

Company Number: 10858221

REIGATE LEARNING ALLIANCE
("the Trust")

MINUTES of a meeting of the directors ("**the Trustees**") of the Trust held at

on 26 September 2017 at 1800

PRESENT: Michael Jones
Robert Hails
Ciaran McSharry
Richard Stephen
Chris Whelan
Nick Clark
Dawn Hughes
Pat Frankland

IN ATTENDANCE: Jon Allen (Clerk)
Kim Saw (Director of Finance)

1. **CHAIR & VICE CHAIR NOMINATION AND ELECTION**

The Clerk took the Chair for this part of the meeting and confirmed to Trustees that it is a requirement in the Articles for the Trust Board to nominate and elect a Chair and Vice Chair at the first Trust Board meeting in the Academic year.

IT WAS RESOLVED that Michael Jones (having consented to act) be Chair of the Board of Trustees for the period 01 August 2017 to 31 July 2018.

IT WAS RESOLVED that Robert Hails (having consented to act) be Vice Chair of the Board of Trustees for the period 01 August 2017 to 31 July 2018.

2. **APOLOGIES & DECLARATION OF INTERESTS**

Apologies had been received from Stephen Hewes.

Each Trustee present declared the nature and extent of their interests to the Directors in accordance with the duty imposed by section 182 of the Companies Act 2006 in any transactions or arrangements or section 177 of the Companies Act 2006 in any proposed transactions or arrangements with the Trust and which were to be considered at the meeting.

It was noted the following Trustees were also governors of Coulsdon College - Michael Jones, Robert Hails, Ciaran McSharry and Dawn Hughes - but that they would be making decisions at this meeting that were in the interests of the Reigate Learning Alliance.

3. **MINUTES**

IT WAS RESOLVED that the minutes of the Trust Board meeting held 11 July

2017 were an accurate record of the meeting and the then Chair of the Trust (Ciaran McSharry) was authorised to sign the minutes.

Clarification was sought on the status of the minutes of the last meeting of the Reigate Corporation held 11 July 2017. The Clerk confirmed that following approval from all governors, 'Chairs Action' was taken for the Chair to sign the minutes as an accurate record of the meeting.

4. MULTI ACADEMY TRUST PROGRESS UPDATE - COULSDON COLLEGE

Coulsdon College was unable to join the Reigate Learning Alliance on schedule due to external administrative failings, in particular, delays around the Croydon Local Authority Pension Scheme (which have since been addressed and resolved) and the late issuing of required documentation from the Department for Education.

The College has significantly under recruited students against the targets set for 2017-18 and the College deficit is therefore increased which will require a revised financial plan and support from the ESFA Transitions Unit before being able to join the Reigate Learning Alliance.

In a meeting recently held with officials from the Funding Agency and Department for Education that was attended by the Chair of Coulsdon Corporation and Executive members from Coulsdon College and the Reigate Learning Alliance, the following was requested from the Department:

- (i) Coulsdon College to make available a 10-year financial plan with the starting point being the actual numbers recruited in September 2017;
- (ii) Coulsdon Corporation to be asked to review its strategic options.

It was confirmed that the two points above are scheduled agenda items at the Coulsdon Corporation meeting that is taking place on 02 October 2017.

IT WAS RESOLVED

- (i) To withdraw the letter of invitation that had been sent to Coulsdon Corporation inviting them to join the Reigate Learning Alliance, as the conditions outlined in the letter had not been met;
- (ii) For the Coulsdon Corporation to be asked to continue to give approval for the Reigate Learning Alliance (RLA) to be able to access Coulsdon data and information; and
- (iii) To authorise the Chair to sign the Pension Agreement document that has been 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
- (iv) 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.

5. OVERVIEW OF STUDENT OUTCOMES 2016-17 - REIGATE COLLEGE

From the report received, the following key points were noted:

- BTEC – very strong outcomes. High grades for certificates and subsidiary diplomas are up, diplomas very slightly down but still extremely high.

- A-levels: improved pass rate but slightly lower high grades.
- Raw data shows most – but not all – phase 1 subjects are about 2% down for A* to B grades.
- AS: fewer U grades than ever, much improved high grades, although this will only really benefit phase three subjects.
- Strong value added across all qualification types
- Overall success rate is 94.3%. This is 0.2% down on 2015 – 2016, however, the college is now 7.1% higher than the national average for Sixth Forms, and this is the highest difference that we have ever achieved.
- GCSE Maths and English have similar results to last year. The DfE use a complex methodology to assess progress in these subjects and we will not know this until the draft national data is published in October.
- Level 2 BTEC courses showed a continued improvement with a 100% pass rate and 97.9% of courses passed at level 2.

