



RAINHAM MARK GRAMMAR SCHOOL

MINUTES OF LOCAL GOVERNING BOARD MEETING  
HELD ON 17 OCTOBER 2016

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

**IN ATTENDANCE:** A Moore (Deputy Headteacher), M Brighton (School Business Manager), C Collyer (Clerk) School representatives: K Lorentson, L Blackwell

Item	Main discussions and agreed actions	Action by/when
1	<b>Welcome and Apologies</b> The Chair welcomed everyone to the meeting. Apologies were received and accepted from N Carter, J Johnson and M Kirk who were unable to attend due to work, travel and ill health. The meeting was quorate. B Kemp, M McGibbon and C Wallis were absent.	
2	<b>Declarations of Interest and Code of Conduct</b>	
	2.1 The Chair requested those who hadn't returned their completed forms to do so at their earliest convenience.	
3	<b>Minutes of the meeting held on 16<sup>th</sup> May 2016</b>	
	3.1 <b>Approval for accuracy</b> - The minutes of the meeting on 16 <sup>th</sup> May 2016 were accepted as a true record. <b>Proposed: N Goodall Seconded: H Aggarwhal.</b> The minutes were signed by the Chair.	
4	<b>Matters Arising</b>	
	There were no matters arising as all items had been resolved.	
5	<b>Confirm committee structure and membership</b>	
	5.1 <i>Parent Governor Elections:</i> The Chair advised that nominations for a Parent Governor were currently being sought and requested fellow Governors to promote the opportunity to other parents. Deadline for nominations is 28 <sup>th</sup> October and details are on the website.	
	5.2 <i>Committee Vacancies:</i> There were 2 vacancies owing to the departure of R Shillabeer - Chair of Catering Committee and a space on the Finance Committee. If anyone is interested, please contact the Chair.	
	5.3 <i>Health &amp; Safety Committee:</i> The meeting agreed to hold separate H&S Committee meetings rather than include within Premises. There will be 3 per year, starting at 4pm and scheduled 2 weeks prior to the Premises Business Management meeting.	Clerk/NG /MBr
	5.4 <i>Link Governors:</i> Governors present confirmed they were still happy to continue as links to the same depts. Gaps were identified with Maths, Science and Safeguarding.  The meeting agreed that T Whittaker would link with T Watson (Maths), N Goodall with K Frost (Science) and J Johnson would be approached to see if she would be willing to share the Safeguarding role with M Kirk.  All Link Governors were requested to write brief bullet point notes for each link visit and to upload onto Governorhub (or sent to the Clerk for uploading). This would provide evidence for Ofsted that Governors	TWh/NG/ Clerk  All link Governors

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		were attending their 2 link meetings per academic year.	
<b>6</b>	<b>Safeguarding report</b>		
		The Deputy Headteacher invited questions on the Safeguarding report (copy filed with the minutes). He advised all training was up to date and that NW and JS were currently undertaking child protection training to meet the required number of safeguarding officers for the school. He requested that certificates or evidence for any safeguarding training undertaken by governors be sent to S Smith who maintains these training records.	JOD/NG
<b>7</b>	<b>Approve school dates and times for following year</b>		
	7.1	<i>School dates and times:</i> Governors approved the dates and times which had been circulated previously.	
	7.2	<p><b>2018 Admission Yr 7 Consultation</b> - The Exec Principal presented the revised admission policy (copy filed with the minutes) and asked for this to be approved at LGB level, then to be sent to Trustees and Members for approval so it can go out for consultation as soon as possible.</p> <p>He explained the significant changes. Score will no longer be included. The revisions will bring the oversubscription criteria more in line with the RMET ethos and values of improving education for local children.</p> <p>He further explained that pastoral care was a number one priority for the Trust and there were concerns about safeguarding issues relating to the long distance travel of some out of area students.</p> <p>Governors sought clarification on whether the sibling criteria was fair and equitable. The Exec Principal explained that if score and sibling were used as criteria, it could be unfair. However, if distance and sibling were included, it represented greater equality. Historically this hadn't been permissible.</p> <p>Governors also commented that the revised criteria regarding teacher's children could have a positive impact on staff retention across all schools within the Trust.</p> <p>Governors asked if other Medway grammar schools have changed from score as the leading criteria and the Exec Principal confirmed all others schools admission criteria was based on distance. Rochester Girls were the only exception.</p> <p><b>Governors unanimously agreed to recommend adoption to the Trustees and the need to go to consultation immediately.</b></p>	Clerk
	7.3	<i>Yr 12 &amp; 13 admission</i> - The Exec Principal explained the minor change to criteria which now required a total point score of 46 for best 8 which will slightly raise the level of entry. Governors questioned whether distance would be included and the Exec Principal advised that it isn't. <b>Governors approved the policy</b>	
<b>8</b>	<b>Approve school development plan</b>		

