



**MINUTES OF THE REIGATE LEARNING ALLIANCE TRUST BOARD MEETING HELD
ON TUESDAY 15 OCTOBER 2019**

Present: Mr Michael Jones - Chair
 Ms Pat Frankland
 Mr Stephen Hewes
 Mr Spencer Bowen
 Mr Farouk Durrani
 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

An apology was received from Mr Richard Stephen.

3. DECLARATIONS OF INTEREST

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

4. MINUTES

The minutes of the Trust Board meeting held 01 July 2019 were agreed as an accurate record of the meeting, subject to the correction of references to the financial year-end being 31 August, and not 31 July, as per the minutes.

The minutes of the Annual General Meeting and Strategy meeting held 04 July 2019 were agreed as an accurate record of the meeting,

5. SUMMARY ACTION LIST & MATTERS ARISING

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

Min	ACTION	UPDATE REPORTED TO THE BOARD
1	At the conclusion of all Trust meetings, for the meeting to ask the following questions: (i) Were any training needs identified for Trustees?	Actioned

	(ii) What, if any, contribution has the meeting made to improving provision?	
6	In addition to confirming compliance with Keeping Children Safe in Education, future Annual Safeguarding Reports to state explicitly that the College is meeting all statutory requirements for safeguarding and that all key safeguarding staff are appropriately trained.	To be actioned in all Safeguarding Annual Reports
7	MOU with East Surrey College: The wording in the paragraph relating to the duration of the agreement be subject to further review, as the current wording is restrictive with the agreement stating that if any one of the four signatories on the MOU leaves, then the MOU is no longer valid.	It was confirmed the wording of the MOU has been amended to be less restrictive
8(iii)	It was noted the budget shows a considerable increase in administration and central service costs over the last two years. It was AGREED to make available to the Chair of the Finance Committee an explanation for the increase in these costs.	Actioned
8(iii)	In future management accounts and budgets a table to be made available to show how the College is performing against sector financial benchmarks.	No sector benchmarks are available so the intention is to benchmark against appropriate S7 Colleges
8(iv)	The following changes to be made to the proposed spending authorisations: (a) If the Principal decides that only one quotation is justified, the reasons for the justification to be recorded in writing and made available for audit purposes: (b) To split the order value of >£1k and <£50k for preferred supplies with any order value of between £1k to £30k for either the CEO or Principal to authorise, and any order value between £30k up to £50k for both the CEO and Principal to authorise.	Actioned
9	The Admissions Policy to be an annual fixed agenda item for the Trust Board to approve, even if there has been no changes to the policy.	It was agreed for the policy to be subject to annual review at the summer term meeting, but, if substantial changes are proposed, these are to be brought to the attention to the

		Board at the spring meeting to give time for implementation before the start of the next academic year.
10(ii)	To amend the Risk Management Policy 2019-2020 to state that the BAF and Risk Register are to be made available at each meeting of the Trust Board	This to take effect from December 2019 onwards - The Audit Committee will meet in November to review and recommend for Board approval the Risk Management Policy 2019-2020 that will incorporate the proposed changes to the current policy.
AGM & Strategy Meeting 04/07/19	The Chair suggested that a working group might be more appropriate to work with the CEO and Principal in putting forward strategies for the Trust Board to approve. The membership of the working group could be the Chair, committee chairs (Finance, Audit and Local Governing Body), one other Trustee and a Member, along with the CEO and Principal.	Group met 16/9 and looked at different possible building projects, looking at onsite opportunities rather than offsite opportunities. As discussed at the AGM & Strategy meeting, the immediate focus is to meet increased demand for places due to the demographic expansion in 16-18 year olds. Feasibility studies are currently being conducted and arising outcomes to be reported to the Trust Board.

It was **RESOLVED** to note the '*Summary Action List*'.

6. CHIEF EXECUTIVE OFFICER & PRINCIPAL UPDATES

- (i) Enrolment numbers
- (ii) Provisional student outcomes 2018-19
- (iii) Other key points to bring to the attention of Trustees

- (i) Enrolment numbers

The set budget for 2019/20 is based on recruiting 2,454 students. Current enrolment stands at 2,523, a positive variation of 69. The enumeration date for confirmation of final enrolment numbers is 18 October 2019. As few students who enrolled have since left, the forecast is for a positive variance of circa 60 students. This, based on

current funding levels, would generate additional income of circa £250k - £350k for 2020/21 (the delay in receipt of this increased funding is due to lag funding).