IT WAS RESOLVED for the Trust Board to place on record its thanks to all staff for the excellent student outcomes achieved for 2016-17.

6. **STUDENT ENROLMENT NUMBERS**

A verbal update was made available on current enrolment numbers and it was confirmed that the College has recruited well above its enrolment targets.

IT WAS RESOLVED for the Trust Board to place on record its thanks to all staff for their hard work to ensure enrolment targets had been met and exceeded.

7. **OFSTED UPDATE**

Trustees received an update on the unannounced Ofsted monitoring visit that took place on Friday 15 September 2017 that focused on the College's arrangement for Prevent and Safeguarding.

Trustees **NOTED** and welcomed the positive feedback that the College received from the Ofsted monitoring team.

IT WAS RESOLVED for the Trust Board to place on record its thanks to Mel Pearl and her safeguarding team for their professionalism in handling the unannounced visit and also to Pat Frankland, the nominated safeguarding governor, who made herself available to have a conference call with the Ofsted inspectors.

Made available for Trustees was an Ofsted Briefing document to be used as and when the College is subject to a full/short Ofsted inspection.

It was confirmed that lanyards are in the process of being made available to all Trustees.

8. **FINANCIAL MATTERS**

The following reports were received for review:

- Reigate College Management Accounts for the 12 months to 31/07/17
- Summary for August 2017
- Coulsdon College Management Accounts for the 12 months to 31/07/17

The Trust **NOTED** the following headlines for Reigate College for the 12 months up to 31 July 2017:

	Actual	Actual	Budget	Forecast
	May to July	YTD	YTD	YTD
	£000	£000	£000	£000
Surplus / (deficit) before non-cash	835	608	164	123
Retained surplus/deficit	679	68	(368)	(409)
		Actual	Forecast	
		YTD	12 months	
		£000	2016/17	
			£000	
EBITDA		597	116	
		5.58% of income	1.09% of income	
Financial Health Grade		OUTSTANDING	GOOD	
	Actual as at	Forecast	Actual as at	
	31.07.17	31.07.17 *	31.07.16	
	£000	£000	£000	
Bank & cash	2,688	2,598	3,359	
Net assets	12,229	12,570	12,161	

For the August summary, staff costs are listed at just £52k. Reigate College has extended its 2016/17 accounting period to 31st August 2017, which is in line with the holiday year. Thus the payroll accrual required by FRS102 at 31st July 2016 is no longer necessary. This has been reversed in August 17, reducing the payroll charge for the month by £580k.

For Coulsdon, it was **NOTED** the year-end forecast deficit was in line with the budget and budget forecasts. The College is at risk of receiving a Financial Notice of Concern that could result in intervention from the 6th Form Commissioner. The College will not be a going concern and therefore the accounts will not be able to be signed by the Chair and submitted to the Funding Agency by the deadline date of 31 December 2017.

9. REIGATE LEARNING ALLIANCE GOVERNANCE DOCUMENTATION

IT WAS RESOLVED to note the following documents that were made available at the meeting:

- Confirmed RLA Trustee Membership
- RLA Meeting Schedule 2017-18
- Articles of Association
- Academies Financial Handbook

IT WAS RESOLVED for further work to be done on the following documentation and all Trustees were invited to make their comments available to Chris Whelan:

- Scheme of Delegation
- Terms of reference for the Reigate Local Governing Body
- Terms of reference for the Finance Committee, Audit Committee, and Remuneration Committee.

10. **REGISTER OF INTERESTS**

Trustees were asked to complete the declaration of interests form and to return to the Clerk.

The Clerk confirmed a Register of Interest covering all trustees is required to be published on the Trust website, along with the meeting attendance data for Trustees.

11. **ANY OTHER BUSINESS**

REPROGRAPHICS – NEW COPIER LEASE

IT WAS RESOLVED to cancel the existing lease for the 2 copiers, and to obtain a refund all for all lease payments made to date (£24k); and to enter in to a new 5 year lease for 2 new copiers, manufactured by Sharp; total rental payments £174k.

12. **DATE OF NEXT MEETING**

Monday 12 December 2017 @ 1800.

The meeting closed at 19.30.

Signed:
Chair

Date: