



**MINUTES OF THE REIGATE LEARNING ALLIANCE TRUST BOARD MEETING HELD
ON TUESDAY 04 DECEMBER 2018**

Present: Mr Michael Jones - Chair
Ms Pat Frankland
Mr Stephen Hewes
Mr Farouk Durrani
Mr Spencer Bowen
Mr Gerard Weide
Mr Chris Whelan - Chief Executive Officer
Mr Nick Clark - Principal

In attendance: Mr Jon Allen (Clerk)
Ms Kim Saw (Director of Finance)

1. WELCOME

The Chair welcomed everyone to the meeting.

2. APOLOGIES

Apologies were received from Yvette Robbins and Richard Stephen.

3. DECLARATIONS OF INTEREST

Michael Jones declared his interest in being a Member of the Trust.

4. TRUSTEE APPOINTMENTS

It was **RESOLVED** to formally minute and welcome the newly appointed Trustees who were appointed by the Trust Members. These being:

Mr Farouk Durrani
Mr Spencer Bowen
Mr Gerard Weide
Ms Yvette Robbins

5. MINUTES

The minutes of the Trust Board meeting held 04 July 2018 were agreed as an accurate record of the meeting.

A discussion took place on the publication of the minutes on the College website which is a statutory requirement. In particular, clarification was sought on whether the minute relating to Surrey County Council and its recent Ofsted inspections was factually accurate. It was agreed to amend the minute to read: *'The weak point is Surrey County Council having failed its inspection on safeguarding arrangements'*.

There were no minutes from the strategy meeting held 30 October 2018 as this meeting was used as a general discussion on strategic opportunities and introducing the 4 new Trustees to the Trust.

6. SUMMARY ACTION LIST & MATTERS ARISING

The 'Summary Action List' (Paper 2) was received and the following updates were noted:

MIN	ACTION	UPDATE
Prevent Training 9/7/18	Safeguarding - Updated Keeping Children Safe in Education will be issued to Trustees in September when ratified.	A summary of the document to be issued to Trustees
Prevent Training 9/7/18	Trustees questioned if the annual SAR is sufficient and often enough for reporting on Prevent/safeguarding matters? It was agreed there needs to be a reporting cycle with an Annual Report to the Trust Board and for there to be an exceptional reporting agenda item for the Trust Board to receive short summary on referrals.	Agenda item
6	Clarification was sought as to whether there was any potential governor liability for any GDPR non-compliance. Sarah Walters agreed to seek further information on this from the DfE and 6 th Form Colleges Association.	There is no liability for individual Trustees. Any liability arising from non-compliance would rest with the Data Controller
7	Terms of Reference & Scheme of Delegation - deferred to the next meeting	Agenda item
8	It was agreed to have a Chief Executive update agenda item in future meetings.	Agenda item

7. CEO UPDATE

The CEO provided an update to Trustee on sector developments with the focus being on Ofsted and 'T levels'.

The comment from the Chief Inspector that the curriculum area Performing Arts has little relevance to career opportunities for students who study in this area was noted and felt to be unwelcomed and inappropriate.

Those educational institutions who are graded 'Outstanding' have a 10 year exemption for inspections, but this is currently be subject to review and the Chief Inspector has indicated that some 'Outstanding' Colleges may be subject to inspection within the 10 year exemption period. The key message to note was as long as the institution maintains their level of performance in terms of student outcomes then the likelihood of an inspection lessens. As Reigate has one of the best set of results for 2017-18, there would appear to be less risk of an inspection. However, the College is prepared for any inspection and assurances were given that as and when an inspection happens, Trustees will be adequately prepared prior to the inspection.

A progress update on the introduction of 'T Levels' was given. Trustees were reminded that the College is not participating in any of the 'T Level' pilots.

8. SAFEGUARDING/PREVENT EXCEPTIONAL REPORT

It has been agreed to have a standing agenda item at all Trust Board meetings on exceptional reporting on safeguarding and Prevent. Clarification was sought on what Trustees are looking for in terms of exceptional reporting on safeguarding and Prevent. Referral numbers could be made available but this would only be reported on in terms of numbers, and not the details of the referrals, as this would be in breach of confidence. The annual report on safeguarding that is made available to the Trust Board is the source document where referrals received, and actions taken, are reported on.

The Clerk advised that the Trust Board is meeting its required duties on safeguarding. This is through Trustee training on safeguarding and prevent, carrying out DBS checks on Trustees, receiving an annual report on safeguarding, and having a nominated Trustee for safeguarding (Pat Franklin).

The Clerk advised that exceptional reporting on safeguarding and Prevent should be used to report on the following:

- Any significant referrals (safeguarding and prevent) that could be a risk to the College in terms of reputation
- Updates on any visits to the College from the nominated Trustee for safeguarding.

It was **AGREED** to work to this framework for reporting on exceptional safeguarding and Prevent matters.

