



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF LOCAL GOVERNING BOARD MEETING  
HELD ON 11 JANUARY 2017

**PRESENT:** T Whittaker (Chair), S Decker (Headteacher), N Goodall (V Chair), H Aggarwhal, N Carter, A Clark, J Henry, J Johnson, M McGibbon, S Roe, C Wallis,

**IN ATTENDANCE:** M Brighton (School Business Manager), C Collyer (Clerk) School representatives: K Tarrant, A Ibude (School Captains).

Item	Main discussions and agreed actions	Action by/when
1	<p><b>Welcome and Apologies</b> The Chair welcomed everyone to the meeting. Apologies were received and accepted from A Moore, M Kirk, E Jackson, J O'Donnell and R Meacham. The meeting was quorate. B Kemp was absent.</p> <p>The Chair welcomed the two School Captains K Lorentson and A Ibude</p>	
2	<p><b>Declarations of Interest</b></p> <p>2.1 None were declared.</p>	
3	<p><b>Minutes of the meeting held on 17<sup>th</sup> October 2016</b></p> <p>3.1 <b>Approval for accuracy</b> - The minutes and confidential minute of the meeting on 17<sup>th</sup> October were accepted as a true record. The minutes were signed by the Chair.</p>	
4	<p><b>Matters Arising</b></p> <p>4.1 The meeting agreed that all actions had been resolved.</p> <p>4.2 Governors asked if acroynms such as Deputy Headteacher (DHT) could be substituted with the actual name of the person to help when reading minutes. The Clerk explained that it was best practice to not use names and it was actively discouraged to retain anonymity when sensitive issues arose. The Clerk to look at ways to address this within protocol.</p>	Clerk
<b>Specific Items</b>		
5	<p>5.1 <b>2018 Admission Consultation and responses:</b> The Headteacher (HT) advised that 3 responses had been received. All responses had been acknowledged and the suggestions recommended had been built into the procedure. Medway Local Authority was very supportive too so he asked Governors to formally adopt the policy so it can be published on the website. Governors asked if the order of priority for the admission criteria was pre-determined and the HT confirmed the school had followed the Medway standard. <b>Governors unanimously adopted the policy.</b></p>	
6	<p>6.1 <b>Committee Chairs:</b> The Chair confirmed that following discussions with individual Governors, S Roe was willing to take on the Chair of the Personnel Committee, J Johnson was willing to Chair the Catering Committee and E Jackson to Chair the Development and Admissions Committee. <b>Governors unanimously approved these recommendations.</b></p>	

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6.2	The meeting discussed and agreed that a review of the Terms of Reference (ToR's) for each committee was due and the Clerk was asked to research and circulate a model ToR document for all Chairs to review and adapt for their committee. These ToR's should address the issue of repetition e.g. if an item has been discussed and agreed at the sub committee, the Chair would only highlight key aspects briefly at the Local Governing Board (LGB). These ToR's should be ready for adoption at the next LGB meeting in May and diarised for annual review.	Clerk/SR/EJ/NC/JJ/NG
6.3	<b>Governors also unanimously agreed to revert to individual agenda and minutes for each committee</b> as combining them under the umbrella committees of Business Management and School Improvement had led to confusion.	Clerk
<b>Standing Items</b>		
<b>7</b>	<b>Headteachers Report</b>	
	The HT delivered his report (copy filed with the minutes). Key points were:	
7.1	School roll is very healthy with a record number of first choices. The decision had been made by Trustees and the Core Team not to expand to 8 form entry. The rationale being that it was felt it would compromise the ethos and identity of the school, despite there being financial, timetabling and local community benefits. The Chair further explained that the change in admission criteria (distance) will also reduce the impact on local children.	
7.2	Following a successful recruitment round, the Geography department's current staffing issue will be resolved by Easter. Governors requested that in circumstances like this, an appropriate briefing note be circulated by the Chair so that they can field any questions by parents and provide support in their Link Governor role. The Chair acknowledged that there may be need to make Governors aware of the generality of an issue in future and he and the clerk will endeavour to remain mindful of this.	Chair/ Clerk
7.3	The Teaching and Learning blog is working well this term and the forum is well used.	
7.4	Finally he commended the excellent work that the Anti-bullying Ambassadors have been doing	
<b>8</b>	<b>Link Governor Reports</b>	
8.1	The Maths and Science Link Governors advised that they were due to meet with the Head of Science soon and then they will organise the Maths visit.	
8.2	The Health & Safety Committee has met.	
8.3	The Chair reminded the meeting that there should be 2 Link Governor meetings per academic year and this time in the academic calendar is a useful time to meet and support the Heads of Dept.	
<b>9</b>	<b>Committee Reports</b>	
9.1	Business Management - the two Chairs (Finance and Premises) advised on key items such as the new bid for the English and Art block had been submitted and the decision will be notified in March. The CCTV has been upgraded around the school and a minor gas leak had been	

