



**MINUTES OF THE REIGATE LEARNING ALLIANCE TRUST BOARD MEETING HELD
ON TUESDAY 09 JULY 2018**

Present: Mr Michael Jones - Chair
Ms Pat Frankland
Mr Stephen Hewes
Mr Richard Stephen
Ms Dawn Hughes
Mr Chris Whelan - Chief Executive Officer
Mr Nick Clark - Principal

In attendance: Ms Sarah Walters
Ms Kim Saw

Prior to the start of the formal Trust Board meeting, Trustees received training and updates on Prevent matters. The following points from the training were noted:

- Parsons Green - Channel did not follow correct processes Recommendations arising from the review were not for education, all directed towards the Council.
- DfE meeting - British Values focus from Ofsted. Ofsted have agreed to ask scenario questions rather than what are 'British Values'.
- DfE satisfied with Reigate.
- Safeguarding - Updated Keeping Children Safe in Education will be issued to Trustees in September when ratified.
- Prevent Duty - Governor responsibilities were outlined
- Risk Assessment - there is a requirement for a report on Prevent risk assessment to be made available to the Board - this will be covered in the College's SAR. Make a clear specific reference to this in the SAR
- Pastoral and welfare system - need to ensure that an effective pastoral system is in place that should be subject to audit and part of the Board Assurance Framework
- The weak point is Surrey County Council having failed its inspection on safeguarding arrangements
- 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.

- Two referrals for Prevent - but neither met threshold.

Trustees thanked Mel Pearl for facilitating the training and thanked her for her for her productive meeting with Lord Agnew.

1. WELCOME

The Chair welcomed everyone to the meeting.

2. APOLOGIES

Apologies were received from Jon Allen. In the absence of the Clerk, it was agreed for Chris Whelan to take notes of the meeting.

3. DECLARATIONS OF INTEREST

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

4. TRIBUTE TO ROBERT HAILS

Trustees paid tribute to Robert Hails, who passed away in June. Robert gave a tremendous commitment to both Reigate College and Coulsdon College and was an exemplary professional at all times. He will be greatly missed by all and the Trustees asked for the minutes to record their sincere appreciation to the professionalism shown by Robert.

5. MINUTES

The minutes of the Trust Board meeting held 08 May 2018 were agreed as an accurate record of the meeting.

6. SUMMARY ACTION LIST & MATTERS ARISING

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

MIN	ACTION	UPDATE MADE AVAILABLE AT THE MEETING
5	It was reported that the review of the draft of the Terms of Reference and Scheme of Delegation for the RLA Trust has nearly been completed and the updated documents will be agenda items at the next Trust Board meeting for formal approval.	Agenda item
6	It was agreed to check as to whether Trustees can access on-line training for safeguarding/prevent and Sarah Walters agreed to investigate this further.	This was covered in the training made available prior to the meeting
7	It was agreed to conduct searches to recruit two to three new Trustees to join the RLA Trust. The required skills set includes financial expertise, public sector experience and education expertise. A range of suggestions was made on	A progress update was given at the meeting on the recruitment for new Trustees

	<p>whom best to contact to seek expressions of interest for the vacancies and the Principal and CEO agreed to take these forward.</p> <p>In terms of Members, it was agreed for the Clerk to make contact with Chris Wright to inform him that, due to his membership of Coulsdon Corporation, it would not be in the best interests of the Trust for him to continue being a Member of the Trust. In terms of his replacement, it was agreed to source a replacement from an individual within the local community who has knowledge of Reigate College. Suggestions were made on whom to approach and the Chair agreed to take this forward for actioning.</p>	<p>It was confirmed Chris Wright has resigned being a Member of the Trust</p> <p>A progress update was given at the meeting on the recruitment for new Members</p>
8	To task the Executive to focus on identifying potential partners and to review the College's estate to meet future demographic expansion.	It was agreed to defer this to a strategy meeting of the Trust Board to be held in October.
9	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.	Still to be done

7. RLA TERMS OF REFERENCE AND SCHEME OF DELEGATION

It was **AGREED** to defer this to a later meeting, as more work is required to take into account the new Local Governing Body.

8. KEY CHALLENGES DISCUSSION

A discussion was held on the key challenges facing the College, and the following points were noted from the discussion:

Finance:

- 10th consecutive of student funding cuts
- As students increase, funding will probably stay the same
- So need more students or less staff
- Looking at staffing deployment
- Next year OK, but the next 2 years after will be a challenge. Looking at class sizes - major piece of work. Need to manage any potential negative local messages on class sizes as local school 6th forms have small class sizes.
- Finances are being managed but continuing to reduce costs is not sustainable.

Teacher recruitment:

- Have recruited all the teaching staff required for September, if they all turn up.
- The difficulties on staff recruitment are only going to get worse

Staff turnover light:

- Slightly above 10%. Two retiring, 7 leaving teaching all together for a mixture of reasons.
- Of those going into teaching, of the 6, 5 have gone into independent schools.

Curriculum changes:

- A Levels, T levels

Trustees agreed that they found this update extremely helpful and it was **AGREED** to have a Chief Executive update agenda item in future meetings.

9. **FINANCE**

The minutes of the Finance Committee meeting held 12 June 2018 were received and **NOTED** (Paper 5).

The March Management Accounts (Paper 6) reviewed by the Finance Committee were received and **NOTED** for information purposes.

The Finance Committee reviewed in detail the proposed budget for 2018-19 and the Trust Board is asked to approve the budget.

It was **RESOLVED** to approve the College Budget 2018-19.

10. **AUDIT**

The minutes of the Audit Committee meeting held 18 June 2018 were received and **NOTED** (Paper 8).

It was **RESOLVED** to approve the audit plan for the financial statements 2017-18 (Paper 9)

11. **REIGATE LOCAL GOVERNING BODY MINUTES**

The minutes of the RLA Local Governing Body meeting held 05 June 2018 were received and **NOTED** for information purposes (Paper 10).

As this was to be the last meeting attended by Dawn Hughes, the Trust Board placed on record sincere thanks and appreciation of Dawn's contributions both as a Governor/Trustee and as chair of the Planning & Performance Committee and later the Local Governing Body.

12. **ELECTION OF TRUST CHAIR 2018-19**

Michael Jones was elected to serve as the Trust Chair for the next academic year.

13. **ANY OTHER BUSINESS**

There was no other business.

14. **DATE OF NEXT MEETING**

Meeting dates 2018-19 were circulated

The meeting closed at 19.00.

Signed: _____ Date: _____

SUMMARY ACTION LIST

MIN	ACTION	REVIEW DATE
Prevent Training 9/7/18	Safeguarding - Updated Keeping Children Safe in Education will be issued to Trustees in September when ratified.	4/12/18
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.	4/12/18
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.	4/12/18
7	Terms of Reference & Scheme of Delegation - deferred to the next meeting	4/12/18
8	It was agreed to have a Chief Executive update agenda item in future meetings.	4/12/18