9. SCHEME OF DELEGATION AND LOCAL GOVERNING BODY TERMS OF REFERENCE

The Trust Board was asked to review and approved the Trust's Scheme of Delegation (Paper 3) and the Local Governing Body Terms of Reference (Paper 4).

The Chair made reference to section 3.2 that outlined those responsibilities that the Trust Board cannot delegate and Section 3.3 that had a list of matters that can be delegated to the sub-committees of the Trust Board. It was **AGREED** to add clarity to the wording to confirm that sub-committees will make recommendations for the Trust Board to approve.

It was **AGREED** for the need to add clarity to Section 3.6 in terms of which post holder is responsible for each of the duties listed.

It was **AGREED** to add the appointment of auditors to the Scheme.

The Chair **INVITED** Trustees to review the two documents and to feedback any further amendments that they may have. Once received, the final version to be made available to Trustees with formal approval to be confirmed at the next trust Board meeting.

10. **LOCAL GOVERNING BODY MINUTES AND SELF ASSESSMENT REPORT 2017/18**

The minutes of the RLA Local Governing Body meeting held 05 November 2018 were received and **NOTED** for information purposes (Paper 5).

The Chair of the Local Governing Body confirmed that the meeting reviewed in detail the College's Self Assessment Report 2017/18 (SAR) and were recommending that the Trust Board approves the SAR.

In terms of the process, it was confirmed the self-assessment process began 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 evaluated the reports and prepare an analysis of the effectiveness of the College as a whole. Following this evaluation, the following overall grades, proposed in the SAR, were confirmed as follows

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, that in 2017/18 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	97.6%	95.2%	92.5%	80.1%
Achievement	99.8%	97.8%	91.9%	77.4%
Success rate	97.5%	93.1%	85.3%	57.2%

The SAR identified the following key strengths:

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

The SAR identified the following areas for improvement:

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

In terms of making the SAR available to Ofsted, it was confirmed it is required to be uploaded onto the Ofsted Portal by 31 December.

It was **RESOLVED** to approve the College Self Assessment Report 2017-18, and to make available a summary for publishing on the College website.

11 FINANCE

The minutes of the Finance Committee meeting held 13 November 2018 were received and **NOTED** (Paper 7).

The Management Accounts up to 31 August 2018 reviewed by the Finance Committee were received and **NOTED** for information purposes (Paper 8).

12. AUDIT

The '*Minutes of the Audit Committee held 20 November 2018*' were received (Paper 9). In addition to the unconfirmed minutes, the Trust Board received the following:

- Audit Committee's Annual Report 2017/18 (Paper 10)
- Internal Audit Annual Report 2017/18 (Appendix to Paper 10)
- Financial Statement & Regularity Audit Findings Report and Letters of Representation (Appendix to Paper 10)
- Financial Statements Year Ended 31 July 2018 (Paper 11)

The Chair of the Audit Committee confirmed that he would focus his report on Paper 10 - the Annual Report from the Audit Committee. Prior to doing this though the Chair informed the meeting of the agreed audit plan for 2018-19 that will cover ILR audit, funding and student data, as these are critical business areas that require a high level of assurance.

The Audit Committee is responsible for providing insight to the Trust Board on the adequacy and effectiveness of Reigate College's assurance framework. The Audit Committee, in forming an annual opinion in their annual report, will take into account the audit opinions from the internal auditor and the financial statement and regularity auditor for Reigate College, and these were attached to the Annual Report from the Audit Committee.

It was **RESOLVED**:

- (i) To receive and approve the Annual Report 2017/18 from the Audit Committee and to note the following opinion from the Audit Committee:

The Audit Committee, through review of auditors' reports and discussion with auditors and college managers, has arrived at the opinion that Reigate College had adequate and effective assurance frameworks, framework of governance, risk management and control processes for the effective use of resources, solvency of the institution and the safeguarding of its assets.

The Audit Committee recommends the Trust Board approves the Annual Report and Financial Statements for the period ended 31 August 2018 for Reigate College and to authorise the Chief Accounting officer/Chief Executive and the Chair of the Trust Board to sign the Financial Statements.

- (ii) To forward a copy of the Audit Committee's Annual Report 2017/18 to the ESFA;
- (iii) To approve the Annual Internal Audit Report 2017/18 issued by the Internal Audit Service (Macintyre Hudson);
- (iv) To approve the 'Audit Findings Report' issued by the External Auditor (RSM);
- (v) To authorise the Chairman to sign on behalf of the Corporation the '*Letters of Representation*' issued by the External Auditor;
- (vi) To approve the Financial Statements for the year-ended 31 July 2018 and to authorise the Chairman and Principal to sign the accounts before submission to the ESFA; and
- (vii) To note the minutes of the Audit Committee meeting held 20 November 2018.

13. RISK MANAGEMENT AND BOARD ASSURANCE FRAMEWORK 2018/19

The Clerk introduced the '*Risk Management and Board Assurance Framework 2018/19*' that the Audit Committee is recommending to the Trust Board to approve.

