



**MINUTES OF THE REIGATE LEARNING ALLIANCE TRUST BOARD MEETING HELD
ON TUESDAY 03 DECEMBER 2019**

Present: Mr Michael Jones - Chair
Ms Pat Frankland
Mr Stephen Hewes
Mr Spencer Bowen
Mr Farouk Durrani
Mr Gerard Weide
Ms Yvette Robbins
Mr Chris Whelan - Chief Executive Officer
Mr Nick Clark - Principal

In attendance: Mr Jon Allen (Clerk)
Ms Kim Saw (Director of Finance)

The meeting started at 17.30.

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 15 October 2019 (Paper 1) were agreed as an accurate record of the meeting.

5. MATTERS ARISING

There were no matters arising.

6. CHIEF EXECUTIVE OFFICER & PRINCIPAL UPDATES

- (i) Personnel
- (ii) Ofsted
- (iii) Funding

Personnel:

The CEO reported there no staffing/personnel issues to bring to the attention of the Trust Board. In terms of appraisals, these are conducted from the summer to December, therefore, an update will be made available at the spring Trust Board meeting.

Ofsted:

It appears likely that legislation will soon be introduced that will require Ofsted to conduct inspections of those schools/colleges who have an 'Outstanding' assessment from Ofsted by the summer of 2022. As a result, the College is preparing for inspection on the expectation that an inspection could take place in 2020/21. The CEO confirmed he will be putting forward a schedule of meetings between Trustees and members of the SLT, members of the Academic Board and Heads of Academic Departments. The purpose of these meeting will be for Trustees to seek assurances from staff on the quality of teaching, learning and assessment, and pastoral care arrangements.

Funding:

it was reported the DfE has announced a funding uplift of £188 per student with effect from 2020/21. For Reigate, taking into account the London Weighting Factor, the funding uplift will be circa £200 per student. It has also been announced that a funding uplift for some subjects, including sciences, maths, and sociology. Where a student combines two science subjects there will be additional funding of £400 for the student. These increases in funding uplifts, along with the additional students recruited this year, should result in additional income of circa £700k - £1.1m for 2020/21.

7. SAFEGUARDING/PREVENT EXCEPTIONAL REPORTING

The Principal provided the following update:

Last year it was reported to the Trust Board that thirty students were identified as a high suicide risk. For this year, three students have been identified at R1 - the highest risk rating. A new system has been introduced with risk levels assigned to students (R1, R2, R3, & R4). R1 is the highest level of risk where there is a significant risk of the student harming themselves. Although the number of students at R1 has declined, there is the real risk that Christmas could lead to additional pressures resulting in more students identified at R1. Staff are made aware of the risks assigned to a student through colour coding on the register and they must report any absence from their class of any R1 student.

It was confirmed College welfare and pastoral staff have worked with each of the three students this term. With College support, along with external support, all three students were able to return to College within three weeks of their crisis.

The Principal reported on the following data:

- There are three on-going Child in Need cases.
- There are 83 'R2' categories for Child Protection concerns.
- Seven Section 47 enquires.
- Six Looked-After Children. All are being supported and the three Upper Sixth students have applied to University. One has been offered work experience in a law firm. One carried out work experience in a hospital. Students are

being supported by Careers and a named teacher to access support at University.

- Nine adopted children.
- 22 Young Carers - all have been contacted and been given access to the Bursary.
- Seven referrals made to Children's Services - all have been picked up and been referred for support
- Two referrals made to Young Carers
- Two referrals made to Catch 22
- Two referrals made to RACAS
- Three Prevent concerns – none of which was referred after investigation.

All new staff have received Safeguarding training within the first half term of starting College. Next training is on 16 December at 09.30am and new trustees/governors are welcome to attend

All students have received training on Prevent and Fundamental British Values (FBV) Student surveys confirm students feel safe at College and know how to access help. Students know to whom to talk if they have concerns.

All-staff training on FBV to be held on 19 December.

