



**MINUTES OF THE REIGATE LEARNING ALLIANCE LOCAL GOVERNING BODY  
MEETING HELD ON MONDAY 05 NOVEMBER 2018 AT 16.30**

**Present:** Ms Pat Frankland (Chair) - LGB Member  
Ms Yvette Robbins - LGB Member  
Mr Chris Whelan - Chief Executive Officer & LGB Member  
Mr Nick Clark - Principal & LGB Member  
Mr Soli Tarazi - LGB Parent Member  
Mr Mike Horgan - LGB Staff Member  
Mr Jacob Kelly - LGB Student Member  
Ms Tamzin Elliot - LGB Student Member

**In attendance:** Mr Jon Allen - Clerk to the Trust  
Ms Sarah Walters  
Mr Farouk Durrani - Trustee observer

**1 WELCOME**

The newly appointed Chair welcomed everyone to the meeting of the Reigate Learning Alliance Governing Body. Welcomes and introductions were made to the newly appointed Trustees Yvette Robbins and Farouk Durrani. It was confirmed Yvette was a Member of the Local Governing Body but Farouk was attending as an observer as part of his Trustee induction.

**2 APOLOGIES**

Apologies were received from Helen Binnie (Parent Member) and from Julie Hodgson (Staff Member).

The Clerk reported receipt of a complimentary email received from Helen Binnie on how good the College has been in supporting her daughter and the Chief Executive Officer confirmed he has shared the email with the staff concerned.

**3 DECLARATIONS OF INTEREST**

Pat Frankland, Chris Whelan, Yvette Robbins, Farouk Durrani and Nick Clark declared an interest in being members of the Reigate Trust Board.

**4 MINUTES**

The minutes of the Local Governing Body meeting held 06 June 2018 were received and approved as an accurate record of the meeting.

**5 MATTERS ARISING**

There were no matters arising from the minutes.

**6. ADMISSIONS AND NUMBERS ON ROLL & MARKETING STRATEGIES**

It was confirmed the number of full-time students on roll was 2463 as against 2345 for the previous year. The analysis of the full-time student population was confirmed as follows:

	<b>Totals</b>
One Year Intermediate Course (P)	119 (99)
L6 Advanced Course (L)	1249 (1182)
U6 Advanced Course (U)	1095 (1064)
<b>Total</b>	<b>2463 (2345)</b>

The retention rate for students progressing from the L6 to the U6 was 92.64% (89.94%), which is the highest ever. The 5-year average retention rate is 89.43%. The percentage of students progressing from the Intermediate course was 71.4% (68.5%).

The proportion of partner school students as a total of all new students continues to be a downward trend. This was partly explained due to the reduced size of the cohort in addition to the larger total number of students admitted, which naturally reduces the proportion.

The number of applicants taking up places from the partner schools, as a percentage of their total cohort was 60.46% (65.43%). This is less than last year and it was confirmed this will be subject to further analysis in the coming months.

The number of applications from 11-18 Surrey County schools were higher than last year at 908 (851), as was the conversion rate of 53.41% (48.7%) and 61% (51%) of those who were interviewed from this sector. It is difficult to predict withdrawal rates from 11-18 schools as rates fluctuate considerably between years as can be seen from the above figures, but it is apparent that the additional events for applicants have helped to improve this.

Whilst the number of applicants from the Independent sector has risen to 255, the market remains relatively small. From 195 interviewed applicants, only 115 started College. The number of applications from the London Borough of Croydon continued to increase to 490 (460) with very high conversion rates from Oasis (Coulsdon), Riddlesdown and Woodcote Schools.

The overall conversion rate for new applicants at 67% (57%), with the average conversion rate for the past 5 years is 59%. This year's resurgence is partly due to the increased number of events for applicants, which are designed specifically to improve conversion rates, but also the continued growing reputation of the College.

It was reported there has been three Open Evenings held in October for 2019 entry. All the events attracted exceptionally large numbers with the direct result that applications are being received at a level that is comparable to last year. In addition to the Open Evenings, separate presentations have taken place for four of the five Partner Schools who provide the College with Year 11 intake.

The LGB welcomed the detail of the report and the positive recruitment for 2018-19.

## 7. FINAL OUTCOMES 2017-18

It was **AGREED** to refer to this through the Self Assessment Report.

## 8. DRAFT COLLEGE SELF ASSESSMENT REPORT 2017-18

In terms of process, it was confirmed the self-assessment process begins with each teaching Department preparing a self-assessment report based on the Common Inspection Framework. Strengths and areas for development are evaluated, a provisional grade proposed, actions agreed and a development plan prepared to address areas for improvement and further development.

