



**MINUTES OF THE REIGATE LEARNING ALLIANCE LOCAL GOVERNING BODY
MEETING HELD ON TUESDAY 13 OCTOBER 2020 AT 16.30**

Present: Ms Pat Frankland - LGB Member/LGB Chair
Ms Yvette Robbins - LGB Member
Mr Chris Whelan - Chief Executive Officer & LGB Member
Mr Nick Clark - Principal & LGB Member
Mr Jonathan Harris - LGB Parent Member
Mr Soli Tarazi - LGB Parent Member
Mr Mike Horgan - LGB Staff Member
Ms Julie Hodgson - LGB Staff Member
Ms Freja Forrest - LGB Student Member
Ms Ava Karanth - LGB Student Member

In attendance: Mr Jon Allen - Clerk
Ms Sarah Walters - Deputy Principal
Mr Ryan Bull - Associate Principal (Curriculum)

1 WELCOME

The Chair welcomed everyone to the meeting of the Reigate Learning Alliance Local Governing Body (LGB). Welcomes were made with the two student governors, Freja Forrest and Ava Karanth.

2 APOLOGIES & QUORACY

There were no apologies

The Clerk confirmed the meeting was quorate

3 DECLARATIONS OF INTEREST

Pat Frankland, Chris Whelan, Yvette Robbins, and Nick Clark declared an interest in being members of the Reigate Trust Board.

4 MINUTES

The minutes of the Local Governing Body meeting held 03 March 2020 were received and approved as an accurate record of the meeting.

It was noted, due to the Covid-19 pandemic and resulting closure of the College, the LGB meeting that was scheduled to be held in June was cancelled with the agreement of the Chair of the Local Governing Body and the Chair of the Trust.

5 SUMMARY ACTION LIST & MATTERS ARISING

The 'Summary Action List' was received. The following updates were noted:

Min Ref from last LGB Meeting 03/03/20	Action	Review Update 13 October 2020
9	The senior staff with responsibility for safeguarding will attend the Summer term meeting to provide the annual update and training on safeguarding.	The Annual Safeguarding Report was an agenda item at the July Trust Board meeting
11	Independent external Fire Inspection of the College - it was agreed to refer this to the appropriate member of College staff with responsibility for fire inspections. It was also noted that following the review of the Board Assurance Framework, an annual Health & Safety Report will be made available to the summer term meeting of the Trust Board and the annual report will include fire inspection.	The Annual Health & Safety Report is an agenda item at the October Trust Board meeting
Request from the Chair	To present to governors on how communication with Parents was maintained after lockdown and more importantly how they are planning to ensure adequate communication with parents is maintained over 20-21, given the probability that traditional Parents Evenings are not going to happen.	See below
Request from the Chair	To receive a presentation on the strategy for, and development of, the Parent Portal might be useful for governors in the Spring term LGB meeting	Agenda item

A presentation was made available on the Parents' Portal and an update was given on the communication that took place between different departments within the College and parents during the period of the lockdown and on the current Covid-19 arrangements.

The parent governor, Jonathan Harrison, made the observation that the Parents' Portal could be made to be a more effective communication tool for parents if the portal was more interactive. He volunteered to make himself available to assist the College in any way as he has relevant experience in this field.

Yvette Robbins reaffirmed her availability to assist in student interviews and the Executive confirmed arrangements will be made later in the academic year, Covid-19 permitting. Jonathan Harrison also confirmed his availability to participate in student interviews. Jonathan Harrison also reported that the Surrey Chamber of Commerce, of which he is a member, is willing to assist the College in anyway if an approach was made.

There were no other matters arising from the minutes.

6. COVID-19 ARRANGEMENTS:

The CEO confirmed the following key points, many of which have previously been brought to the attention of Trustees:

- The College has put in place thorough documents and operational plans for the re-opening of the College.
- The operational plans both meet and exceed the DfE requirements as the College operates on a complex site with many separate buildings.
- The operational plans cover students, staff and visitors.
- There has been the need to make significant changes to the timetable to keep the two bubbles separate - Upper Sixth and Lower Sixth. This has involved staggered start times, finish times and meal times.
- Remote learning has been put in place for those students who are self isolating.
- Staff feel safe and the two student governors reported at the LGB meeting held prior to this meeting that the students feel safe and secure and they paid particular thanks to all the staff for making this possible.
- To date there have been four positive cases all involving students. All of these were single isolated cases with no transmission in the College.
- As reported to the LGB meeting, plans are in place in the event of any further lockdown to ensure students can access on-line teaching, learning and assessment.
- The College's internal auditors are going to conduct a desktop review on the College's Covid-19 procedures and arrangements, with outcomes of the audit to be reported to the Audit Committee.
- In terms of the financial impact of Covid-19, additional costs have been incurred and revenue takings in the refectory are down. The extra students recruited this academic year will result in additional funding for 2021-22 due to the nature of ESFA lagged funding arrangements. The DfE Government has not made available any additional financial support for Colleges in dealing with the Covid-19 pandemic.

