

**RAINHAM MARK GRAMMAR SCHOOL**  
**COMPANY NUMBER: 07654628**

**Minutes of the Full Board of Governors of Rainham Mark Grammar School held on  
Wednesday 18<sup>th</sup> November 2015 6.30pm**

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**Present**

Hari Aggarwal  
Neal Carter  
Alison Clark  
Simon Decker (Headteacher)  
Jane Henry  
Elaine Jackson (outgoing Chair)  
Jan Johnson  
Marilyn Kirk  
Richard Meacham  
Mike McGibbon  
Jon O'Donnell  
Stephen Roe  
Rachel Shillabeer  
Carole Wallis  
Terry Whittaker (incoming Chair)

**In Attendance**

Michelle Brighton (Business Manager)  
Casey Collyer (Clerk)  
Alan Moore (Deputy Headteacher)  
Kosan Yogarajah (Head Boy)

<b>1.</b>	<p><b>Apologies</b></p> <p>Apologies had been received and accepted from Nigel Goodall, Barry Kemp and Grace Hart, Head Girl, who were unable to attend due to work commitments and sickness.</p>	
<b>2</b>	<p><b>Election of Chair of Governors and Vice Chair</b></p> <p>Terry Whittaker (TWh) was elected unanimously as the new Chair of Governors. Nigel Goodall and Elaine Jackson agreed to share the Vice Chair position. The shared role was agreed to meet the demands of the transition period of the MAT.</p> <p>TWh assumed the role of Chair of the meeting from this point and thanked Governors for their vote and acknowledged the incredible work, experience and commitment the outgoing Chair (EJ) had given during her 12 year tenure.</p>	
<b>3.</b>	<p><b>Approval of Mat Governance</b></p> <p>EJ recapped the MAT governance structure for Governors as there had been several alterations in recent months. Attached diagram<sup>1</sup> outlines the structure with further details of responsibilities and members available in the Sponsor Application Form (also attached).</p> <ul style="list-style-type: none"> <li>• RMat Members Board – 5 members, 3 meetings a year</li> <li>• RMat Board – 6-9 members, 6 meetings a year and will include the Audit Committee</li> <li>• Local Governing Bodies:</li> <li>• The existing committees will merge into two: <ul style="list-style-type: none"> <li>○ Business Management Committee – comprising Finance, Premises and Catering – 3 meetings a year</li> <li>○ School Improvement and Personnel – comprising Development,</li> </ul> </li> </ul>	Clerk