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		resolved. The finances are on track and the overspend noted in the accounts was purely an accounting reporting issue.	
	9.2	School Improvement - The Chair advised there was nothing further to add after the HT's report.	
<b>10</b>	<b>Approval and Adoption of Policies</b>		
	10.1	The following policies had been reviewed, amended and approved by the relevant sub-committees (Business Management and School Improvement). <b>Governors formally adopted the following:</b> Work experience, Curriculum, Anti-Bullying, Controlled Assessment, Non Examination, CCTV and Pupil Premium.	
	10.2	The RMET Complaints policy hadn't been reviewed at a sub committee and in the absence of the Deputy Headteacher (DHT) who was leading on this, the Chair requested that the DHT circulate the policy with a covering note to Governors asking for any comments before it's tabled for the RMET meeting in March.	ATM/ Clerk
<b>11</b>	<b>Risk Register</b>		
	11.1	<i>Safeguarding:</i> This risk was reviewed by the DHT and School Business Manager (SBM). A couple of risks had been added such as radicalisation and the failure to identify and protect children from other harms. The HT explained that the pre-mitigation score was rated between 9 (highest risk) and 1 (lowest risk) and this was calculated by factoring the impact score into the likelihood score. The controls for this risk were the following policies - anti-bullying, e-learning, safeguarding and the central register and Educare. Governors requested an explanation of how the pre and post mitigation scores had been arrived at. Governors also requested that the report show the baseline risk, the last score at review date and the latest review to reflect the work that has been done to demonstrate the value of the mitigation. The SBM advised she would investigate further and report back	MBr
<b>Other</b>			
<b>12</b>	<b>Governor Skills Audit</b>		
	12.1	The Chair thanked Governors for completing the schedule and reminded the meeting that the audit needed to be supplemented with the specific skills to reflect the breadth of talent in the Local Governing Board (LGB). This additional information would be requested before the end of the academic year.	Clerk
	12.2	The HT suggested that some training on financial oversight would be welcome for the Core Team and it was noted as a development area in the audit for the broader governing body. It was recognised that although the Trust Board has ultimate financial responsibility, the expectation was that all LGB's in the Trust would understand their school's financial reports. N Goodall (Training and Development Governor) would work with the Chair and Clerk to organise an evening training.	NG, TW, Clerk
<b>13</b>	<b>Governor Training</b>		
	12.1	The Training and Development Governor advised that there was an Academy Finance Forum on 8 <sup>th</sup> March and signposted Governors to the	

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		<p>training available on SEN, induction, understanding data, how to ask challenging questions etc via Medway Governor Services which can be found on Governorhub at this link <a href="https://governorhub.com/s/medwaygs/training">https://governorhub.com/s/medwaygs/training</a></p> <p>The Chair explained that the current Ofsted expectation is that Governors take up any professional development opportunities that are likely to add value to our knowledge.</p> <p>The SBM reminded Governors that there was a need to cancel any training courses they were unable to attend. There is no charge to attend but charges are applied if no notice given.</p>	
14	<b>Confidentiality - none noted</b>		
15	<b>Any Other Business</b>		
	15.1	<p><i>Governor recruitment</i> - The Clerk advised that there were still 2 vacancies following the resignations of 2 Governors last academic year. 2 parent elections had been advertised but with no response. The meeting discussed innovative ways in which Governors could be recruited.</p> <p>It was agreed that a talk at an assembly, aimed at Years 7 &amp; 8, would be co-presented by a Governor and the School Captains. It would explain the role of Governor and ask students to take a letter home and discuss the role of Governor with their parents. The letter would also include a request for specific skills - financial and legal.</p>	JJ/ School Captains/ SD
	15.2	<p><i>Governor Expenses</i> - the Chair asked the SBM for clarification on how Governors could claim expenses for printing and travel costs. It was noted that this could be a barrier to recruitment. She advised they could submit a claim. The Chair and Clerk will circulate the Governor Allowance guidelines to Governors.</p>	Chair/ Clerk
	12.6	<p><i>Governor contact details</i> - The Clerk advised that she didn't have a record of some Governors mobile numbers and requested that either they upload their mobile number onto Governorhub or send to the Clerk if they didn't wish to share on Governorhub. The Clerk will email the relevant Governors.</p>	Clerk/ Governors
11	<b>The meeting closed at 19.30. Date of next meeting -15<sup>th</sup> May 2017</b>		

**ACTIONS**

Name	Item	Action	By when
Casey Collyer	4.2	Look at acronyms and simplify reporting in minutes within best practice guidelines	Next meeting
Casey Collyer Elaine Jackson Neal Carter Stephen Roe Jan Johnson	6.2	Review model terms of reference and adapt to relevant committee requirements.	Next meeting
Casey Collyer	6.3	Separate agenda and minutes for sub committees	February

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Alan Moore	10.2	ATM to circulate the Complaints Policy with a note to Governors	28 <sup>th</sup> February
Michele Brighton	11.1	Report back on how pre and post mitigation scores are calculated and revise report format	Next meeting
Casey Collyer	12.1	Update skills audit with actual work/life skills	April
Nigel Goodall Terry Whittaker Casey Collyer	12.2	Organise financial oversight training for Core Team and LGB	Next meeting
Jan Johnson Katie Lorentson Andrew Ibude	15.1	Organise a talk at an Yr 7 and 8 assemblies re Governor recruitment	Next meeting
Simon Decker	15.1	Letter re Governor recruitment to parents	Next meeting
Terry Whittaker Casey Collyer	15.2	Circulate Governor Allowances page from Academy Financial Handbook to all Governors	Next meeting
Casey Collyer	15.3	Contact relevant Governors for mobile numbers	February

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