The Board agreed to minute sincere thanks to all staff and students for their professional approach in dealing with the changes required as a result of Covid-19. The Executive agreed to pass this on to all staff and students on behalf of the Trust Board.

7. ADMISSIONS AND NUMBERS ON ROLL & MARKETING STRATEGIES

The following key points were noted from the report:

The number of full-time students on roll was confirmed at 2,602. This is an increase of 77 on the enrolment figure of 2,525 for 2019-20.

The retention rate for students progressing from the L6 to the U6 was 93.32% (92.41%), which is the highest ever. The 5-year average retention rate is 91.44%. The percentage of students progressing from the Intermediate course was 73% (71.4%).

The number of applicants taking up places from the partner schools, as a percentage of those who applied from Partner Schools, was 83.82% (73.47%). This is significantly more than last year, which is likely to be down to the increased number of students achieving higher grades due to the use of Centre Assessed Grades

(CAG), in addition to the continued improvement in quality of the schools and the additional transition activities being taken with each of them.

This year, the Admissions Policy categories were changed to allow for local schools to be prioritised. This included introducing:

- A South East Quadrant category, which includes the College's immediate competitors
- An 11-16 school category to target students from The Gatwick School and Oasis Academy Coulsdon, who are providing more students to the College each year
- A local independent school category to allow the College to prioritise those who go to school in Reigate and Banstead, Tandridge and Mole Valley

The overall conversion rate from interview is 57.1% (60.5%). This year, the College interviewed significantly more students, so the slight reduction in conversion is to be expected. More students are making speculative applications, particularly in the independent sector, where applications to the College are often a reserve choice in case they do not meet the grades for their current sixth form.

A good number of well-established 'Events for Applicants' had to be cancelled due to the Covid-19 pandemic. The College responded by putting in place a substantial and comprehensive online transition programme, which kept applicants focused on coming to the College. This worked tremendously well and was further enhanced by a virtual Introductory Day.

Due to Covid-19 the College has been forced to host three Virtual Open Evenings at the beginning of October. The events featured a host of videos and information on the website along with the opportunity to join the Senior Leadership Team for a live Q&A session. All three events were well attended, however, it is difficult to make a comparison to previous years.

Against the backdrop of Covid-19, to increase students numbers by 77 was a tremendous achievement and the LGB congratulated all the staff for their professionalism during this difficult time. The enumeration date of 01 November was confirmed and student numbers on this date will generate the funding for 2021-22. With an increase of 77 students there will be a resulting funding increase in 2021-22 and this was welcomed. The expectation is that all, if not most, of the current student numbers of 2,602 will be the confirmed final number on the enumeration date.

8. DRAFT OUTCOME DATA 2019/20

It was reported that on face value, the results for 2019-20 were excellent across all areas of the curriculum. However, as all exams were cancelled, the results were based on Centre Assessment Grades (CAG) following guidelines issued by Ofqual. As results cannot be nationally validated and benchmarked, it was confirmed the DoE will not publish national league tables for 2019-20.

In the absence of the tables, and other objective national measures, there are very few pointers to how the College performed for the 2020 leavers. However, it was noted two key measures can be applied, these being retention and the other on university destinations against students' first choice.

On retention, the College achieved a retention rate of 90.4%, compared against the national rate of 84.9% and the Sixth Form Colleges rate of 85.9%.

Approximately 70% of students achieved their first place university choice and there were 170 leavers who joined a university within the Russell Group.

Governors asked for assurances on the accuracy of CAGs at Reigate, as there have been accusations made in the national press of inflated grades by some institutions. In response, it was reported the grade profile was very much the same as for previous years in the sense of the most common grades, in order, which were B, C, A; and the least were U, E. There was a tendency to 'move up' from the bottom to the top, however, the profile of grades awarded was very similar to 2017/18.

It was reported there was very little parental/student complaint about awarded grades. Before the Ofqual/DfE change of position the large majority of comments were directed at the DfE and not the College. The total number of calls and emails received was not large, and this was probably due to most students getting their first choice university on the first round of results.

At present, Ofqual have stated that they intend to run the summer 2021 exams as normal, with only limited modifications to subjects with field trips. The announcement was made this week that the commencement of the exam timetable will be delayed by three weeks, with exams commencing after the May half-term. Assurances were given that the College can manage the changes to the exams timetable.