The College remains to be the first choice for many applicants. It was reported to Trustees that the recent open evenings attracted circa 3,000 visitors per event. Some 250 applications were received on the first open evening when usually the figure is around 100 applications.

The Trustees welcomed the positive news on enrolment numbers.

It was confirmed a more detailed report on admissions and enrolment is to be made available to the Local Governing Body meeting on 22 October 2019, and it will be at the LGB meeting where the Board Assurance Framework (BAF) assessment will be conducted with outcomes reported to the Audit Committee that meets in November.

(ii) Provisional Results 2018/19

A presentation was made available on provisional results for 2018/19 and it was agreed to email the presentation to Trustees.

The key message arising from the presentation was that the College continues to be one of the best performing 6th form colleges. For A Levels, 2018 was an exceptional year for results. So one can view 2019 as either the second best set of results or a decline on last years' results - both interpretations would be correct.

Trustees sought assurances as to whether there were any subject areas that caused concern and it was reported that there were very few subjects that performed poorly, and where under performance had occurred, this to be addressed in the Self Assessment Report.

There was a decline in 'High Grades' which Trustees noted with some disappointment. In response, assurances were given that, despite the decline, students were still progressing to their chosen destination.

It was confirmed a more detailed report on outcomes is to be made available to the Local Governing Body (LGB) meeting on 22 October 2019 when the Governing Body will review the draft of the Self Assessment Report. It will be at the LGB meeting where the Board Assurance Framework (BAF) assessment will be conducted with outcomes reported to the Audit Committee that meets in November.

(iii) Other key points to bring to the attention of Trustees

Under the new Ofsted Common Inspection Framework introduced this September, Grade 1 colleges are no longer exempt from being inspected. However, there is still a lack of any clarity as to when and how this will be implemented.

The DfE has announced an increase in student funding, the first increase for many years. The increase is £188 per student. This increase, along with the 12% increase in uplift funding, should result in additional income from 2020/21 of circa £750k.

The format of the college's Self Assessment Report has been changed to be in line with the new Common Inspection Framework. Inspectors will make an overall effectiveness judgement and key judgements on:

- the quality of education
- behaviour and attitudes
- personal development
- leadership and management

The quality of education covers two judgements from the previous Common Inspection Framework - teaching, learning and assessment; and outcomes.

The quality of education is the 'big' judgement - this will drive the overall effectiveness grade.

The National Education Union (NEU) balloted their members for industrial action to protest against the Education Secretary and the lack of sustainable funding for 6th form colleges. The ballot outcome has resulted in strike action being taken on three separate days, with the first strike day taking place on Thursday 17 October. The Executive confirmed that appropriate arrangements have been put in place to ensure minimum disruption to students. Any staff taking part in industrial action will have their pay deducted accordingly. This approach on salary deduction was fully endorsed by the Board.

7. DRAFT MANAGEMENT ACCOUNTS 12 MONTHS UP TO 31 AUGUST 2019

The unaudited draft management accounts for 12 months up to 31 August 2019 were received. It was confirmed the next meeting of the Finance Committee would review the financial outturn for 2018/19 in more detail at its November meeting, with the year-end Financial Statements to be subject to review by the Board at its December meeting.

The full year total surplus before non-cash items after the end of year capital expenditure adjustment was made, resulted in a favourable variance of £817k against the budget set for 2018/19. The "true" favourable variance, excluding the capital expenditure adjustment, is a favourable variance of £429k against the set budget. Explanation of variances in individual income and expense lines were outlined in detail in the report.

During the 12 months to 31 August 2019, the College generated cash inflow of £802k, resulting in cash reserves of £2.53m.

The Balance Sheet figures were completed before the pension valuations were received. The valuation has since been received and is an increase of £1.575m in pension liabilities. The Balance Sheet will be amended accordingly to reflect the new pension valuation.

The Finance Committee at its meeting in November will conduct the Board Assurance Framework (BAF) assessment on the Management Accounts with outcomes reported to the Audit Committee that meets in November.

8. ANNUAL REVIEW OF RESERVE POLICY

The current reserves policy (published in the Trustees' report in the annual financial statements) states that: The academy trust maintains cash reserves to ensure that the academy trust has funds in place to cover day to day expenditure that in the short term may not be covered due to differing phasing of income and expenditure. A balance is also required should there be a shortfall in receipts in any one

year. Having taken these considerations into account, the academy trust aims to maintain minimum cash reserves of £1,000,000.

