



**MINUTES OF THE REIGATE LEARNING ALLIANCE LOCAL GOVERNING BODY
MEETING HELD ON WEDNESDAY 28 MARCH 2018 AT 16.30**

Present: Ms Dawn Hughes (Chair) - LGB Member
Ms Pat Frankland - LGB Member
Mr Chris Whelan - Chief Executive Officer & LGB Member
Mr Nick Clark - Principal & LGB Member
Mr Daniel Edmunds - LGB Student Member
Mr Soli Tarazi - LGB Parent Member
Mr Mike Horgan - LGB Staff Member
Ms Julie Hodgson - LGB Staff Member

In attendance: Mr Jon Allen, Clerk to the Corporation
Ms Sarah Walters

1 WELCOME

The Chair welcomed everyone to the meeting of the Reigate Learning Alliance Governing Body. Welcomes and introductions were made to the newly appointed staff and parent members and the student member.

2 APOLOGIES

Apologies were received from Helen Binnie (parent member). Apologies were also received from Charlotte Lawrence-Bailey (student member). The meeting was informed that Charlotte will no longer be the student member and Ellie Graham has been appointed as her replacement.

3 DECLARATIONS OF INTEREST

Dawn Hughes, Pat Frankland, Chris Whelan and Nick Clark declared an interest in being members of the Reigate Trust Board.

Soli Tarazi declared an interest in being the parent of a pupil of the College.

4 MINUTES

The minutes of the Local Governing Body meeting held 14 November 2017 were received and approved as an accurate record of the meeting.

5 MATTERS ARISING

The Chair reported that the Terms of Reference for the Local Governing Body and Scheme of Delegation for the Reigate Learning Alliance Trust have still to be finalised. Once finalised and agreed by the Trust Board, they are to be made available to members.

There were no other matters arising from the minutes.

6 ANNUAL MARKETING REPORT

The annual marketing report was received for review and for information purposes.

The following marketing aims were noted:

- To recruit sufficient students to meet the target set out in the College's Annual Objectives,
- To ensure that potential students are given sufficient information to plan an appropriate programme of study,
- To ensure effective diagnosis of, and provision for, individual learning needs,
- To widen participation by ensuring that under-represented groups are given the opportunity to access College facilities and courses,
- To provide suitable progression routes which link in with 14-19 local provision.

Members were informed that the College works in close partnership with East Surrey College, with each College marketing its courses jointly to ensure that the needs of the local community are taken into consideration. The Colleges share student information and there is a facility for students to transfer between the Colleges if it is felt that a more suitable programme is available at the other institution.

There is a joint application and reference process with four Partner Schools, which reduces the burden on students and Partner School staff. It was confirmed this process is being put online from this coming September. Both Colleges actively participate in the South East Surrey Network. This network ensures that the needs of the 14-19 age group are met. Reigate College specialises in providing Level 2 and 3 full time courses.

Reigate College, with East Surrey College, acts as the sixth form for four local 11-16 schools: de Stafford School, Oakwood School, Reigate School and Warwick School. All of the schools have expanded over the past five years. Approximately 36% of the College cohort comes from this source. Whilst the number of students coming from Partner Schools has decreased this year, due to the reduction in the size of their Year 11 cohorts, the conversion for students coming to Reigate College has increased. This is due, in part, to the additional activities in which the College is engaging with Partner Schools. As of September 2018, Merstham Park School will become a fifth Partner School, but will not provide applicants to the College until September 2022.

Following the decision taken by the Corporation of Coulsdon College not to progress further the current Federation arrangements with the Reigate Learning Alliance, the College will work in partnership with East Surrey College and will jointly market its provision in the Croydon area.

The College has been fully subscribed for the past thirty years and, for the past decade, has received considerably more applications than it has places available. To cater for the increase in demand, the number of places made available has increased from approximately 2100 to 2300 over the past five years. The College aims to maintain this number for the academic year 2018/19. This is to ensure that the College is maximising its income, as it is operating at full capacity.

In terms of future plans and developments, the College is operating in a fast changing environment and it is expected that the market conditions will change

significantly over the next five years. The following are some of the factors that might contribute to the change:

- Decision taken by the Corporation of Coulsdon College to withdraw from the Federation with the Reigate Learning Alliance and to progress a merger proposal with Croydon College,
- Slight overall decrease in numbers from Partner schools (in particular de Stafford & Oakwood),
- Increased competition from local 11-18 schools who take steps to protect their market,
- Budget constraints due to Government cutbacks will mean that competitors will attempt to increase the size of their 16-19 provision to ensure that funding levels are protected,
- Partner schools setting up their own sixth form provision,
- Introduction of new GCSE grades adds uncertainty to entry criteria,
- Impact of students not taking AS qualifications,
- The redevelopment of BTEC qualifications.