The Associate Director of Learning has been assigned as 'Risk Champion' to take direct leadership of risk management. The Risk Champion ensures that the Risk Register and Risk Management Action Plan are both reviewed by the Senior Leadership Team.

Furthermore, the Risk Champion is in attendance at the Audit Committee meetings in order to represent the College on all matters relating to risk management.

The Board Assurance Framework lists all the key operational areas and strands within the College indicating the management activity and oversight; the governance oversight; and the source of assurance.

The Risk Register and the Risk Management Action Plan outline the controls, mitigation and contingency for each high level risk. Each high level risk is assigned to the Trust, Local Governing Board, or a Committee who are then responsible for monitoring the Risk Management Action Plan and assessing their level of assurances in light of reports and sources of assurance presented at their meetings.

Assessments of assurance will be reported to the Audit Committee, and then to the Trust Board, through the use of an agreed template recording form.

It was **RESOLVED** to note the responsibilities of the Trust Board that were confirmed as follows:

- Overall responsible for ensuring there is a formal, structured risk management process in place within the College.
- To receive and review the following from the Audit Committee:
 - Risk Timetable
 - Risk Register
 - Risk Management Action Plan
 - Board Assurance Framework
 - Audit Committee Annual Report to the Trust Board

- To receive termly summary of assurance assessments conducted by the Board and its sub-Committees

Subject to amending Risk 10. to remove reference to a Trustee being a member of the College's Health & Safety Committee, it was **RESOLVED** to approve the 'Risk Management and Board Assurance Framework 2018-19'.

14. ELECTION OF TRUST VICE CHAIR 2018/19

Pat Frankland was elected to serve as the Trust Vice Chair for the academic year 2017/18.

15. REMUNERATION COMMITTEE

The Chair confirmed that he had recently conducted the appraisals of the Executive Principal and Chief Executive Officer and that the outcomes should be reported to the Remuneration Committee. It was also noted that the Remuneration Committee should meet early next term to review the remuneration of these two senior posts and any remuneration recommendations should be made against available benchmark data.

It was **AGREED:**

- (i) For the membership of the Remuneration Committee to be the Chair (Michael Jones), Vice Chair (Pat Frankland) and Gerard Weide;
- (ii) For the Clerk to obtain any relevant benchmark data on the remuneration of senior posts; and
- (iii) For a meeting of the Remuneration Committee to be arranged early next term to review the remuneration of senior posts.

16. ANY OTHER BUSINESS

Trustees were asked to give consideration on how the trust could approach individuals to become Members of the Trust as there is a requirement to have between 3-5 Members. Currently there are only two Members in post. It was agreed for any suggestions on approach possible individuals to be Members to be made known to the Trust Chair.

17. DATE OF NEXT MEETING

Tuesday 02 April 2019 @ 1800

The meeting closed at 20.00.

Signed: _____ Date: _____

SUMMARY ACTION LIST

MIN	ACTION	REVIEW DATE
-----	--------	-------------

9	<p>Scheme of Delegation and Local Governing Body Terms of Reference</p> <ul style="list-style-type: none"> ➤ The Chair made reference to section 3.2 that outlined those responsibilities that the Trust Board cannot delegate and Section 3.3 that had a list of matters that can be delegated to the sub-committees of the Trust Board. It was AGREED to add clarity to the wording to confirm that sub-committees will make recommendations for the Trust Board to approve. ➤ It was AGREED for the need to add clarity to Section 3.6 in terms of which post holder is responsible for each of the duties listed. ➤ It was AGREED to add the appointment of auditors to the Scheme. ➤ The Chair INVITED Trustee's to review the two documents and to feedback any further amendments that they may have. Once received, the final version to be made available to Trustees with formal approval to be confirmed at the next trust Board meeting. 	2/4//19
5	<p>Trust Board Minutes 04 July 2018: It was agreed to amend the minute to read: <i>'The weak point is Surrey County Council having failed its inspection on safeguarding arrangements'</i>.</p>	2/4/19
8	<p>Exceptional reporting on safeguarding & Prevent- the following framework was agreed:</p> <ul style="list-style-type: none"> (i) Any significant referrals (safeguarding and prevent) that could be a risk to the College in terms of reputation (ii) Updates on any visits to the College from the nominated Trustee for safeguarding. 	2/4/19
13	<p>To amend Risk 10 to remove reference to a Trustee being a member of the College's Health & Safety Committee</p>	2/4/19
15	<ul style="list-style-type: none"> (i) For the Clerk to obtain any relevant benchmark data on the remuneration of senior posts; and (ii) For a meeting of the Remuneration Committee to be arranged early next term to review the remuneration of senior 	2/4/19

	posts.	
16	Any suggestions on approach possible individuals to be Members to be made known to the Trust Chair.	2/4/19