Students' Safeguarding files, from their previous schools, are being chased and there has been a much better return from schools than last year. The Principal confirmed he would raise the matter of outstanding files at the South East Head's meeting which is taking place next week.

The College fully complies with the New Keeping Children Safe in Education 2019.

In terms of emerging issues, the following was noted by Trustees:

- There has been a worrying rise in serious eating disorders.
- There has been a rise in crimes outside College which raises concerns around criminal exploitation. The College is working with the Council and the local police to safeguard students further.
- There has been an increase in non-contact agreements between students due to police involvement outside College.

The Principal placed on record thanks and appreciation of the work done by the pastoral and welfare team. Their excellent work, plus better staff awareness through training and the new risk assignment system, enables excellent support to be made available to students who are in need of it.

8. TRUST STANDING ORDERS

The draft of the Standing Orders was received for the Board to review and approve (Paper 2).

As the Standing Orders had not been subject to a review prior to being submitted to the Trust Board, it was **AGREED** to form a working group to review the Standing Orders. It was **AGREED** for the membership of the working group to be the Chair, Vice Chair, Chair of Audit and Clerk and for the Group to meet in January/February with outcomes of the review to be reported to the March Trust Board meeting.

9. REPORT FROM THE REIGATE LOCAL GOVERNING BODY

The minutes from the Reigate Local Governing Body meeting held 22 October 2019 were received for information purposes (Paper 3). The substantive agenda items for the meeting were as follows:

- Admissions And Numbers On Roll & Marketing Strategies
- Draft Outcome Data 2018/19 (Same presentation that was made available at the October Trust Board meeting)
- Reigate College Self Assessment Report & Development Plan - Draft
- Student Voice

The Chair of the Local Governing Body confirmed that the meeting reviewed in detail the draft of the College's Self Assessment Report 2018/19.

In terms of the process, it was confirmed the self-assessment process began 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 evaluated the reports and prepared an analysis of the effectiveness of the College as a whole. Following this evaluation, the following overall grades, proposed in the SAR, were confirmed as follows

Overall effectiveness	Outstanding
Quality of education	Outstanding
Behaviour and attitudes	Outstanding
Personal development	Outstanding
Leadership and management	Outstanding

It was confirmed The LGB is responsible for scrutinising the self-assessment report and overseeing the actions being taken to improve where necessary. To this end, the SAR and Development Plan will be an agenda item at each meeting of the LGB and, through the minutes of the meeting, with direct reporting to the Trust Board.

The LGB undertook an assurance assessment on the SAR and agreed a rating of 'Amber - Medium' which was due entirely because the SAR is still in draft format and is work in progress. The assessment must not be viewed in any way as being a critical negative assessment.

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

The Clerk confirmed that six parent/guardians have put themselves forward in the election for the parent governor vacancy on the Local Governing Body. The election is scheduled to take place on-line over three days with the closing date this Friday at 5pm.

10. OCTOBER MANAGEMENT ACCOUNTS

The October Management Accounts were received for information purposes (Paper 4). As October was very early in the financial year, there were no key issues arising on performance against the budget, but the following key points were noted:

- Year to date deficit before non cash £231k as against the forecast budget deficit of £245k for this time of year
- Bank & cash £2,636k
- Net assets £13,379k

It was confirmed the increase in funding referred to earlier by the CEO has not been included in cash flow forecasts for 2020/21 in Management Accounts as confirmation of the increases has yet to be officially confirmed.

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

11. REPORT FROM THE FINANCE & RESOURCES COMMITTEE

The minutes of the Finance & Resources Committee meeting held 12 November 2019 were received for information purposes (Paper 5).

The two substantive agenda items considered by the Committee were the review of the Management Accounts and Financial Statements 2018-19, both agenda items at this meeting.