The College recognises that, to maintain numbers, new markets will have to be developed and a greater emphasis placed on attracting students from within Surrey County borders. It is also appreciated that the College needs to raise its profile in the local community in order that it is recognised as a market leader in 16-19 education.

To this aim, the following areas have been identified as being a high priority in respect to both marketing and product development:

- An Admissions Policy that is flexible and adapts to changes in market conditions, particularly in relation to Croydon
- Specific marketing to Partner Schools
- More focused, targeted marketing
- Development of key areas of College success e.g. Medicine
- Development of joint courses with Partner Schools
- Increase expenditure on publicity to raise public awareness of the College
- Ensure that the range of non-examination courses and activities is attractive and enhances a student's education beyond that which they would receive in a traditional school environment

In addition, it is felt that relationships with East Surrey College should continue to be fostered in order that a co-ordinated marketing programme can be developed to ensure that both colleges become the natural complimentary progressive route for local applicants. This is now particularly important following the decision taken by the Corporation of Coulsdon College to withdraw from the Federation.

To ensure that the College continues to maintain a high profile in the local community, the following new initiatives are planned for the coming months:

- Developing further the use of social media,
- Development of an online application form,
- Prominent general marketing displays in the immediate locality to the College,
- Continue to promote the Activities Programme to prospective students by producing Activities Brochures to use at Open Evenings and Interview Evenings,
- Further Development of Aspire Programme with the aim of marketing the College to high achieving students and a way of firming up Partner School relations,

- Development of Partner School-based initiatives to cement the College as the destination of choice,
- Expanded events for applicants provision,
- New question and answer evenings for key schools.

To further these aims, it was confirmed additional staffing needs have been identified and the marketing budget increased accordingly.

The Local Governing Body welcomed the detail of the report and suggested, now that Coulsdon College is seeking an alternative merger partner, that the forthcoming May meeting of the Trust Board be used to review the future strategic direction for the Reigate Learning Alliance.

7 SELF ASSESSMENT DEVELOPMENT PLAN

It was explained that, following the drafting and approval of the College's Self Assessment Report 2016-17, a Development Plan was put in place to address the specific areas requiring improvement that had been identified through the self assessment process. The review of the Development Plan is a fixed agenda item at all meetings of the Local Governing Body.

The meeting focused its review on the final column in the table below, where updates were made available on the identified areas for improvement.

	Course / area	Summary of issue	Summary of actions	Reviews/Updates as at Spring 2018 for the Local Governing Body
1	A levels in general although in particular: Fine Art Eng Lit German Gov Pol History Music Sociology	A level value added, although above average, is not as good as vocational or AS courses. The lower confidence limit for A level courses indicates that this now falls within the 'average' range of values. Improve A level value added to a similar level currently enjoyed by vocational and	All courses – not just A levels – have been allocated at least two additional periods per week to target groups of students. This might be for a wide range of abilities at different times of the year and is not just for weaker students. Some staff meetings have been replaced with faculty level training	<ul style="list-style-type: none"> • A level subjects will concentrate their support session time on 2nd year students. • Average class sizes of ten now running for support groups. • We will assess the effectiveness of the approach when the A level results are published in August. • Greater emphasis on quality of feedback.

		AS courses.		
2	All level 3 vocational courses except Engineering, Video Game Design Computing. (Already on new courses)	Prepare for changes to the vocational curriculum	Departments now have copies of the new specifications	Latest news from BTEC indicates that the start date for new qualifications may be delayed again. This would be the third time the 'old' qualifications have been rolled over.
3	All phase 2 and 3 A level subjects	Continue to implement changes to the academic curriculum	All phase 2 and 3 subjects are now teaching the new specifications.	Work progressing.
4		Further develop advice and guidance for prospective HE and apprenticeship students	A new member of staff has been appointed in careers to build links with employers, in particular for work experience	A successful bid to the ESFA was made to fund this post for the first two years.
5	Fine Art Eng Lit German Gov Pol History Music Sociology	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.	German and Music have such small numbers that it is difficult to assess whether they actually represent significant problems. Reviews have been held with all courses to establish development.	A progress update was received on the mock exams recently conducted. The results indicate that there are still issues of concern for these subject areas and additional support will be made available.
6	Ofsted	Respond effectively to the Ofsted monitoring visit		<ul style="list-style-type: none"> • Delivered WRAP training to staff and governors: Done • Follow up questionnaire in-year: Summer term • Review of tutorial system to include assessment activity: Under way