Following discussion, The Board **AGREED** that no changes were required to the wording of the current Reserve Policy and the Trust will continue to aim to maintain minimum cash reserves of £1,000,000.

9. ARRANGEMENTS FOR DEALING WITH URGENT MATTERS

The paper from the Clerk outlined proposed arrangements to follow for the holding of special meetings and for dealing with urgent matters through delegated authority.

Following review, it was **RESOLVED** to approve:

- (i) Standing Orders for the arrangements to follow for the holding of special meetings; and
- (ii) Standing Orders for the arrangements to follow for dealing with urgent matters through delegated authority.

Copies of the approved Standing Orders appended to the minutes.

10. ANY OTHER BUSINESS

There was no other business.

11. DATE OF NEXT MEETING

Tuesday 03 December 20129

12. TRUSTEE MEETING REVIEW

It has been agreed that at the conclusion of all Trust meetings, for the Trustees to ask the following questions:

- (i) Were there any training needs identified for Trustees?
 - Safeguarding training for newly appointed Trustees - to be arranged by the College's Safeguarding Manager.
- (ii) What, if any, contribution has the meeting made to improving provision?
 - Better understanding of the profile of the student cohort
 - Excellent outcome data for 2018/19 demonstrating the quality of provision made available to Reigate students
 - Developing strategies to meet the increasing demand for student places.

The meeting closed at 19.20.

Signed: _____ Date: _____



**STANDING ORDER: ARRANGEMENTS FOR HOLDING A SPECIAL
MEETING OF THE TRUST BOARD
(Approved 15/10/19)**

1. A special meeting of the Board of Trustees may be called at any time by the Chair or at the request of any three Trustees. Where the Chair or, in the Chair's absence, the Vice-Chair decides that there are matters requiring urgent consideration, less than seven clear days' notice convening the special meeting may be given.
2. Notice of a special meeting, signed by the Clerk, is to be sent to each Trustee at the email address or addresses provided by them from time to time to the Clerk and, notwithstanding Article 135 of the Trust's Articles of Association, such notice shall be deemed to be given at the expiration of 12 hours after it was sent.
3. Additional notification of the special meeting may be sent to Trustees via text or WhatsApp or, if Trustees have agreed to set up a WhatsApp group for the Trust, then to that WhatsApp group.
4. If the Trust has the required facility, Trustees can attend a special meeting by telephone or video conferencing provided that they have given the Clerk notice of their intention to do so, detailing the contact telephone number or appropriate details of the video conference suite from which they shall be taking part, at least *48 hours before the meeting*.
5. No business shall be transacted at any meeting unless a quorum is present¹. A Member counts towards the quorum by being present in person or (subject to 4) by attending via telephone or video conferencing.

¹ Article 117 defines the quorum as "any three Trustees, or where greater, any one third (rounded up to a whole number) of the total number of Trustees holding office at the date of the meeting" except in the case of a vote to remove a Trustee or the Chairman [Article 119].



**STANDING ORDER: ARRANGEMENTS FOR DEALING WITH MATTERS THROUGH
DELEGATED AUTHORITY
(Approved 15/10/19)**

1. Subject to the provisions of the Trust's Articles of Association and any other applicable requirements, the Trustees delegate² to and authorise the Chair and, in the Chair's absence, the Vice-Chair to act on behalf of the Trustees:
 - (i) In routine matters falling within the scope of the Trustees' powers and in accordance with the Board's resolutions and policies current from time to time; and
 - (ii) In urgent matters where the delay in convening a meeting would be detrimental to the efficient discharge of the Board's business, or would not be in the interest of the Trust, having first consulted with the Vice Chair, the Chief Executive Officer or the Principal.

2. Having taken any action authorised by 1 above the Chair or, as the case may be, the Vice-Chair shall:
 - (i) ensure that the Clerk is informed of the action taken so that a written record may be maintained; and
 - (ii) report on the action taken to Trustees at the next meeting of the Trust Board or, if the action is authorised by 1(ii) above and if appropriate, at a special meeting of the Board of Trustees convened by the Clerk at the earliest opportunity.

² Pursuant to Article 105 of the Trust's Articles of Association