



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF LOCAL GOVERNING BOARD MEETING
HELD ON 16 MAY 2016

PRESENT: T Whittaker (Chair), S Decker (Exec Principal), E Jackson (V Chair), N Goodall (V Chair), R Meacham, R Shillabeer, J O'Donnell, C Wallis, J Henry, A Clark, S Roe

IN ATTENDANCE: M Brighton (Business School Manager), C Collyer (Clerk)

Item	Main discussions and agreed actions	Action by/when
1	Welcome and Apologies The Chair welcomed everyone to the meeting. Apologies were received and accepted from N Carter and M Kirk who were unable to attend due to work and ill health. B Kemp, J Johnson and M McGibbon were absent. The meeting was quorate.	
2	Declarations of Interest	
	2.1 Governors signed and returned their Declarations of Interest	
3	Minutes of the meeting held on 6th January 2016	
	3.1 Approval for accuracy - The minutes of the meeting on 6 th January 2016 were accepted as a true record. Proposed: H Aggarwal Seconded: R Shillabeer The minutes were signed by the Chair.	
4	Matters Arising	
	10.9 The Chair confirmed that the Complaints policy is tabled later in the agenda.	
	13.4 Governorhub Healthcheck - The Exec Principal recommended that Governors complete the Healthcheck on Governorhub individually. Code of Conduct - The meeting agreed that a Governor Code of Conduct was best practice and requested the Clerk to circulate the National Governors Association template document as a starting point. Comments to be returned to the Clerk and a draft ready for discussion at the next meeting.	Governors Governors /Clerk
5	Appoint Auditors	
	5.1 The Governors were asked to approve the retention of Baxters as auditors for the next academic year. Governor's sought confirmation that the costs had been reviewed by the Finance Committee and the BSM confirmed they had been. The Chair asked if it was best practice to change Auditors from time to time and the BSM confirmed it was. However, it was a fine balance between refreshing auditors and the loss of corporate knowledge and relationship. The Chair suggested the Audit Committee should advise on frequency of review. Governors unanimously agreed.	
6	Approve school targets for next year	
	6.1 The Exec Principal confirmed that the school targets were presented to School Improvement Committee on 21 st March. Governors approved the targets recommended.	
7	Headteachers report	
	7.1 The Headteachers report was tabled. Key highlights were:	

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		School roll is looking good and demand for places still high - 2016 30 appeals have been lodged.	
	7.2	<p>Staffing: Quite a churn in staff this year, 4 very experienced teachers are retiring, the school wish them well and they will be sorely missed.</p> <p>Governors questioned the impact on English & History with staff leaving. The Exec Principal was pleased to report that the recruitment had been very successful with some excellent new appointments. He reported a strong field of candidates for all positions including a new appointment that is capable of teaching Mandarin.</p> <p>Finally, he advised the Head of 6th Form is stepping down to 3 days a week till the end of the academic year when it will be reviewed.</p>	
	7.3	Music - one of Yr 8 students made it to the Final of Young Musician of the Year and there are some great new jazz musicians coming through	
	7.4	U19 football final - the first time the school has reached this final. Although they didn't win, there was terrific support from teachers and the team played very well.	
8	Link Governors Report		
	8.1	TWhittaker - 6 th form, - the main focus has been support for the Head of 6 th Form in managing the transition to reduced hours. The school has been very supportive and have managed the situation well.	
	8.2	<p>J O'Donnell - had another meeting with the SEN team to gain an update on action points detailed in his previous report. He was pleased to report that signposting cards have been provided for students who have issues outside school. Also, the SEN team are enquiring into students who have caring responsibilities outside school so an assessment on support can be undertaken. A written update will be available for next meeting and he commended the excellent work of the SEN team.</p> <p>The Exec Principal advised the school is supporting C Ells to gain her SENCO qualification.</p>	JOD
	8.3	R Meacham confirmed he's waiting to hear back from A Bull and will update at the next meeting	RM
9	Committee Reports		
	9.1	Premises - N Goodall confirmed the new restaurant area is moving forward. The deadline has slipped by a few weeks but the BSM confirmed that all work has to be done after school or at the weekend so it doesn't affect exams. Additional parking has been created as a result of the re-configuration	
	9.2	Finance - the new report format reviewed at Finance needs to be tweaked so it can show YTD and monthly forecast figures to provide more clarity. BSM is liaising with the software programmers.	MBr
	9.3	Catering - C Wallis reported the ongoing work on the menus and that time was needed to bed in the new layout and working practices before the cashless payment system could be installed. Target date for	CW/MBr

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		implementation is after October half term.	
	9.4	The meeting discussed the suggestion of providing refreshments for parents while they're waiting for their appointments at parent meetings. H block is particularly congested. The Governors supported the recommendation and asked the Exec Principal to submit a request to the PTA to trial the initiative to improve parent experience and as a potential fundraiser.	SD/PTA
10	Approval and adoption of policies		
	10.1	6th form attendance policy The meeting discussed the issue of non attendance and holidays in light of recent media coverage and agreed that as RMGS has never fined a parent, this wasn't an issue. Governors approved the policy but requested that the Exec Principal reconfirm with 6 th form staff the policy regarding driving lessons.	SD
	10.2	Sex Ed policy Governors requested that the wording be changed on page 3 - Curriculum entitlement - to remove the sentence "if it were, parents..." Governors approved the policy with this sentence removed.	Clerk
	10.3	Charging & Remissions policy 4 -Governors requested the line regarding transport be removed. Governors approved the policy with this amendment.	Clerk
	10.4	Visitors in School policy - The meeting discussed the process for Governors visiting the school. The Chair requested that the Clerk circulate and reconfirm to Governors the correct procedure. There followed a detailed discussion regarding how safeguarding issues are managed with short and long term contractors on site and how this is dealt with within tender documents. The meeting agreed that this policy should be returned to the Premises Committee to reword and resubmit for approval on 11 th June.	Clerk Clerk/NG
	10.5	Complaints policy - the Exec Principal confirmed that CEFM have produced a comprehensive policy which will need further review at the next School Improvement Committee. He recommended that Governors adopt the current policy which had been revised to take into account the inclusion of an independent governor at complaint panel and vexatious complaints. Governors adopted the policy as recommended. Governors also requested that Review Body in the header of all policies and throughout the documents should be consistent with the new Trust structure e.g Dev & Admissions be replaced with School Improvement and the same for the Business Management committees. They also requested the change on the back page "10 working days" be changed to "10 school days" for consistency.	Clerk
11	Governor Training		
		N Goodall had attended "bad things happen to good schools" and circulated the course notes. He had felt reassured to see that RMGS were compliant with most of the good practice identified in the	

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		training. The Exec Principal advised that the new risk management database will help with managing risks going forward.	
12	Confidentiality		
		none noted	
13	Any other business		
	13.1	The Chair requested that the 4 long service staff who are retiring be duly acknowledged in line with policy.	SD/TW
	13.2	The Chair asked the meeting their thoughts of the frequency of meetings. Governors confirmed the frequency was adequate for RMGS but meetings needed to be in sync - ie LGB before the RMET board. The Chair advised that the Clerk will draw up a new schedule for the new academic year. J O'Donnell commented that TPS had been in special measures which required intense Governor interaction and frequent meetings. Now as part of the RMET he felt they could get back to normal governance and not be so directly involved with the school. However it was noted TPS Finance are only scheduled to meet 3 times whereas RMGS Finance have 6. TPS to be brought in line with RMGS and the Clerk to revise the schedule.	Clerk Clerk
	13.3	The Exec Principal reminded Governors that all training can be logged directly onto Governorhub by each individual.	Governors
	13.4	The Exec Principal confirmed that he had revised the growth plan for RMET from 1 up to 2 schools joining next year. He advised that Riverside had approached the Trust and they'd had a productive meeting. He confirmed that the Trust was in a good position to develop further. However, due diligence should be done carefully as the economies of scale kick in at 4-5 schools within the Trust. It's not feasible to subsidise schools from the RMGS budget.	
	13.5	The DfE had invited the Exec Principal to speak to schools in Medway about the academisation process on 19 th May. His presentation will be shared with Governors with these minutes.	Clerk
14	AOB		
	14.1	J O'Donnell advised that the John Leeds Cup Final will be held at Rochester United at 2pm on Sunday 22 May . 4 RMGS boys are playing in final. JOD to send the names through to the school.	JOD
	14.2	R Shillabeer advised that she will be stepping down at the end of the academic year due to workload. All Governors expressed sadness at the news and the Chair acknowledged her contribution to date. The Clerk to liaise with the school to organise parent elections so hopefully the new Governor can be in post before the end of the academic year.	Clerk/SD
11	The meeting closed at 7.30pm. Date of next meeting -12th October 2016 6pm TBC		

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ACTIONS

Name	Item	Action	By when
All Governors C Collyer	4.13.4	Complete Governorhub healthcheck Review NGS Code of Conduct and feedback comments to Clerk	Next meeting
J O'Donnell	8.2	Circulate written SEN link governor report	Next meeting
R Meacham	8.3	Update on MFL link governor report	Next meeting
M Brighton	9.2	Report back on software update to Finance reports	Next meeting
C Wallis/MBr	9.3	Report back on new restaurant facilities and cashless payment system	Next meeting
S Decker/H Aggarwal	9.4	PTA to trial refreshments at parent evenings	Next meeting
C Collyer	10	Amendments to policies	11 th June
S Decker	13.1	Appropriate acknowledgement of retiring staff & long service	July 16
C Collyer	13.2	Review and re-issue meeting schedule for TPS & RMET	July 16
C Collyer	13.5	Circulate Exec Principals DfE presentation with minutes	May 16
J O'Donnell	14.1	Circulate names of students playing in football final	22 May 16
C Collyer/S Decker	14.2	Organise parent governor elections	End of school year

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