

**MINUTES OF THE REIGATE LEARNING ALLIANCE LOCAL GOVERNING BODY  
MEETING HELD ON 20<sup>th</sup> May 2025 @ 4.30pm**

**Present:** Ms Yvette Robbins - LGB Member (Chair)  
Mr Nick Clark – Executive Principal & LGB Member  
Mr Chris Whelan - Chief Executive Officer & LGB Member  
Mr Gerard Weide – LGB Member  
Mr Jeremy Garner – LGB Member  
Ms Nicola Thompson – LGB Staff Member  
Ms Claire Hassan- LGB Staff Member  
Ms Avery Samolczyk – LGB Student Member  
Ms Gabriella Nairn – LGB Student Member  
Ms Jenny Sharma – LGB Parent Member  
Mr Will Jackson – LGB Parent Member

**In attendance:** Mr Ryan Bull - Deputy Principal  
Claire Tait – Governance Professional

**1 WELCOME**

The Chair opened the meeting of the Reigate Learning Alliance Local Governing Body (LGB) and welcomed the two new student governors.

It was noted that the renewal of Spencer Bowen's term of office as a local Governor was agreed by the Trustees and renewed for another 4-year term, effective from 1 May 2025.

**2 APOLOGIES & QUORACY**

Apologies were received from Spencer Bowen. The Governance Professional confirmed the meeting was quorate.

**3 DECLARATIONS OF INTEREST**

Yvette Robbins, Gerard Weide, Chris Whelan, and Nick Clark declared an interest in being members of the Reigate Learning Alliance Trust Board.

**4 MINUTES**

The minutes of the Local Governing Body meeting held 4 February 2025 (Paper 1) were received and approved as an accurate and complete record of the meeting.

**5 MATTERS ARISING**

There were no follow-up actions or matters arising from the minutes.

**6. SUSTAINABILITY UPDATE**

The Executive Principal confirmed that the project to install two air source heat pumps is not being taken forward as it was considered prohibitive due to space, noise and finance. The project was going to cost five times the amount quoted, take up more space than was originally suggested and be too loud. The college is seeking recovery of cost due to the original promises made.

New projects which have taken place include the double glazing of all possible windows, and LED lighting has been installed across the whole site.

Future projects include undertaking surveys to see where additional solar panels can be placed and looking at battery storage moving forward. Green week, happening in June, includes the launch of the recycling scheme for food waste and mixed recycling.

There are three environmental officers within the Student Union who will be supporting this.

**7. ANNUAL SAFEGUARDING REPORT**  
*'Annual Safeguarding Report 2024/25' (Paper 2).*

The report presented data on the number and categories of those students who have been identified at various degrees of risk and the number of referrals made to various external agencies. Data presented for 2024/25 was compared against data for the preceding two years.

Governors were updated in the report on matters relating to vulnerable students and the extensive support systems that are in place to provide on-going support.

Governors were updated in the report on a number of emerging issues and the actions being taken to address.

The report confirmed all staff have received the required safeguarding and Prevent training. It was confirmed all staff and Governors have had enhanced DBS checks and all protocols set down by "Keeping Children Safe in Education 2024" have been met. The College maintains the single central record and regular checks are carried out to ensure full compliance.

It was confirmed the College fully complies with the requirements in "Keeping Children Safe in Education 2024".

Governors noted that the culture of vigilance has increased, the threshold has decreased with the introduction of 'low level' concerns. The safeguarding governor reported that he had been reassured by the level of detail and understanding the safeguarding team have about each individual student.

Governors discussed the wellbeing of staff, noting that there are about 20 members of staff who are Mental Health First Aiders and that there are a number of outside agencies the college works with. Help can be accessed through Personnel.

**8. SELF ASSESSMENT DEVELOPMENT PLAN**

The report (Paper 3) detailing the College annual targets for 2024/25 under the following headings was noted (updates shown in red).

i. Overall Effectiveness

91% of students have completed one enrichment activity and 54% engaged with 5 or more activity sessions. Governors discussed the types of activities the college provides and the benefits to the skills development of the students and noted that communication is important for the success of upcoming events. Students reported that that presenting their phone for QR codes to register attendance meant that they did not register the frequency of their attendance on any one enrichment activity and suggested the statistics underestimated the extent of engagement. Every student is expected to be on one pathway, such as First Aid/ personal finance. Governors discussed the volunteering opportunities for students including identifying opportunities within the community, especially partner schools.