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

12. REPORT FROM THE AUDIT COMMITTEE

The '*Minutes of the Audit Committee held 19 November 2019*' were received (Paper 6). In addition to the unconfirmed minutes, the Trust Board received the following:

- Audit Committee's Annual Report 2018/19 (Paper 7)
- Internal Audit Annual Report 2018/19 (Appendix to Paper 7)
- Financial Statement & Regularity Audit Findings Report and Letters of Representation (Appendix to Paper 7)
- Financial Statements Year Ended 31 July 2019 (Paper 8)

The Audit Committee is responsible for providing an annual opinion 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, took 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. The Audit Committee also took into consideration external assurances conducted during the year (peer review of outcome date and the cyber security audit). In addition, the Audit Committee took into account the assurance assessments conducted by the Trust committees as part of the Board Assurance Framework.

It was **RESOLVED**:

- (i) To receive and approve the Annual Report 2018/19 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 2019 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 2018/19 to the ESFA;
- (iii) To approve the Annual Internal Audit Report 2018/19 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 2019 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 19 November 2019.

13. RISK MANAGEMENT & BOARD ASSURANCE FRAMEWORK

- (l) Risk Management & Board Assurance Framework 2019-19

The Board received for review and approval the Risk Management & Board Assurance Framework 2019-20 (Paper 9).

The Academies Financial Handbook (Section 2.36) sets the requirement that the trust must manage risks to ensure its effective operation and must maintain a risk register.

Section 3.1 of the Academies Financial Health Handbook states all academy trusts must have a programme of internal scrutiny to provide independent assurance to the Board that its financial and others controls, and risk management procedures, are operating effectively.

The Trust's Board Assurance Framework (BAF) is part of the programme of internal scrutiny and the framework that includes the Trust's Risk Register, is subject to annual review.

The following changes to the BAF for 2019/20 were noted:

- Board and Committee reports should contain a brief explanation as to the purpose of the report, its link to Corporate Objective or BAF/Strategic risk, along with reference to any legal or compliance regulations (Introduced for this meeting).
- The Risk Register should be a standing agenda item at all meetings of the Audit Committee and Trust Board meetings. At the November meeting, to receive the Risk Management Policy, the Board Assurance Framework and the Risk Register for the academic year ahead. At the spring and summer term meetings, to review the Risk Register as well as receiving the Board Assurance assessments from the Committees.
- The BAF for 2019-20 has been updated to reflect more accurately the schedule of business conducted during 2018-19.

The following changes to the Risk Register for 2019-20 were noted:

- Risk 13 deleted - *'Failure to maintain and develop the benefits of the Academisation'* - as this is covered in Risk 7 - *'Failure to produce and implement a strategic plan that effectively addresses the range of changing external challenges'*.
- Risk 15 amended to read *'Risk of an Ofsted inspection having an adverse effect on the reputation of the College'* and to reduce the risk score to 8 (Impact '2'; Likelihood '4').
- The risk score of inadequate student numbers as a result of the changing demographics reduced from 10 to 8 (Impact '4'; Likelihood '2').

During the discussions, it was **AGREED** to add two additional risks to the Risk Register 2019/20. The first being around the strategic risk of being a Multi Academy Trust but only having one educational institution (Reigate College) in the MAT that was raised and discussed at the July Trust/Members strategy meeting. The second on the mental health issues being seen amongst the student body. Although this will be a low risk due to the excellent mitigation actions being taken by the College, as summarised in the earlier agenda item on safeguarding, it was agreed this risk needs to be added to the Risk Register.