				<ul style="list-style-type: none"> • Embedding in schemes of work, where appropriate, and through tutorial/community in schemes of work, where appropriate, and through tutorial/community: under way • Greater student involvement in college-wide activities about the Prevent duty and BV: Summer term / community day • Update the Prevent Risk Assessment: Under way • Clarify success measure: Under way
7		Monitoring of student progress – to include review of ILP and target setting	Working group has met and reported	<ul style="list-style-type: none"> • Students to comment on their own ILP setting targets • Compulsory target to be removed from ILP • Intermediate/Lowers after each IR • Uppers at enrollment and after IR • This would replace ILP interviews and target setting in tutor booklets (computer access may be a concern in tutor)
8		Examine staff wellbeing	Working group established and has now reported back.	<ul style="list-style-type: none"> • INSET to manage workload • Review of procedures/new initiatives • Spread out deadlines in Dec term for 2018/19 year • MIS to automate more processes – automatic e-mail home when attendance in course drops below 90% • Dept to review

				<p>timetabling of Support classes</p> <ul style="list-style-type: none"> • SLD to be kept free of activities
9		Examine possible improvements to college communication	Working group established and has now reported back.	<ul style="list-style-type: none"> • Justification for tasks to be communicated better • Briefing to be brief • SLT open door/drop in time • SLT reminder at Briefing that open door policy in place
10		Look to further develop independent learning and social space for students	Review space available	<ul style="list-style-type: none"> • Forum area to be re allocated for silent working and reflective space
11		Effective tracking of student progression	<p>SGT/SGT replacement to present strategy to SEW</p> <p>SEW to have SGT/Careers SAR present by Easter/May half term</p>	<ul style="list-style-type: none"> • Better college wide use of said data and Employer Engagement Dept SARs to include destination data • Develop tracking system database of students activities pre-enrolment • Add extra fields to online application form to help identify students for widening participation etc • Central tracking database to be developed. • Gather more information on Early leavers
12		Examine the scope for improving high grades in A levels (moving Cs to Bs)	Working group established and has now reported back.	<ul style="list-style-type: none"> • Quality feedback needed – not more frequent (What am I doing well and how to improve?) • Develop college wide Teaching and Learning Focuses – Regular T&L space each half term – possible focus – developing independent learners

				<p>and improving feedback</p> <ul style="list-style-type: none"> • CD to put Feedback and independent learners as a topic for Full faculty meeting – depts. then to draw up own methods of feedback
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It was **RESOLVED** to note the Development Plan and the progress updates made available.

8 SAFEGUARDING: SAFEGUARDING ACTION PLAN

Due to staff illness, this agenda item was deferred to the next meeting.

Under this agenda item, an update was given as to the arrangements being put in place to make available a quieter place for the more vulnerable students to access and use. There are currently two main refectory areas used by the majority of students. It has, however, been identified that a quieter area is required for some students and this quiet space has been created in a section within the Forum. The use of the area as a quiet space is to be trialled to the end of the academic year.

9 CURRICULUM UPDATE

An update was received on the introduction of the new vocational ‘T Level’ Qualifications that are being introduced in three phases - in 2020, 2012 and 2022. T Levels will replace all existing vocational qualifications and will be based on 12/13 broad vocational areas combined with a large element of work experience. The College was approached to participate in a pilot for T Levels but declined the approach. This was based on previous experience of being involved in pilots for new qualifications which did not materialise.

It was noted that the College has submitted an expression of interest to run a maths school for 16-18 year old maths high achievers.

10 CCCU COLLABORATIVE PARTNER ANNUAL MONITORING REPORT

The annual monitoring report on the teachers’ training programme, delivered in partnership with Canterbury Christ Church University College, was received and noted.

Members asked for information on the current number of students on the teachers’ training programme and an update on current numbers was made available. In future annual monitoring reports it was agreed to include a summary on current numbers.

11 STUDENT CONCERNS

The student governor raised minor points of concern on the need for additional water fountains and issues with broken locks in some toilets. It was confirmed these matters were in the process of being addressed.

Both the CEO and Principal informed the student governor that they are always available to receive any concerns raised by the student body.

12 ANY OTHER BUSINESS

There was no other business.

13 DATE OF NEXT MEETING

Tuesday 05 June 2018 @ 16.30

The meeting closed at 17.30

Signed: _____ Date: _____

Action Points:

Minute 5: Terms of Reference for the Local Governing Body and Scheme of Delegation for the Reigate Learning Alliance, once finalised and agreed, to be made available to members.

Minute 6: Now that Coulsdon College is seeking an alternative merger partner, the forthcoming May meeting of the Trust Board is to be used to review the future strategic direction for the Reigate Learning Alliance.

Minute 8: To review the Ofsted safeguarding action plan.

Minute 10: In future annual HE monitoring reports it was agreed to include a summary on current numbers.