



**MINUTES OF THE REIGATE LEARNING ALLIANCE TRUST BOARD MEETING HELD  
ON TUESDAY 12 DECEMBER 2017 AT 6.00PM**

**Present:** Mr Michael Jones - Chair  
 Mr Robert Hails - Vice Chair  
 Ms Dawn Hughes  
 Ms Pat Frankland  
 Ms Sharmin Joarder  
 Mr Del Attah  
 Mr Stephen Hewes  
 Mr Richard Stephen  
 Mr Chris Whelan - Chief Executive Officer  
 Mr Nick Clark - Principal

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

**1 WELCOME**

The Chair welcomed everyone to the meeting.

**2 APOLOGIES**

Apology was received from Mr Ciaran McSharry

**3 DECLARATIONS OF INTEREST**

Robert Hails, Michael Jones, Sharmin Joarder, and Del Attah expressed an interest in being a governor at Coulsdon College.

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

**4. MINUTES OF THE TRUST BOARD MEETING HELD 25 SEPTEMBER 2017**

Subject to removal of the reference with regard to use of the Seal, which is not a legal requirement for academies, it was **RESOLVED** to approve the minutes.

**5. SUMMARY ACTION LIST**

The following was noted:

<b>MINUTE</b>	<b>ACTION</b>	<b>PROGRESS UPDATE FOR MEETING</b>
4 (i) & (ii)	(i) To authorise the Chair to sign the Pension Agreement document that has been	Completed

	<p>agreed between all parties, with an effective date from 01 October 2017, or any other date as and when Coulsdon College joins the RLA; and</p> <p>(ii) For the signed Pension Agreement to be held by the College's solicitors until such time as and when Coulsdon College is able to join the RLA.</p>	
7	It was confirmed that lanyards are in the process of being made available to all Trustees.	In progress with photos to be taken for all Trustees.
9	<p>Approval of:</p> <ul style="list-style-type: none"> <li>➤ Scheme of Delegation</li> <li>➤ Terms of reference for the Reigate Local Governing Body</li> </ul>	Agenda item
10	Trustees were asked to complete the declaration of interest form and to return to the Clerk.	In progress

## **6. SCHEME OF DELEGATION AND TERMS OF REFERENCE OF THE REIGATE LOCAL GOVERNING BODY**

Following a review, conducted by the Chair, Principal, Dawn Hughes and the Clerk, a revised Scheme of Delegation for the Trust and revised Terms of Reference for the Reigate Local Governing Body were received.

Two substantial points were raised for further clarification. The first was in respect of who could dismiss Trustees, would this be Members or Trustees? The second was the revoking/amending of the Articles of Association. Again, was this the responsibility of Members or Trustees?

As a way forward, it was agreed to approve the current drafts, subject to conducting another review meeting, with the final versions to be put to the March Trust Board meeting for final approval.

## **7. MULTI ACADEMY TRUST PROGRESS UPDATE - COULSDON COLLEGE**

An update was received on the proposed Structure Prospects Appraisal (SPA), to be instigated by the Education Skills Funding Agency, with oversight being provided by the office of the FE Commissioner. The SPA is a formal process to assess the long-term prospects of Coulsdon College. A Steering Group will be formed and this Group will make recommendations on possible strategic options to the Coulsdon Corporation for their consideration and approval. There will be three meetings of the Steering Group and it is expected that recommendations will be made in March.

Membership of the Steering Group will consist of Coulsdon Governors, Coulsdon College senior officers, FE Deputy Commissioner and the ESFA.

Along with the Reigate Learning Alliance, it is expected that the process will involve inviting other organisations to submit proposals.

## 8. REPORT FROM THE REIGATE LOCAL GOVERNING BODY

The minutes of the Reigate Local Governing Body meeting, held 14 November 2017, were received and noted.

A key area discussed at the LGB meeting was the recent Ofsted monitoring visit with regard the College's arrangements for safeguarding.

Following the monitoring visit, Ofsted issued a letter summarising outcomes from their visit and their judgements against five themes. These were:

<b>Theme</b>	<b>Judgement</b>
What progress has been made in developing staff and governors' understanding of British values and of ways to safeguard students from radicalisation and extremism?	<b>Significant Progress</b>
Do students participate in a wide range of activities that develop their understanding of British values and teach them how to stay safe online?	<b>Reasonable Progress</b>
Have leaders and managers made sure that students are sufficiently involved in the implementation of the College's statutory duties under the 'Prevent' legislation and in the dissemination of British values?	<b>Reasonable Progress</b>
What progress has the college made in carrying out a 'Prevent' risk assessment, and what actions have been taken as a result?	<b>Reasonable Progress</b>
What have managers done to ensure that student societies are properly regulated and what due diligence is carried out prior to an external speaker being invited?	<b>Significant Progress</b>

It was confirmed the Reigate Local Governing Body will monitor, as a fixed agenda item, the College's action plan to address the points raised in the judgements made by Ofsted on the five themes. Governors placed on record their thanks to Mel Peart and the work of the College's Safeguarding & Prevent Team.

In addition to safeguarding, the LGB received reports on:

- Admissions & Numbers on Roll
- Student Outcomes 2016-17
- Draft College SAR 2016-17
- Learning Student Support

The Trust Board welcomed the continued increase in student numbers and demand for college places, and the excellent student outcomes achieved in 2016-17.

There were no issues of concern to bring to the attention of the Trust Board.