(II) Termly report on assurance assessments conducted by Committees

The termly report on assurance assessments conducted by Committees for this term was received (Paper 10) as required by the agreed Board Assurance Framework. The following assurance assessments were **NOTED**:

a) Local Governing Body meeting 22 October 2019:

Agenda Item	Subject	RAG rating	Any Committee Recommendation(s)
6	Admissions And Numbers On Roll & Marketing Strategies	Green - High Assurance	The evidence base to support the high assurance was the excellent recruitment for 2019/20 and the well attended open evenings held this term. The only comment made on the report was presentation, with more use of bar and pie charts.
7	Draft Outcome Data 2018/19	Green - High Assurance	Although some results are still outstanding, overall, outcomes are outstanding and the College continues to be one of the top

			performing 6 th form colleges for student results.
8	Reigate College Self Assessment Report & Development Plan - Draft	Amber - Medium Assurance	<p>The assurance assessment of medium is entirely due because the SAR is still in draft format and is work in progress. The assessment must not be viewed in any way as being a critical negative assessment.</p> <p>The LGB fully endorsed the self assessment grades proposed in the SAR:</p> <p>Overall effectiveness - Outstanding Quality of education- Outstanding Behaviour and attitudes - Outstanding Personal development - Outstanding Leadership and management - Outstanding</p>
9	Student Voice	Green - High Assurance	The LGB welcomed the feedback received from the two student governors, especially on the College's arrangements on mental health, and advised the students that the more they can feedback to the LGB, the more assured governors will be.

b) Finance Committee meeting held 12 November 2019:

Agenda item	Subject	RAG rating	Any Committee Recommendation(s)
6	Management Accounts	Green	No recommendations
7(I)	Report and annual financial statements for year ended 31 august 2019	Green	No recommendations
7(II)	Reconciliation of the statement of financial activities per the financial statements to the unaudited management accounts for the 12 months to 31 st august 2019	Green	No recommendations
7(iii)	Financial Statement Auditor's 'Audit Findings Report'	Green	No recommendations

c) Audit Committee meeting held 19 November 2019:

Agenda item	Subject	RAG Rating	Any Committee Recommendation(s)
6	Audit Progress Update	Green	Minor recommendations proposed to close off one previous audit recommendation

7	Scope of internal audit for 2019-20	Green	None
8(i)	Financial Statements for the year ended 31 August 2019	Green	Minor recommendations were made to the FS with the recommendation for the Trust Board to approve the year-end accounts,
8(ii)	Audit Findings Report	Green	None
9	School Resource Management Self-Assessment Checklist	Green	None
10	Audit Committee Annual Report	Green	Minor recommendations were made to the Annual Report with the recommendation for the Trust Board and Chief Accounting Officer to receive the report.

14.

ANY OTHER BUSINESS

Memorandum of Understanding between the College and East Surrey College. It was agreed on removing the restriction on student numbers c

aised during the planning meeting. Progress updates on the planning application will be made available to the Board

Confirmation was given that the feasibility studies, currently being undertaken on different possible building projects, are still work in progress and, as agreed at the October Board meeting, outcomes arising from the completion of the feasibility studies will be reported to the Board.

15. **DATE OF NEXT MEETING**

Tuesday 31 March 2020 @ 17.30

The meeting closed at 19.20.

Signed: _____ Date: _____

SUMMARY ACTION LIST

Min	ACTION	WHO
6	Appraisals: These are conducted from the summer to December so an update will be made available to the spring Trust Board meeting.	Principal
6	A schedule of meetings to be arranged between Trustees and members of the SLT, members of the Academic Board, and Heads of Academic Departments. The purpose of these meeting will be for Trustees to seek assurances from staff on the quality of teaching, learning and assessment, and pastoral care arrangements.	CEO

8	As the Standing Orders had not been subject to a review prior to being submitted to the Trust Board, it was AGREED to form a working group to review the Standing Orders. It was AGREED for the membership of the working group to be the Chair, Vice Chair, Chair of Audit and Clerk and for the Group to meet in January/February with outcomes of the review to be reported to the March Trust Board meeting.	Working Group
13(ii)	To add two additional risks to the Risk Register 2019/20. The first being around the strategic risk of being a Multi Academy Trust but only having one educational institution (Reigate College) in the MAT. The second is on the mental health issues being seen amongst the student body.	Executive
14	Outcomes arising from the completion of the feasibility studies on different possible building projects will be reported to the Board	Chair
14	Progress updates on the planning application will be made available to the Board	Chair