<sup>1</sup> From Academy Ambassador advert

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<p style="text-align: center;">Curriculum, Admissions and Personnel – 3 meetings a year.</p> <p>Other committees such as pay, complaints will be as when required.</p> <p>As TWh is now Chair of Governors, it's not recommended for him to Chair Development, so RS is considering the matter and seeking further information from TWh</p> <p>There is an intention to appoint an additional trustee (Academy Ambassador) which is currently being advertised.</p> <p>Governors agreed the new proposed structure. An extraordinary Full Board to ratify all new appointments and RMat Governance will take place on 6<sup>th</sup> January. At this meeting all future committee dates will be set.</p> <p><b><u>Interests of Directors</u></b></p> <p>Each Director present declared the nature and extent of his interest in the business to be transacted at the meeting in accordance with the requirements of section 177 of the Companies Act 2006 and the Company's articles of association or confirmed s/he had no such interest which s/he was required to disclose.</p> <p><b><u>Conversion to a Multi-Academy Trust</u></b></p> <p>It was noted that the Company was currently constituted as a single academy trust as proprietor of Rainham Mark Grammar School under the Academies Act 2010. It had been proposed that the Company's constitution be amended to that of a multi-academy trust ("<b>MAT</b>") to enable it to operate other schools within the area, including Twydall Primary School and Nursery ("<b>Twydall</b>").</p> <p>It was noted that for the Company to become a MAT the Company would need to adopt new Articles of Association ("<b>MAT Articles</b>") and revise its board structure (as detailed in the Articles of Association). A draft of the MAT Articles was produced to the meeting.</p> <p>It was noted that the Company would need to enter into a Master Funding Agreement ("<b>MFA</b>") with the Secretary of State setting out the terms and conditions which would apply to all of the academies within the multi-academy trust, a draft of which was produced to the meeting. In addition, under the MAT, a supplemental funding agreement would need to be entered into with the Secretary of State covering the funding terms which relate specifically to Rainham Mark Grammar School ("<b>RMGS SFA</b>"), a draft of which was produced to the meeting. By way of a <b>Deed of Variation</b> (a draft of which was also produced to the meeting), the MFA and RMGS SFA would together replace Rainham Mark Grammar School's current funding agreement.</p> <p><b><u>Conversion of Twydall</u></b></p> <p>It was noted that following the Conversion the Company would take responsibility for running Twydall and accordingly it was proposed that:</p> <ul style="list-style-type: none"><li>• all contracts and assets used in the running of Twydall be transferred to the Academy Trust under a Commercial Transfer Agreement ("<b>CTA</b>") to be</li></ul>	<p style="text-align: center;">RS/TW</p> <p style="text-align: center;">Clerk</p>
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<p>entered into between the Company, the Governing Body and Medway Council, a draft of which was produced to the meeting and which was being negotiated with the Council;</p> <ul style="list-style-type: none"><li>• the Company would enter into a Supplemental Funding Agreement for Twydall ("<b>Twydall SFA</b>"), draft of which was produced to the meeting; and</li><li>• the Company would enter into a 125 year lease with Medway Council in relation to Twydall, a draft copy of which will be provided by Browne Jacobson's Property Department.</li></ul> <p><b><u>Consultation</u></b></p> <p>The Headteacher detailed the outcome of the consultation exercise which for RMGS ran between 12/06/15 and 16/07/15 (the "<b>Consultation Exercise</b>") on the question of the Company's conversion to a MAT and whether Twydall should convert to academy status. Letters had been sent to:-</p> <ul style="list-style-type: none"><li>• parents of pupils at both schools;</li><li>• staff at both schools;</li><li>• the local authority</li><li>• the Headteacher and Chair of Governors also attended a post consultation meeting with parents at Twydall</li></ul> <p>RMGS had 9 responses which overall where positive. The main themes raised by consultees were as follows:</p> <ul style="list-style-type: none"><li>• The impact of the RMAT on current standards and achievements</li><li>• Concern that there would be preferential criteria for schools within the MAT group and the Headteacher was able to confirm that the MAT would not be doing that as it would be to the detriment to students who don't come via the RMAT schools</li></ul> <p>The Headteacher then detailed the outcome of the consultation exercise which for Twydall which ran between 02/07/15 and 11/09/15 (the "<b>Consultation Exercise</b>")</p> <p><b>Twydall</b> received 21 responses</p> <ul style="list-style-type: none"><li>• 85.7% were in favour, 0% were not in favour and 14.3% weren't sure</li></ul> <p>This was a very different result from their previous consultation with a different sponsor organisation.</p> <p><b><u>Directors response:</u></b></p> <p>Directors thought it very rewarding that there was such positive responses and after much discussion agreed that a summary of the consultation and a written response should be published on the website. It was thought good practice to publish and acknowledge the benefits as we go through the MAT process to both reassure and</p>	<p style="text-align: center;">Browne Jacobson</p> <p style="text-align: center;">SD</p>
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	<p>requirement.</p> <p>The Headteacher agreed that this will be clarified further at the meeting on 6<sup>th</sup> and the Chair acknowledged and thanked SR for his work in this role to date.</p>	
<p><b>9.</b></p>	<p><b>Headteachers report to Governors</b></p> <p>The Headteacher tabled the report which had been circulated prior to the meeting and invited questions.</p> <p>He updated Governors on additional reports from the English dept and the 6<sup>th</sup> Form and asked for these to be circulated with the minutes.</p> <p>He highlighted the Head Girl's outstanding achievement as 1 of 8 selected from 10,000 students to be speaker of the year. He also commented on the excellent role the Headboy had played in recent open days and parents visit.</p> <p>He further commented on the apprenticeships and explained that expectations for entry are very high requiring a high UCAS point tariff and that for Business Management the UCAS point tariff is more demanding than some university entry.</p> <p>Governors were advised that Raiseonline will be available by 1<sup>st</sup> Dec and will be circulated.</p> <p>The Pupil premium is on the website. Auditors report showed an underspend which will be resolved by the next accounting period – all funds have been spent. Detailed accounts on the spend are available from the Business Manager.</p> <p><b>Chatham Boys Admission Consultation:</b>  Headteacher advised that this issue had been discussed at core and the school would be responding with the following objections:</p> <ul style="list-style-type: none"> <li>• There are more spare places for girls in Medway than boys so why not increase places for boys</li> <li>• It does restrict parental choice for single sex boys grammar schools.</li> </ul> <p>Governors questioned whether this new admissions policy gave preferential status to New Horizons students too. Governors agreed to respond to the consultation individually</p> <p>Finally, he gave sincere thanks to EJ as Chair of Governors acknowledging the tremendous support she had given. He further acknowledged how much he had valued her support and advice which had been phenomenal during her 12 year tenure.</p>	<p style="text-align: center;">Clerk</p>
<p><b>10.</b></p>	<p><b>Receive Safeguarding Report</b></p> <p>The Deputy Headteacher presented the Annual Safeguarding Audit which had been submitted to the local authority. He confirmed this had been discussed at length at D&amp;A committee and they had requested it be shared at the Full Board so all Governors were aware of key members of staff and their safeguarding responsibilities.</p>	