The Senior Management Team (SMT) then evaluate the reports and prepare an analysis of the effectiveness of the College as a whole. Following this evaluation, the following grades, proposed in the draft SAR, will be presented to the Trust Board for approval in December:

Overall effectiveness	Outstanding
Outcomes for learners	Outstanding
Quality of teaching, learning and assessment	Outstanding
Effectiveness of leadership and management	Outstanding

Members were asked to focus their review of the SAR on the following sections:

- Summary page 2
- Achievement Table on page 10
- UCAS summary page 29
- HESA tables page 31
- Safeguarding report pages 35 – 38
- Results tables pages 43 – 50
- Targets pages 52 – 53
- Review of 17/18 targets pages 54 -59

It was noted, and welcomed by the LGB, that in 2017 2018 the College's overall success rate was 97.5% compared against 93.1% for sixth form colleges and 84.7% for all providers. This represented the highest score ever achieved by the College.

Measure	Reigate College	Sixth Form Colleges	FE Colleges	School Sixth Forms
Retention	<b>97.6%</b>	95.2%	92.5%	80.1%
Achievement	<b>99.8%</b>	97.8%	91.9%	77.4%
Success rate	<b>97.5%</b>	93.1%	85.3%	57.2%

The SAR identified the following key strengths and areas for improvement:

### **Key strengths**

- outstanding success rates
- excellent value added performance particularly among AS and BTEC classes
- very high standard of teaching and learning
- excellent approach to social and educational inclusion
- successful promotion of an ethos of high achievement and respect for all
- outstanding academic and pastoral support for students
- excellent accommodation and resources
- outstanding leadership and management
- strong and effective commitment to equality and diversity
- GCSE English and Maths show outstanding progress – and this has prompted a number of DfE visitors to enquire about what causes the success in these subjects

### **Areas for improvement and challenges:**

- These are discussed in more detail in section 8
- Sustain improvements made in A level value added
- Prepare for changes to the vocational curriculum for the September 2019 entry
- Further develop advice and guidance for prospective HE and apprenticeship students
- To address specific areas of the college provision whose outcome data suggests that some significant aspect is below national averages, with particular reference to value added scores
- Implement a new system for assessing student views of courses
- Trial a revised lesson observation system
- Implement, where possible and appropriate, improvements requested during the staff review panels
- Conduct a comprehensive review of the curriculum offer for 20202 entry in the light of the experience of the new GCSE, BTEC and A level qualifications
- Look to further develop independent learning and social space for students
- Sustain the improvement in student high grades at A level
- Improving student access to staff commentaries

It was confirmed the areas for improvement are to be incorporated into the College's Development Plan 2018-19 and that the Development Plan is to be a fixed agenda item at every meeting of the LGB for monitoring by governors.

It was **RESOLVED** to recommend the Trust Board approves the College's SAR 2017/18.

## **9. INDIVIDUAL LEARNING PLAN & STUDENT PORTAL**

At the last meeting it was requested to make available a presentation/demonstration on the student portal and Individual Learning Plan (ILP).

It was confirmed that a presentation was not possible as only students could access the portal and it was not possible to arrange a presentation at this meeting. Instead, the two student governors gave a verbal update on how they use the student portal for reviewing and updating their individual ILP.

The Parent Governor reported positively on how he uses the parent portal for receiving updates on the progress of his daughter.

**10. INVESTORS IN CAREERS AWARD**

The LGB is asked to approve the following resolution that is required for the re-assessment of the Investors in Careers Award:

'The Governing Body of Reigate College confirms its commitment to supporting the College's re-assessment of the Investor in Careers Award. The Governing body fully supports the College's commitment to CEIAG and providing high quality, impartial careers support to all students at the college'

It was **RESOLVED** to approve the resolution.

**11. STUDENT CONCERNS**

The Chair proposed, and it was **AGREED**, that in future this agenda item to be titled 'Student Voice' to enable students to report on positive aspects as well as any concerns that they may have.

The two Student Governors updated the Local Governing Body on the various eco-friendly/green initiatives that the Students Union had been leading on this term.

The discussion extended into the need for students to give serious consideration to the right foods to consume and the refectory offer. Ideally, and within the parameters of cost effectiveness, a good range of healthy menu options should be offered by the College.

Yvette Robbins stated that students themselves need to take responsibility for their food choices, and to this end, she offered to make herself available to talk with students to pass on her expertise in this area. This offer was welcomed

**12. ANY OTHER BUSINESS**

There was no other business.

**13. DATE OF NEXT MEETING**

Monday 4 March 2019 @ 1800

The meeting closed at 19.00

Signed: \_\_\_\_\_ Date: \_\_\_\_\_