



**MINUTES OF THE REIGATE LEARNING ALLIANCE LOCAL GOVERNING BODY
MEETING HELD ON 18 OCTOBER 2022 AT 16.30**

Present: Ms Pat Frankland - LGB Member/LGB Chair
 Mr Chris Whelan - Chief Executive Officer & LGB Member
 Mr Nick Clark – Executive Principal & LGB Member
 Mr Spencer Bowen – LGB Member
 Ms Yvette Robbins – LGB Member
 Mr Gerard Weide – LGB Member
 Ms Nicola Thompson- LGB Staff Member
 Ms Ingrid Rolland – LGB Parent Governor
 Ms Amanda Evans Banon – LGB Student Member
 Mr Joe Wright – LGB Student Member

In attendance: Mr Jon Allen - Clerk
 Ms Sarah Walters - Deputy Principal

1 WELCOME

The Chair welcomed everyone to the meeting of the Reigate Learning Alliance Local Governing Body (LGB). Welcomed to their first meeting were the two student governors – Joe Wright and Amanda Evans Banon, and Gerard Weide (Trustee).

The Chair confirmed that as she is now the Chair of the Trust this is to be her last meeting and that Spencer Bowen would take on the role of Chair of the Local Governing Body from the next meeting. The Chair confirmed her intention of participating in future meetings of the Local Governing Body, but this would be as an observer and not as a governor.

Governors thanked Pat for her excellent stewardship of the Local Governing Body.

2 APOLOGIES & QUORACY

Apologies were received from Jeremy Garner and Claire Hassan.

3 DECLARATIONS OF INTEREST

Pat Frankland, Yvette Robbins, Spencer Bowen, Gerard Weide, Chris Whelan, 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 24 May 2022 (Paper 1) were received and approved as an accurate record of the meeting.

5 SUMMARY ACTION LIST & MATTERS ARISING

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

MIN	ACTION	UPDATE
6	The College is currently in the process of seeking re-accreditation of the ‘Investors	Required paperwork and evidence has been

	in Careers' award and it was AGREED to inform Governors of the outcome of the re-accreditation process.	submitted. Awaiting the visit from the assessor.
10	<p>Governors asked for the SAR to include:</p> <ul style="list-style-type: none"> To include definitions on what would constitute 'Outstanding' and "Good' judgements; To include a date and reference for each version of the SAR; and To incorporate a traffic light system if progress is on track against the actions set. 	To be incorporated in the SAR.

6. STAFF PRESENTATIONS

Ellen Walkinshaw provided an update on UCAS destinations (Paper 3). In terms of headlines, 1,102 students applied for University places and of these 851 were successful and started their university courses this year. In addition, some students deferred taking up their places to have a gap year and will take up their offer of a university place from next September. 96.6% of those placed were placed at their first-choice university

Laura McIntyre outlined her new College role of developing teaching and learning for staff. As some Trustees have expressed an interest in learning more about teaching & learning, it was proposed that notification be sent to Trustees as to when staff inset days are taking place where teaching and learning features.

The Chair, on behalf of the LGB, thanked Ellen and Laura for their presentations.

7. ADMISSIONS AND NUMBERS ON ROLL & MARKETING STRATEGIES

The report (Paper 4) confirmed the number of full-time students on roll was 2,870, compared against 2,840 for the previous year. The analysis of the full-time student population confirmed the following:

	Totals
Part-time (T)	1 (1)
One Year Intermediate Course (P)	80 (53)
L6 Advanced Course (L)	1399 (1517)
U6 Advanced Course (U)	1390 (1269)
Total	2870 (2840)

The number of Lower Sixth (L6) students was consciously reduced this year to rebalance following the spike in conversions last year (current Upper Sixth).

The retention rate for students progressing from the L6 to the U6 was 91.8% (93.7%), which although is a dip from the previous year (highest ever), it is reflective of the increased number of options 17-year-olds are presented with post-Covid-19. In addition, the inflated GCSE grades has meant that some students opted for programmes of study against College advice, which have proven too challenging for them. The 5-year average retention rate is 92.8%.

The percentage of students progressing from the Intermediate course was 58.3% (67%). This figure is lower than the previous year and is likely to be due to the grade inflation from the previous year's GCSEs. This meant that more students gained a place on the programme due to the inflated results, who would have normally not met the requirements. As a result, they found the work level a tougher challenge and did not achieve the required grades to progress to Level 3. In addition, the total number of students was less (just 48 by the end of the year), which meant that every student not progressing to Level 3 had a more significant impact on the percentage of progression.

The proportion of partner school students as a total of all new students increased to 34% (33%). This is partly due to an increase in number from The Priory (CofE) School, which joined as a Partner School last year. The Partner School work over the past 12 months has led to an increased number of applications.

The number of potential Partner School students is set to increase in the coming years in line with the demographic uplift. In addition, the College has taken on an additional Partner School, The Beacon in Banstead and will, from September 2023, receive the first cohort from Merstham Park School.