In the event of there being another suspension of exams, it was confirmed the College will be using data from Key Assessments and mock exams to provide information for any CAG system. The student governors asked for the College to keep reinforcing to students the importance of Key Assessments and mock exams and how they could be used to determine CAGs. The Executive confirmed that this is a key action point for all teaching staff to adhere to and the message will be continuously reinforced to students.

It was reported normal Ofsted inspections remain suspended and will not resume until January 2021 at the earliest, Covid-19 permitting.

Ofsted are making visits to providers during the autumn term. Ofsted will prioritise the following:

- providers with an inadequate or requires improvement inspection grade for overall effectiveness
- providers with identified risks and concerns, in accordance with the indicators set out in the Ofsted inspection handbook
- a sample of 'good' and 'outstanding' providers and newly merged colleges

During an interim visit, HMI will explore the following three themes:

- What actions are leaders taking to ensure that they provide an appropriate curriculum that meets the reasonable needs of learners and stakeholders and adapts to changed circumstances?
- What steps are leaders, managers and staff taking to ensure that the approaches used for building knowledge and skills are appropriate to meet the reasonable needs of learners?
- How are leaders ensuring that learners are safe and well informed about potential risks, including from online sources?

It was reported governors will not be subject to any interviews during interim visits. However, during the main inspection, interviews will be arranged with a number of governors. To support governors, training will be made available.

9. SELF ASSESSMENT REPORT DEVELOPMENT PLAN

The unusual situation for the end of 2020 means that any comments on the success of the quality improvement aims for 2019-20 need to be seen in the context of the lack of externally verified clarity on outcomes. For this reason some of the 2019-20 aims will be included again in the 2020-21 aims.

The aims are additional to any work done on ensuring the safety of staff and students during the Covid-19 outbreak.

The following actions have been identified in the Development Plan:

	Intent What are we trying to do?	Implementation How will / are we doing it?	Impact Has it been achieved?
1	The college will seek to sustain impressive improvements made in 2017-2018 and improve on 2018-19. Achieve long-term value-added ALPS grade 3.	Further develop independent learning skills Further develop term memory and understanding Development of Learning Spaces programme	
2	Sustain high levels of vocational value added. Achieve long term value added ALPS grade 3	Further develop independent learning skills Further develop term memory and understanding	
3	Sustain high levels of progress in GCSE English and Maths at least +0.5 grades compared to starting points		
4	Sustain the improvement in student high grades at A level. The long term aspiration is to sustain a high grades figure above 60%.	Further develop independent learning skills Further develop term memory and understanding	
5	Improve the proportion of students achieving ABB in facilitating subjects to above the national average (13.7%)	Develop independent learning skills Develop long term memory and understanding Target students in need of extra help at the Plus session	
6	Sustain the proportion of students achieving	Develop independent learning skills	

	their main study programme for A levels at 3% above the national average	Develop long term memory and understanding	
7	Address specific areas of the college provision whose outcome data suggests that some significant aspect is below national averages (prior to 2020) or where changes to the course are likely to have a very significant impact on the college. This includes: History, English, Maths, Sociology and Vocational Business.	The listed subjects have had an increased amount of remission time for the Head of Department to spend on development work, staff management and liaison with SLT.	
8	To maintain student attendance at >90% raw and >95% adjusted	Improve the current monitoring system whilst having regard for the effects of the Covid-19 situation on student mental health.	
9	Improve independent learning space for students.	Look at scope for immediate availability of space. Look at scope for long term availability of space. Additional space has been created as a temporary measure. The college is exploring a long term solution based on adding an additional floor to the Refectory.	
10	To implement a target setting system for students that takes account of the lack of accuracy in GCSE grading	The DfE GCSE to A level transition formula will be applied to students after the first Key Assessment to look at usefulness. It is likely that teachers will then be able to modify the targets.	
11	Gatsby benchmarks to be implemented.	All teaching departments are implementing individual targets.	

It was confirmed the Development Plan, and Self Assessment Report, will be agenda items at the December Trust Board meeting for review and approval.

10. STUDENT VOICE

The student governors spoke positively on the arrangements the College has made to ensure a safe return for students. On-line learning was well managed with

appropriate support made available to students. Staff have been excellent in how they have used Teams for the delivery of on-line lessons, tutorials and assessments. Students feel safe and confident in their return to College.

The student governors placed on record their sincere thanks to all staff for making them feel safe and for being able to continue with their learning, either on-line or in person.

Soli Tarazi also placed on record his thanks to the College and staff for the support given to his daughter during her time at College. Soli was able to report on the positive outcomes for his daughter after she concluded her studies at the College.

