



**MINUTES OF THE REIGATE LEARNING ALLIANCE TRUST BOARD MEETING HELD  
ON TUESDAY 02 APRIL 2019**

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

Apologies were received from Yvette Robbins.

**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 04 December 2018 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:

<b>MIN</b>	<b>ACTION</b>	<b>UPDATE</b>
9	Scheme of Delegation and LGB Terms of Reference	Agenda item
10	Exceptional Safeguarding Reporting	Agenda item
13	To amend Risk 10 to remove reference to a Trustee being a member of the College’s Health & Safety Committee	Still to be actioned

15	CEO & Principal Pay	Agenda item
16	Members Appointment	It was confirmed Charles Handy and John Artis were appointed by Members to be Members of the Trust with effect from 01 April 2019.

## 6. CEO & PRINCIPAL UPDATE

### (i) Review of post-16 qualifications at level 3 and below in England:

It was reported that a DfE consultation is underway on the review of post-16 qualifications at Level 3 and below with the aim of removing those qualifications that are very rarely used. It was reported to the Board that the removal of rarely used qualifications poses no risk to the curriculum offer at Reigate.

What is important is for the DfE to see that the very popular BTEC qualifications have a role that is distinct to 'A' levels and T levels in order to justify their continued existence. This is critical for Reigate as there is a high take up on BTEC qualifications.

It was confirmed the College is responding to the consultation along the following lines:

The Applied General (AG) qualifications (the BTECs used here) are different to 'A' levels and 'T' levels because:

- They address skills and subjects not developed in 'A' levels
- They are smaller than the proposed 'T' levels allowing students to combine different subjects – breadth, complimentary subjects
- They are more general than is likely for 'T' levels, which is important in allowing flexibility for students when they leave and seek work/further study

The AG qualifications:

- Are already accepted by higher education and employers
- Are understood by education, students and parents
- Are already well resourced

It was **AGREED** for the Chair of the Local Governing Body to participate in the consultation process and for the link to the consultation to be made available to the Chair.

### (ii) New Ofsted Common Inspection Process from September 2019

A consultation is currently being conducted by Ofsted on the revised Common Inspection Framework (CIF) that is proposed to be introduced from September 2019. The focus of the revised CIF is more on teaching, learning and assessment, with less emphasis on outcomes.

It was **AGREED** to make available at the summer term meeting of the Trust Board a report on the revised Common Inspection Framework.

### (iii) Memorandum of Understanding with East Surrey College

It was reported that the current Memorandum of Understanding (MoU) between Reigate College and East Surrey College has been subject to review by both Colleges. The MoU sets out how both Colleges will work with one another and sets out the parameters on how the partnership will operate.

It was **AGREED** to issue the final draft of the MoU to Trustees for their comment and feedback. The aim is to have the revised MoU in place after Easter.

## **7. SAFEGUARDING/PREVENT EXCEPTIONAL REPORTING**

It has been agreed to receive confirmation of any Safeguarding/Prevent referrals since the last Trust Board meeting that need to be brought to the attention of Trustees through exceptional reporting.

There were no exceptional matters to bring to the attention of Trustees.

It was reported that there are still a high number of students with mental health issues. It was confirmed as new role is being put in place from September 2019 at Executive/Director level with the post holder being responsible for mental health and the well-being of both students and staff. This is a proactive response to the challenges being faced. Trustees welcomed this initiative.

To give assurances to Trustees on the safeguarding arrangements in the College, the following reporting framework is in place:

- Trustee with safeguarding responsibilities (Pat Frankland) to hold regular meetings with the College's safeguarding team and any issues arising to be reported to the Trust Board through the exceptional safeguarding agenda item at each trust Board meeting.
- Annual safeguarding report to be made available at the summer term Trust Board meeting after first being considered by the Local Governing Body;
- Mid year report on safeguarding to be made available to the Trust Board.

In addition, Trustees to be invited to attend the staff safeguarding training sessions that will be run in the summer term. An on-line safeguarding training module is also being developed and the link to this training module to be made available to Trustees.