The College hosted three Open Evenings in the last fortnight, which were attended by over 6,500 people. There has been a high volume of applications online well in excess of this time last year.

The report was noted.

8. DRAFT OUTCOME DATA 2021/22

The following key headlines were noted from the report (Paper 5):

- The college A level high grades score was the highest ever at 68.1%, a small improvement over the TAG grades
- The value-added score for A levels was in the top 10% nationally
- A levels and GCSEs sat in 2022 were 'real' exams for the first time since 2019
- A level grades are still above the standards set in 2019, but below the levels for 2020 and 20217The average A level grade was B
- The average vocational grade was Distinction
- The students taking these exams had not taken GCSE exams in 2020 or 2021
- Most vocational qualifications are distorted by the impact of any results input as TAGs last summer so national comparisons are not useful.

Overall, the College is very pleased with these outcomes and Governors also welcomed confirmation of the excellent results achieved for 2021/22.

9. SENDCO PROGRESS UPDATE

Yvette Robbins, the link governor for the area of SENCO, provided the LGB with a progress update on how issues identified in this area during the recent Ofsted inspection are being addressed. Yvette confirmed her role is to be a sounding board and to seek assurances, on behalf of the Trust and LGB, that the College is addressing the issues identified by Ofsted.

Students with high needs that are beyond the scope of the College to meet in full can expect additional help from both health and social care, This support plan is documented and called the EHCP (education and healthcare plans). The aim is that

the additional and comprehensive coordinated support helps the student to progress faster and helps to build their independence, reducing their needs in future. There are specific guidelines that must be met when drafting and administrating an EHCP.

Ofsted identified a number of issues for this area, including:

- Failure to monitor the timeliness for EHCPs for those with high needs,
- Not meeting regulatory timeframe of reporting failure within 12 months of last report date
- Poor tracking of contribution and documentation of the evidence base
- Insufficient engagement with parents and guardian and lack of monitoring of delivery of support as well as inadequate implementation of the support to the student.

To address the issues identified by Ofsted, the College put in place an action plan. Included within the action plan was the new appointment of a new Special Educational Needs and Disabilities Co-ordinator, with the postholder starting her duties in September (Becky Baister). The SLT responsibility was changed with oversight of this area being the responsibility of the Executive.

The new Co-ordinator has put in place a new tracker system which is a project management /progress reporting tool combined in a spreadsheet, which identifies dates of requests and returns for information from the various parties involved in completing the EHCP within the 12 months. This project plan is accessible to the Executive.

All the education and health care plans for the upper sixth students with high needs are completed within the statutory 12 months; the lower sixth /new intake is slightly harder as the start date is not always evident and the Local Authority have to provide the information. This requires 'chasing-up the Local Authority which is in hand.

Early feedback is that parents /guardians of students with identified high needs have been very impressed with the speed and quality of the approach taken by the College in terms of understanding student needs and early preparation to complete the plan.

Teachers and teaching facilitators are positive about the changes and are engaged in the new approach.

Governors welcomed the positive feedback on the progress made to address the issues identified by Ofsted. The consensus view was that should the follow-up visit from Ofsted take place they would find a vastly improved approach, supported with a strong tracker system, performance and evidence base.

It was **AGREED** to invite Becky Baister to the next meeting to provide a further update on the progress being made in this area.

10. REIGATE COLLEGE DRAFT SELF ASSESSMENT REPORT 2021/22 & DEVELOPMENT PLAN

It was noted the Self Assessment Report 2021/22 (SAR) is work in progress and will be made available to the December Trust Board meeting for approval.

Included in the SAR will be the Development Plan (Paper 6) that will report on College targets in the SAR. It was noted all the points raised by Ofsted at the recent inspection are covered in the Development Plan.

The report was noted.

11. STUDENT VOICE

The students raised sustainability questions on the availability of recycling bins and the students agreed to raise their points at the next meeting of the College's Sustainability Committee.

12. STAFF VOICE

The staff governor agreed with the suggestion for the sustainability matters raised by the students to be taken to the College's Sustainability Committee and also suggested that the installation of solar panels should be considered by the Sustainability Committee.

13. 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).

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	Subject	RAG rating	Any Committee Recommendation(s)
7	Admissions & Numbers	Green	No recommendations
8	Draft Outcome Data	Green	No recommendations
9	SENDCO Progress Update	Amber	Ofsted monitoring visit, when it takes place, will confirm if areas of concern identified at the inspection have been addressed to the satisfaction of Ofsted.
10	SAR & Development Plan	Amber	Still work in progress – final version to be approved at the December Trust Board meeting
11	Student Voice	Green	
12	Staff Voice	Green	

14. ANY OTHER BUSINESS

There was no other business.

15. DATE OF NEXT MEETING

Tuesday 31 January 2023 at 16.30.

The meeting closed at 18.30.

Signed: _____ Date: _____

SUMMARY ACTION LIST

MIN	ACTION	REVIEW DATE
9	SENDCO progress - to invite Becky Baister to the next meeting to provide a further update on the progress being made in this area.	31/1/23