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		The Deputy Headteacher invited questions on the previously circulated school development plan (copy filed with the minutes). This is a working document and he asked that any questions should be emailed direct to ATM or TW. <b>Governors approved this approach.</b>	
<b>9</b>	<b>Headteachers Report</b>		
	9.1	The Exec Principal gave his report (copy filed with the minutes) and the key points were: 7 form entry had now reached Yr 10. The performance data reported was unvalidated. The A level performance had dipped slightly but GCSE results were good. Attainment 8 and Progress 8 measures were performing well against similar grammar schools in Medway.	
	9.2	He asked that the minutes record his thanks to all those involved with the recent Open days which were the busiest ever. He particularly wanted to thank JH (Head of Yr 7) and the core team. The students present on the day were the best advert for the school and he had received some lovely thank you letters. Governors requested that next year the congestion impact on local residents be reduced. The Exec Principal advised that Thamesview had been contacted and agreed to provide additional parking/pick up points to address this issue along with the possibility of a staged dismissal.	
	9.2	Governors were advised that Thamesview will be joining The Howard. However, Riverside had been given their academy order. Due diligence will start next week regarding their joining RMET, with a potential conversion date of 1 <sup>st</sup> Feb.	SD/MBr
<b>10</b>	<b>Link Governors Report</b>		
		R Meacham - MFL - reported that after the turmoil of recent staff turnover, the dept seemed more settled. There had been successful trips completed (Arken) and more in the pipeline (Black Forest, Berlin). Results were improving and he reported the dept had turned round.	
<b>11</b>	<b>Committee Reports.</b>		
	11.1	School Improvement - none noted	
	11.2	Business Management - N Goodall reported that a huge amount of work on the premises had been completed during the summer holidays. Feedback from the unsuccessful capital bid for a new Art & English block was that the bid should be co-funded by the school. After discussion <b>Governors agreed the school should co-fund up to 15% of the total costs as long as the furnishings were built into the bid.</b>	
<b>12</b>	<b>Approval and adoption of policies</b>		
	12.1	Attendance - <b>Governors approved</b>	
	12.2	Assessment - <b>Governors approved</b>	
	12.3	Behaviour for learning- <b>Governors approved</b>	
	12.4	Careers and work related learning - <b>Governors approved</b>	
	12.5	Literacy - <b>Governors approved.</b>	
	12.6	Safeguarding and child protection - the Deputy Headteacher advised that new statutory guidance came in Sept 16. Main changes are frequency in training - annual rather than 3 yearly. <b>As this is trustwide policy, Governors approved and it will be further</b>	Clerk/ ATM

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		<b>ratified by the Trustees in November.</b>	
	12.7	The meeting agreed with the Exec Principals recommendation that CEFM be retained to do an audit of all websites within the Trust for compliance. Both RMET and school specific policies should be visible on both school and Trust websites.	CEFM/ ATM?
	12.8	Governors queried whether DBS checks were necessary for people who hired the school facilities. The SBM advised that it was out of school hours and they had to provide their own public liability insurance which would cover any safeguarding issues.	
	12.9	Single equality policy - the Deputy Headteacher advised that the policy is an RMET one and it's a statutory requirement for this to be on the website. <b>Governors approved the policy and again to be ratified by Trustees in November.</b>	ATM/ Clerk
<b>13</b>	<b>Risk Register - Legal</b>		
	13.1	The SBM tabled the risk register report (copy filed with minutes) and explained that she and the Exec Principal had reviewed the risk and noted where updates are required. The Chair questioned whether the Audit Committee should be one of the controls and the SBM advised that it was on their schedule to do random audits of the risk registers for all schools within the Trust.	
	13.2	The risk reporting dates have been added to the Governor annual planner, so Governors can see which risks will be reviewed at their committee meetings <a href="https://governorhub.com/g/rainhammarkgrammarschool/docs/5767de28796618010031379c">https://governorhub.com/g/rainhammarkgrammarschool/docs/5767de28796618010031379c</a> .	
	13.3	Governors queried the efficiency of the SBM being the designated person throughout the report which presented a risk in itself. This to be reviewed with the Exec Principal. <b>Governors agreed the report</b>	SD/MBr
<b>14</b>	<b>Governor Training</b>		
	14.1	<i>Safer recruitment</i> - any Governor wishing to complete this online training module should contact the SBM for access. SBM advised there were many training modules on line which could be useful.	Governors
	14.2	<i>Prevent training</i> - The Deputy HT encouraged all Governors to complete the online training.	Governors
<b>15</b>	<b>Confidentiality</b>		
		There was one item of a confidential nature which has been minuted separately.	
<b>16</b>	<b>Any other business</b>		
	16.1	<i>Lockdown Procedure</i> - (copy filed with the minutes) the Exec Principal requested that any comments to be sent back to the Clerk.	Clerk
	16.2	<i>Risk register dates</i> - see 13 above.	
	16.3	<i>Document management</i> - the meeting discussed the ongoing retention of minutes from Governor meetings. Governors agreed that hard copies should be kept on site for 6 years then documents to be stored electronically.	Clerk
	16.4	<i>Edubase</i> - The Chair advised that effective Sept 16, the Dept of Education required certain information to be registered for anyone involved with Governance. The Clerk will be contacting Governors,	Clerk

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	Trustees and Members for this information.	
11	The meeting closed at 19.30pm. Date of next meeting - 18 <sup>th</sup> January 2017	

**ACTIONS**

Name	Item	Action	By when
Casey Collyer Michele Brighton Nigel Goodall	5.3	Schedule 3 Health & Safety meetings for academic year	November
Casey Collyer	5.4	Update link governor list to reflect new links	November
All link Governors	5.4	Write brief report on visits to depts and record on Governorhub	Ongoing
Jon O'Donnell Nigel Goodall	6	Send safeguarding training certificates to S Smith	November
Casey Collyer	7.2	Send 2018 Yr7 admission consultation to Members & Trustees for approval	Immediately
Simon Decker Michele Brighton	9.2	Begin due diligence on Riverside	Next meeting
Casey Collyer	12.6	Add policy to RMET agenda for ratification	November
Simon Decker Michele Brighton	13.3	Review responsibility of actions within risk register	Next meeting
Governors	14.1/2	Safer recruitment and prevent training - please complete online	Next meeting
Governors/ Casey Collyer	16.1	Collate comments on lockdown procedure	November
Casey Collyer	16.3	Electronically archive governor meeting minutes older than 6 years	End of academic year
Casey Collyer	16.4	Update Governor, Trustee and Member details on Edubase for both TPS, RMGS and RMET	November

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