## **8. SCHEME OF DELEGATION AND LOCAL GOVERNING BODY TERMS OF REFERENCE**

The Trust Board was asked to review and approve the revised Trust's Scheme of Delegation (Paper 3) and the Local Governing Body Terms of Reference (Paper 4) following the review that was undertaken at the last Trust Board meeting.

It was **RESOLVED** to approve the Scheme of Delegation and Terms of Reference for the Local Governing Body and for these to be published on the Trust's website.

## **9. LOCAL GOVERNING BODY MINUTES**

The minutes of the RLA Local Governing Body meeting held 04 March 2019 were received (Paper 5). The meeting covered the following;

- Safeguarding training for governors and a safeguarding update
- Annual Marketing Report
- Self Assessment Development Plan
- Curriculum Update

It was **RESOLVED** to note the minutes.

## 10 FINANCE

The minutes of the Finance Committee meeting held 11 March 2019 were received and **NOTED** (Paper 6).

The Management Accounts up to 31 January 2019 reviewed by the Finance Committee were received and **NOTED** for information purposes (Paper 7). The following headlines were noted from the January Management Accounts:

	<b>January actual Surplus / (deficit) £000</b>	<b>Year to date actual Surplus / (deficit) £000</b>	<b>Year to date budget Surplus / (deficit) £000</b>
Before non-cash items	101	261	(69)
Retained surplus / (deficit)	101	80	(249)

	<b>Balance at 31.01.19 £000</b>	<b>Balance at 31.12.18 £000</b>	<b>Balance at 31.08.18 £000</b>
Bank & cash	2,013	1,940	1,701
Net assets	14,958	14,857	14,878

It was reported that the variances between actual and budget income and expenditure figures were mainly due to timing differences between the budget phasing and the date on which expenditure is incurred. The most significant exception to this is Pay Costs. A favourable variance of £130k has arisen as the budget included a 2% pay award for 2018/19, whereas only 1% has been awarded pending completion of national negotiations.

Made available in the Trust Board papers were the Management Accounts up to February 2019. The following headlines were noted from the February Management Accounts:

	<b>February actual Surplus / (deficit) £000</b>	<b>Year to date actual Surplus / (deficit) £000</b>	<b>Year to date forecast Surplus / (deficit) £000</b>
Before non-cash items	136	397	165
Retained surplus / (deficit)	(46)	34	(196)

	<b>Balance at 28.02.19 £000</b>	<b>Balance at 31.01.19 £000</b>	<b>Balance at 31.08.18 £000</b>
Bank & cash	2,260	2,013	1,701
Net assets	14,912	14,958	14,878

It was **RESOLVED** to note the February Management Accounts.

## 11. AUDIT

The minutes of the Audit Committee held 19 March 2019 were received (Paper 8) for information purposes.

## 12. RISK MANAGEMENT & BOARD ASSURANCE FRAMEWORK

The Risk Management & Board Assurance Framework 2018-19 that was approved at the last Trust Board meeting was received for information purposes (Paper 9).

The Clerk made available the Board Assurance Assessments conducted by the Committees (Paper 10). The following assessments were noted:

<b>Component from the BAF</b>	<b>Meeting</b>	<b>When</b>	<b>Source of Assurance</b>	<b>Assurance Assessment (RAG)</b>
Safeguarding - Training & Update	LGB	4/3	Training by the College's Safeguarding Officer and Safeguarding Update	No assurance assessment was conducted as the process was not in place for this meeting - but the minutes record no issues of concern
Marketing & Student Applications	LGB	4/3	Annual Marketing Report	No assurance assessment was conducted as the process was not in place for this meeting - but the minutes record no issues of concern
Self Assessment Development Plan	LGB	4/3	Self Assessment Development Plan	No assurance assessment was conducted as the process was not in place for this meeting - but the minutes record no issues of concern
Management Accounts up to 31 January 2019	Finance	11/3	Management Accounts	<b>GREEN</b>
Funding Allocation 2019/20	Finance	11/3	Report from the Director of Finance	<b>GREEN</b>
Internal Audit Report on ILR	Audit	18/3	Internal Auditors	<b>GREEN</b>
Risk	Audit	18/3	Risk Champion	<b>AMBER</b> - Still to be

Management & Board Assurance			and BAF Framework	embedded so therefore an amber assessment was agreed.
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To fully embed the reporting from the Committees, it was **AGREED** for the need for all report authors to use the coversheet template that has been designed to enable reporting on the Board Assurance Framework and the level of assurances.