Courses which have been under review have all had four meetings with management. The outcomes will be reported in the autumn term. Testing and coursework marking has shown improvement in all areas.

Martyn's Law update – the site wide Tannoy system is used to alert staff and students to incidents. The first lockdown procedure has been tested with staff and students. Some changes have been made as a result of this. There will be another drill next half term. Governors asked about students with disabilities such as hearing/ sight/ physical disabilities, these pupils have separate plans. The Counter Terrorism team are coming to the next drill to oversee the process.

- ii. Quality of Teaching and Learning
- iii. Behaviour and attitudes
- iv. Personal development
- v. Leadership and management

When the data for the academic year is collated, the impact can be considered at the next meeting, then a new document will be produced for the next academic year. The format will change next year due to Ofsted's proposed framework.

## 9. STUDENT RETENTION AND ATTENDANCE REPORT

The report (Paper 4) clearly outlines student retention and attendance figures, which were considered good, and that there is little overall difference between years and that variations in individual categories are down to movements within very small cohort sizes. Governors discussed the different groups of students and noted that the EHCP and SEND student retention figures were improving.

## 10. POLICIES

The following policies were reviewed and approved:

- a) Student Code of Conduct – **Paper 5**
- b) Careers Guidance Policy – **Paper 6**
- c) Equality, Diversity and Inclusion Policy – **Paper 7**
- d) Health, Wellbeing and Fitness to Study Policy – **Paper 8**
- e) Exam Access Arrangements Policy – **Paper 9**

Governors asked for a cover page to show who has produced the policy, and how it is disseminated. Any comments on the policies should be sent to the Governance Professional.

## 11. ANNUAL REVIEW OF THE TERMS OF REFERENCE FOR THE LGB

The Governance Professional had provided an up-to-date Terms of Reference (Paper 10), specifying how Student Governors are recruited. Governors **recommended** the Terms of Reference to the Trust Board for approval, noting that there may need to be a few alterations after the annual schedule of business has been updated to ensure each area is covered in the meetings, for example staff wellbeing. The updated version will come back to governors in the autumn term.

## 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).

The Board agreed the following board assurance assessments for agenda items/reports considered at this meeting (Paper 11).

| <b>Agenda item number</b> | <b>Subject</b>                                | <b>RAG rating</b> | <b>Any recommendation(s) or action(s) arising from discussions on the agenda item.<br/>Any comment(s) on the quality of the paper(s)/presentation(s) made available for the agenda item.</b> |
|---------------------------|-----------------------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7                         | Annual Safeguarding report                    | Green             | None                                                                                                                                                                                         |
| 8                         | Self-Assessment Development Plan              | Amber             | None                                                                                                                                                                                         |
| 9                         | Student retention and attendance report       | Green             | None                                                                                                                                                                                         |
| 10                        | Student Code of Conduct                       | Green             | None                                                                                                                                                                                         |
| 10                        | Careers Guidance Policy                       | Green             | None                                                                                                                                                                                         |
| 10                        | Equality, Diversity and Inclusion Policy      | Green             | None                                                                                                                                                                                         |
| 10                        | Health, Wellbeing and Fitness to Study Policy | Green             | None                                                                                                                                                                                         |
| 10                        | Exam Access Arrangements Policy               | Green             | None                                                                                                                                                                                         |
| 11                        | LGB Terms of Reverence                        | Amber             | Ensure each aspect is on the annual business schedule                                                                                                                                        |

### **13. ANY OTHER BUSINESS**

It was noted that this is Jenny Sharma's last meeting, she was thanked for her commitment to the Governing Body.

### **14. DATE OF NEXT MEETING**

Tuesday 21 October 2025 at 4.30pm.

The meeting closed at 17.45.

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