## 9. COLLEGE SELF ASSESSMENT REPORT 2016-17

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	<b>Outstanding</b>
Outcomes for learners	<b>Outstanding</b>
Quality of teaching, learning and assessment	<b>Outstanding</b>
Effectiveness of leadership and management	<b>Outstanding</b>

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

### Key strengths

- 94.2% Success Rate – 0.4% lower than 2015/16 but 7% ahead of the average for sixth form colleges.
- Above average L3VA for both academic and vocational qualifications – although the lower confidence limit for A level courses indicates that this now falls within the ‘average’ range of values.
- Continuing very high standard of teaching and learning
- Excellent approach to social and educational inclusion, with increased numbers of bursary students and students with LDD. Headline outcomes for disadvantaged students are in line with the rest of the cohort although Value Added scores appear to be lower.
- Successful promotion of an ethos of high achievement and respect for all
- Outstanding academic and pastoral support for students. This has been extended to provide timetabled lessons for students, in all subjects, to attend any additional classes as required by the course.
- Excellent accommodation and resources
- Outstanding leadership and management
- Strong and effective commitment to equality and diversity. Outcome data indicates that BME students achieve broadly in line with the whole cohort.
- GCSE English and Maths show outstanding progress

### Areas for improvement and challenges:

- Respond effectively to the Ofsted monitoring visit
- 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.
- Prepare for changes to the vocational curriculum
- Continue to implement changes to the academic curriculum
- Prepare for students who have taken the new type of GCSE
- Look to develop further independent learning and social space for students
- Further develop advice and guidance for prospective HE and apprenticeship students

- To address specific areas of the College provision where outcome data suggests that some significant aspects are below national averages, with particular reference to value added. For 2017/18, this will include English Literature, Sociology, Art, Politics, German and Music. All subjects identified for improvement in 2015/16 have made improvements.
- Examine the scope for improving high grades in A levels (moving Cs to Bs)
- Monitoring of student progress – to include review of ILP and target setting
- Examine staff wellbeing
- Examine possible improvements to college communication
- Effective tracking of student progression

It was agreed to add an Executive Summary to the SAR. Subject to this addition, it was **RESOLVED** to approve the College SAR 2016-17.

## 10. FINANCE & RESOURCES COMMITTEE REPORT

The minutes of the Finance Committee, held 21 November 2017, were received and noted.

The Management Accounts for the first month up to 30 September 2017 were received for information purposes.

There were no issues of concern to bring to the attention of the Trust Board.

There took place a discussion on the oversight of the Student Union Accounts as, in previous years, there had been some concern as to how the accounts had been drafted and presented. It was noted there was no regularity requirement for the Trust Board to receive the Student Union accounts but it was noted that more rigour and consistency was needed. It was agreed to provide mentoring support to the Student Union and Mr Stephen Hewes volunteered to provide this support.

## 11. AUDIT COMMITTEE REPORT

The *'Unconfirmed Minutes of the Audit Committee held 28 November 2017'* were received. In addition to the unconfirmed minutes, the Trust Board received the following:

- Internal Audit Annual Report 2016/17
- Financial Statement & Regularity Audit Findings Report and Letters of Representation
- Audit Committee's Annual Report 2016/17
- Financial Statements Year Ended 31 July 2017

Reigate College dissolved on 01 September 2017 and transferred its assets and liabilities to the Reigate Learning Alliance (RLA). The RLA has the responsibility of approving the financial statements for the dissolved college, and the requirement remains for the Audit Committee to produce an annual report on Reigate College, which is submitted to the RLA Trust Board prior to the statement of corporate governance and internal control being signed.

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 2016/17 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 2017 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 2016/17 to the ESFA;
- (iii) To approve the Annual Internal Audit Report 2016/17 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 2017 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 28 November 2017.

## **12. ANY OTHER BUSINESS**

There was no other business.

## **13. IT EQUIPMENT**

The aim of the College's IT Replacement Programme is to replace, on a rolling programme, all hardware over five years and to provide a constant level of expenditure in each financial year. This year's replacement programme, in addition to contending with the low sterling value, presents a divergence in technology options. Previously, desktops were, by default, replaced with desktops and laptops with laptops, whereas now laptops have the lighter and more portable low cost Windows 10 Hybrid Tablets as an alternative. These were successfully trialed during 2015-17 and will only gain functionality as the College moves towards Windows 10 as its main desktop operating system in 2018.

Some laptop replacements will be held back until later in the financial year, at which point the options of Laptops or Hybrid Tablets can be evaluated.

Quotes were obtained from several suppliers and these were made available in the report.

It was **RESOLVED** to approve the appointment of Very PC as the supplier for the 2017/18 IT replacement programme at a total cost of £173k.

It was noted and welcomed that, as an Academy, the VAT of £28k can be reclaimed.

#### 14. DATE OF NEXT MEETING

Tuesday 28 March 2018 @ 1800

The meeting closed at 19.35

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

MINUTE	ACTION	REVIEW DATE
7 25/9/17	It was confirmed that lanyards are in the process of being made available to all Trustees.	28/3/18
10 25/9/17	Trustees were asked to complete the declaration of interest form and to return to the Clerk.	28/3/18
6 25/9/17	Scheme of Delegation and Terms of Reference for the Reigate Local Governing Body  Two substantial points were raised for further clarification. The first was with regard to who could dismiss Trustees, would this be Members or Trustees? The second was the revoking/amending of the Articles of Association. Again, was this the responsibility of Members or Trustees?	28/3/18
9	It was agreed to add an Executive Summary to the College SAR	28/3/18
10	It was noted there was no regularity requirement for the Trust Board to receive the Student	On-going

	Union accounts but more rigour and consistency was needed. It was agreed to provide mentoring support to the Student Union and Mr Stephen Hewes volunteered to provide this support.	
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