It was **RESOLVED** to note the report.

**13. REPROGRAPHICS - COPIER LEASE (CHAIR'S ACTION)**

It was **RESOLVED** to note Chair's action taken by the Trust Chair (after consultation with the Chair of the Finance Committee) to approve the Reprographics - Copier Lease, details of which were outlined in the report made available to support this agenda item (Paper 11).

**14. REMUNERATION COMMITTEE**

This agenda item was declared confidential and for the minutes to be recorded separately.

**15. ANY OTHER BUSINESS**

Trustees were asked to give consideration to starting future meetings at an earlier start time. It was **AGREED** for all Trust meetings to commence at 17.30 with immediate effect.

The Chair sought the views of Trustees on how they would like to determine the strategic direction of the Trust. This could be done by either putting in place a Strategy Committee that would report on its work to the Trust Board, or to continue with the current practice of having a separate Trust Board meeting to deal with a single agenda item on the strategic direction of the Trust.

It was **AGREED** to continue with the current practice of having a separate Trust Board meeting to deal with a single agenda item on the strategic direction of the Trust.

**15. DATE OF NEXT MEETINGS**

Tuesday 02 July 2019 @ 17.30 - Trust Board Meeting  
 Thursday 04 July 2019 @ 17.30 - Trust Board Strategy Meeting,

The meeting closed at 20.00.

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

**SUMMARY ACTION LIST**

<b>MIN</b>	<b>ACTION</b>	<b>REVIEW DATE</b>
13 - 4/12/18	To amend Risk 10 to remove reference to a Trustee being a member of the College's Health & Safety Committee	02 July 2019
6(ii) - 2/4/19	It was <b>AGREED</b> to make available at the summer term meeting of the Trust Board a report on the revised Common Inspection Framework.	02 July 2019
6(iii) - 2/4/19	It was <b>AGREED</b> to issue the final draft of the MoU to Trustees for their comment and feedback. The aim is to have the revised MoU in place after Easter.	02 July 2019
7	<p>To give assurances to Trustees on the safeguarding arrangements in the College, the following reporting framework is in place:</p> <ul style="list-style-type: none"> <li>• Trustee with safeguarding responsibilities (Pat Frankland) to hold regular meetings with the College's safeguarding team and any issues arising to be reported to the Trust Board through the exceptional safeguarding agenda item at each trust Board meeting.</li> <li>• Annual safeguarding report to be made available at the summer term Trust Board meeting after first being considered by the Local Governing Body;</li> <li>• Mid year report on safeguarding to be made available to the Trust Board.</li> </ul> <p>In addition, Trustees to be invited to attend the staff safeguarding training sessions that will be run in the summer term. An on-line safeguarding training module is also being developed and the link to this training module to be made available to Trustees.</p>	<p>02 July 2019</p> <p>02 July 2019</p> <p>02 July 2019</p>
12 - 2/4/19	To fully embed the reporting from the Committees, it was <b>AGREED</b> for the need for all report authors to use the coversheet template that has been designed to enable reporting on the Board Assurance Framework and the level of assurances.	02 July 2019
14 - 2/4/19	Trustees were asked to give consideration to starting future meetings at an earlier start time. It was <b>AGREED</b> for all Trust meetings to commence at 17.30 with immediate effect.	02 July 2019
14 - 2/4/19	It was <b>AGREED</b> to continue with the current practice of having a separate Trust Board meeting to deal with a single agenda item on the strategic direction of the Trust.	04 July 2019