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	<p>He also tabled a report on the counseling service. ATM acknowledged that the counsellor had been off for a few weeks and in her absence, he had signposted students to other services and notified parents where possible. Interim support had been sourced for students who were most vulnerable. Governors praised the pastoral care in the school.</p> <p>ATM clarified that the rise in the clients reflected an acknowledged seasonal trend.. The Headboy confirmed that the service is well known and it's clear and accessible. Governors requested that a signpost to out of hours service be put on the website.</p> <p>ATM confirmed that most staff had now updated their child protection training. This included support staff who deal with students too.</p> <p>He also tabled a report on student awareness training around radicalization and advised he had observed some thought provoking discussions in RE and PSHE.</p>	ATM
<p><b>11.</b></p>	<p><b>Approval and Adoption of Policies</b></p> <p>The Governors confirmed they approved the policies which had been tabled for adoption.</p> <p>The Chair advised that the Clerk had clarified an issue on the Grievance and Harrassment policy which had been brought to Personnel. The Personnel Committee were now happy to recommend approval and adoption of the policy. Governors agreed..</p> <p>SEN Policy – the Link Governor confirmed he had reviewed the policy with J Shibli and was happy to recommend that the Governors adopt the policy and for it to be uploaded onto the school website. Governors agreed.</p>	
<p><b>12.</b></p>	<p><b>Link Governors</b></p> <ul style="list-style-type: none"> <li>• <i>TWh – 6<sup>th</sup> form</i> The main discussions have been around AS exams or interim exams particularly regarding maths. This year results were not as we'd hoped. There is a need to set expectations earlier for students around aptitude. Had anticipated entering all for AS level but now decided it's not the best approach. The new AS's isn't co-teachable for some students and therefore could put some students at a disadvantage</li> <li>• <i>MK – Pastoral care and child protection</i> A report was tabled and the Clerk will circulate with minutes.</li> <li>• <i>JOD – SEN</i> tabled exam results for SEN versus non SEN students and asked for this information to be shared on a regular basis. He fedback that the recent SEN training for RMGS &amp; Twydall Governors was excellent and that the tutor was very impressed with the SEN agenda at RMGS. Next link meeting scheduled for 25/11 with Jez and Claire and he commended their work</li> <li>• <i>NC &amp; SS – maths and science</i> – acknowledged that the results were exceptional for science. AS results for maths were an issue but strategies were in place to deal with identified issues. Class sizes were mentioned as</li> </ul>	Clerk

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	<p>an additional issue too. AS physics results showed a correlation between those doing maths and physics and where the students had poor grades in maths. Again class size was mentioned. Governors confirmed support for the Head of maths</p> <ul style="list-style-type: none"> <li>• <i>RM – MFI</i> Governor had not been able to meet with teachers but will reschedule and write a report and put on Governorhub. He requested that the Clerk add a folder for link Governor reports.</li> <li>• <i>JJ – Psychology</i> - all going well, no issues to report</li> <li>• <i>MMc – Geography</i> – due to staff changes, there were 2 teachers stepping up into more senior roles. Therefore postponed the link meeting from 1<sup>st</sup> term and arranged to meet in Jan.</li> </ul>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">MMc</p>
<p><b>13.</b></p>	<p><b>Committee Reports</b></p> <p>Governors approved all committee minutes with no changes to report.</p> <p>Personnel Committee – had reviewed the CEO terms and conditions to reflect the changing roles of the Headteacher. This role description had been circulated prior to the meeting.</p>	
<p><b>14.</b></p>	<p><b>Governor Training</b></p> <ul style="list-style-type: none"> <li>- SEN training delivered by Medway was well attended and well received</li> <li>- Safe recruitment and prevent duty training – JOD attended and recommended all Governors to access this useful training</li> <li>- MMc will be attending a 2 hour mental health training session and will bring back any useful info to share with Governors</li> <li>-</li> </ul>	<p style="text-align: center;">All</p> <p style="text-align: center;">MMc</p>
<p><b>15.</b></p>	<p><b>Multi Academy Trust Update</b>  <i>Response to MAT consultation – see above.</i></p> <p>Chief Executive role description was taken to the Personnel Committee and a couple of amendments need to be made relating to the strategic education leadership paragraph. Governors would like the MAT ethos specified so there is absolute clarity about what that ethos is and how it will be maintained. There can be no room for misinterpretation. Governors approved the role description subject to these changes.</p>	<p style="text-align: center;">SD</p>
<p><b>16.</b></p>	<p><b>Confidentiality</b></p> <p>There were 3 items of a confidential nature that have been minuted separately.</p>	
<p><b>17.</b></p>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Following a recent complaint, the Headteacher advised that the policy regarding the removal of a student from class will be amended as per the panel's recommendation.</li> <li>• The procedure for oversubscription on school trips will be updated. The random draw of names will be supervised by a Governor and drawn in the Finance Dept. Governors also recommend that the first alternates are drawn at the same time.</li> </ul>	<p style="text-align: center;">SD</p> <p style="text-align: center;">SD</p>



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	<ul style="list-style-type: none"><li>• Governor's questioned where the Headteacher review would sit in the new structure. – review committee or the RMAT board? The objectives haven't been set for the current year. This should be reviewed when the results come in. Governors proposed that TWh join the group as an interim. SD to draft new targets and TWh to have access to BlueSky.</li><li>• Governors requested the organisation chart of the new RMAT be put on Governorhub for all to access.</li></ul>	SD/TWh  Clerk
<b>18.</b>	<b>Date of next meeting:</b> meeting closed at 9.15pm and the next meeting is 23 March 2016	