It was agreed that there is a gap in Personal Development, Behaviour &amp; Welfare and SEND.</p> <p>The Chair advised that further recruitment was underway and that there might be another educator who is interested in joining RMGS LGB.</p> <p>SR raised a concern that the board was made up of too many educators and that it would be good to have other areas of knowledge might be beneficial to the board.</p> <p>The Clerk advised that whilst she agreed it is worth noting that often it is educators who are coming forward showing interest in governance and other industries less so and that it is better to have governors who want to get involved and support the school.</p> <p>The Chair asked the committee whether they were happy in the groups they have been allocated.</p> <p><b>Action: Governors to contact the Chair asap if they would like to change their MP group or offer to fill an area of need.</b></p>	All



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17.2	<b>LGB skills audit</b>  The Clerk advised that she will shortly be sending out a new skills audit to all LGBs for completion by 1 <sup>st</sup> September as there are a lot of new governors. The information will be ready for discussion at the first meeting of the new academic year and can highlight training needs.	
17.3	<b>Review LGB terms of reference and monitoring pairs remit</b> No comments were made with regards to the terms of reference. See above for monitoring pair discussion.	
17.4	<b>Approve LGB meeting dates for next year</b> Governors noted the meetings that have been set for the next academic year.	
<b>Procedural</b>		
18.	<b>Any Other Urgent Business</b>	
18.1	<i>Completed candidate confirmation forms (LB)</i>  The Head confirmed that all bar one student had returned their forms and this student never comes into school so will be difficult to obtain this.	
18.2	LB congratulated CW and her team for the inspector letter that was received	
19.	<b>Confidentiality</b>  It was agreed that there were no confidential items.	
20.	<b>Impact of Governance/Governors KPIs</b>  - Challenge to monitor pair visits. - Challenge to HT report - Safeguarding review questioning	
	<b>Meeting ended 8.01pm</b>	
	<b>Date of next meeting: 6<sup>th</sup> October 2021 @ 6.00pm</b>	

**ACTION LOG from RMGS LGB 28<sup>th</sup> June 2021**

Item	Action	Who/when
5.1	Headteacher to ask the PE department to review the risk assessments in light of learnings from this accident.	Head
8.	Clerk to confirm to Chair that all governors have completed their Prevent training.	Clerk
9.5 (1)	Pupil Premium monitoring pair to measure the outcomes of the cultural passport to evidence use of funding.	Pupil Premium MP
9.5 (2)	Pupil Premium MP to investigate involvement of pupils with cultural passport at next visit.	Pupil Premium MP
9.8	Clerk to share link to the safeguarding checklist with governors.	Clerk
13. (1)	Head to check T5 attendance figures.	Head
13. (2)	Governors asked the Head to check that the staff exit form states confidential from governors and to check the letter.	Head
17.1	Governors to contact the Chair asap if they would like to change their MP group or offer to fill an area of need.	All