11. STAFF VOICE

No observations or comments were received.

12. BOARD ASSURANCE ASSESSMENTS

Under the Board Assurance Framework (BAF), each Committee is asked to conduct, at the end of their meeting, an assessment on their level of assurance agreed against each report received (including briefings and verbal updates) and for the assessment to be reported to the Audit Committee and Trust Board (Green = high assurance - no additional actions or monitoring are recommended at this point; Amber = medium assurance – a further report is likely to be required at the next meeting; Red = low assurance - additional actions are likely to be required and reported at the next meeting).

For this meeting, the three reports presented (Admissions/Number on Roll, Outcomes 2019/20, and the Self Assessment Report Development Plan) provided in their introduction a summary on their purpose and intent and the link to the BAF and any statutory compliance requirement.

Admissions/Numbers on Roll/Marketing Strategies	The report was designed to give board assurance for the following: <ul style="list-style-type: none"> Trust Board – Learner Numbers and Student Data (R3) Student Activity – Marketing and School Engagement (LGB) Student Activity – Recruitment, Application and Enrolment (LGB & Trust Board)
Outcomes 2019/20	The SAR references the following BAF components: Quality Improvement Plan (QIP) (R2)
SAR Development Plan	The SAR Development Plan references the following BAF components: Quality Improvement Plan (QIP) (R2)

The Chair sought from Governors their overall view on the level of assurances provided from the reports received at this meeting. The Local Governing Body confirmed the following assurance assessments:

Agenda Item	Paper	Subject	RAG rating	Any Committee Recommendation(s)
-------------	-------	---------	------------	---------------------------------

6	Paper 3	Admissions/ Numbers on Roll Report/ Marketing Strategies	Green	No concerns/no recommendations
7	Paper 4	Outcomes 2019/20	Green	No concerns/no recommendations
8	Paper 5	SAR Development Plan	Green	No concerns/no recommendations

In terms of the risk on student enrolments for the current year that was identified as a high risk as a result of the Covid-19 pandemic, it was noted that the mitigation actions taken resulted in this risk not materialising. The Executive confirmed the risk score on student enrolments for 2020-21 will be amended once the final numbers on enumeration are confirmed. In addition, the risk will need to be amended to reflect that the focus of the risk will be more on 2021-22 as all the planned 'live' recruitment events have had to be replaced with 'Virtual' alternative events, so there could be an impact on enrolments for 2021-22.

13. REVIEW

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

- (i) Were there any training needs identified for Governors?
- (ii) What, if any, contribution has the meeting made to improving provision?

In terms of training, it was agreed to make available at the next LGB meeting, training and updates covering:

- Ofsted Inspection
- GDPR Update
- Safeguarding Update

In terms of improving provision, the following positives were noted from discussions held during the meeting:

- Increased student numbers
- Continuing high achievement rates across all areas of the curriculum
- Prompt and professional approach taken by the Executive and all staff in dealing with the Covid-19 pandemic
- The continued delivery of teaching, learning and assessment during the period of the lockdown
- Students feeling safe on their return to College

The LGB agreed to minute sincere thanks to all staff and students for their professional approach in dealing with the changes required as a result of Covid-19. The Executive agreed to pass this on to all staff and students on behalf of the LGB.

12. DATE OF NEXT MEETING

Tuesday 09 February 2021 at 16.30.

The meeting closed at 18.10.

Signed: _____ Date: _____

SUMMARY ACTION LIST

MIN	ACTION	REVIEW DATE
5	Parent Portal: The parent governor, Jonathan Harrison, volunteered to make himself available to assist the College in any way as he has relevant experience in this field.	9/2/21
5	Yvette Robbins reaffirmed her availability to assist in student interviews and the Executive confirmed arrangements will be made later in the academic year, Covid-19 permitting. Jonathan Harrison also confirmed his availability to participate in student interviews. Jonathan Harrison also reported that the Surrey Chamber of Commerce, of which he is a member, is willing to assist the College in anyway if an approach was made.	9/2/21
11	The Executive confirmed the risk score on student enrolments for 2020-21 is to be amended once the final numbers on enumeration are confirmed. In addition, the risk will need to be amended to reflect that the focus of the risk will be more on 2021-22 as all the planned 'live' recruitment events have had to be replaced with 'Virtual' alternative events, so there could be an impact on enrolments for 2021-22.	9/2/21
13(ii)	To make available at the next LGB meeting, training and updates covering: <ul style="list-style-type: none">• Ofsted Inspection• GDPR Update• Safeguarding Update (If required)	9/2/21