



**Minutes of the meeting of the Trust Board of the Reigate Learning to be held at
the College
on Tuesday 8 July 2025 at 5.30pm**

Present: Ms Pat Frankland – Chair
Mr Spencer Bowen – Vice Chair
Ms Kate Fulker
Ms Debbie Dalzell
Ms Yvette Robbins
Mr Stephen Hewes
Mr Farouk Durrani
Ms Christine Downton
Mr Chris Whelan - Chief Executive Officer
Mr Nick Clark – Executive Principal

In attendance: Ms Claire Tait (Governance Professional)
Ms Kim Saw (Director of Finance)
Mr Ryan Bull (Deputy Principal)

Prior to the formal meeting of the Trust Board, Trustees were invited to attend the following briefing/training updates:

- Staff Wellbeing - Chris Atkinson and Jo Driscoll
- GovernorHub demonstration – Claire Tait

	Agenda item	Action
	Formal Agenda Matters	
1	Welcomes, Apologies for Absence & Declaration of Interests Apologies for absence were received and accepted from Gerard Weide. There were no declared interests against any of the agenda items.	
2	Reappointment of Trustees Trustees were informed that Pat Frankland and Stephen Hewes term of office comes to an end on 30.08.25. Trustees reappointed Pat Frankland for another term. Trustees reappointed Stephen Hewes until the 31 st of December 2025 to allow a handover period	

3	Minutes: It was RESOLVED to approve the minutes of the Trust Board meeting held on 25 March 2025. (Paper 1), after moving one section to Part B.													
4	Summary Action List & Matters Arising <table border="1"> <thead> <tr> <th>MIN</th><th>ACTION</th><th>UPDATE FOR MEETING 08.07.25</th></tr> </thead> <tbody> <tr> <td>4i</td><td>NC to write to Cintra regarding the lack of suitable communication in terms of timescales to solve the ongoing payroll issues.</td><td>See below</td></tr> <tr> <td>4i</td><td>CW to add an age profile of the staff to risk 4</td><td>Covered in risk register item below</td></tr> <tr> <td>7</td><td>CT to send out a skills audit and questionnaire</td><td>Complete and closed</td></tr> </tbody> </table> <u>Action 4i:</u> NC outlined the process so far in determining a resolution of the ongoing issues with Cintra, the next step is for a letter to be sent to Cintra from the College's solicitors requiring a response and action plan within a set deadline. Trustees were assured again that the college is doing, and has done, all it can do to resolve this situation.	MIN	ACTION	UPDATE FOR MEETING 08.07.25	4i	NC to write to Cintra regarding the lack of suitable communication in terms of timescales to solve the ongoing payroll issues.	See below	4i	CW to add an age profile of the staff to risk 4	Covered in risk register item below	7	CT to send out a skills audit and questionnaire	Complete and closed	
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5	Monitoring of College Performance, Risks & Strategic Matters (i) <u>Review of the current Risk Register (paper 3)</u> The '<i>Risk Register 2023/24</i>' was received. The Risk Register was subject to a thorough review undertaken by the Audit & Risk Committee meeting held on 17 June. The following was noted: - The risk level has been reduced on staff recruitment. Recruitment has been very successful this year, with shortlisting taking place on a few occasions. It was reported that recruitment is still difficult in some subjects. This year seven trainee teachers have been recruited, which is more than previous years. DfE have reduced their targets on teacher recruitment for some subjects, and increased targets for subjects which the college does not have a difficulty in recruiting. - The Cyber security risk level remains the same, the level will be reviewed after the Code audit. Trustees discussed the current situation and the number of staff able to identify possible cyber threats via email. - It was suggested that mention of IT could be removed from risk 6 as this is covered in risks 21 and 22. Action: CW - Staff age profile had been added as requested by the Board. It was noted that there is a demographic shift towards older staff. It was RESOLVED to note the '<i>Risk Register</i>'. (ii) <u>Chief Executive Report (paper 4)</u> The report from the CEO provided updates on the following: DfE: Discussions were held regarding the reform of vocational education, with a particular focus on the reaccreditation of various courses. The SFCA exam boards meeting confirmed that Travel and Tourism is expected to be reaccredited, although Business (a significant area at RLA) may be reaccredited in a different format, such as Business Finance or Marketing. The reaccreditation of Law and Criminology remains	CW												

	more uncertain. The college was supposed to receive final confirmation this month, but this has now been delayed until September, which is very close to the open evenings. The team has already carried out modelling in case Criminology and Law are withdrawn. Law presents particular challenges, as the subject is split 50/50 between A-levels and BTECs, meaning that some students will not be able to transition from BTECs to A-levels. There has also been a significant decline in the number of Level 2 students, and this presents a viability issue for the program. Local schools have improved their performance for these students, and many can now directly enter Level 3 programs. <u>Applications for September 2025 Entry</u> The college is optimistic about being full for the September 2025 intake. The introductory day was described as a success, and so far, 200 students have been checked, interviewed, and are already on the waiting list. There was a brief discussion on demographics, with a positive outlook for the next three to four years, though it was noted that birth rates will dip beyond that period. The college aims to maintain its reputation and attract students to ensure ongoing success. <u>Ofsted Inspection</u> The college is still awaiting its Ofsted inspection, which was expected to take place by now but is now expected in the Autumn term. A new Ofsted framework will be implemented starting in November. The timeline for consultation, training, and implementation of the new framework was seen as ambitious, with implementation targeted for November 2025. There was further discussion about whether to proceed with the self-assessment using the old or new framework. The College has decided to use the new self-assessment, CW expressed a desire to be fully prepared for these changes. It was noted that next year's self-assessment review will include additional sections, and further papers will be presented to the Trustees. Ofsted also indicated that the concept of Disadvantage will be more flexible, allowing for interpretation by individual colleges. <u>Changes to SEND Funding</u> A new development in SEND funding was raised, with a reallocation of money to support more significant disabilities. There are currently no further details on the specifics of how this will impact the funding model. It was RESOLVED to note the '<i>CEO Report</i>'. <u>(iii) KPI Monitoring (paper 5)</u> The '<i>KPI Monitoring Report</i>' was received. It was noted there has been little or no change in performance against the agreed KPIs since the last review undertaken by the Board. Trustees discussed some of the figures but were assured that they fall under DfE's definition of 'normal'. It was confirmed significant updates will be reported on at the September Board meeting when end year examination results will be known. It was RESOLVED to note the '<i>KPI Monitoring Report</i>'.	
6	Annual Report on Partner Schools The '<i>Annual Report on Partner Schools</i>' was received for review (Paper 6).	

	The College currently has seven Partner Schools: Carrington, de Stafford, Merstham Park, Oakwood, Reigate, The Beacon and The Priory. In total, 644 students, which is approximately 41% of our new cohort (Lower Sixth and Intermediates). This is a slight decrease from 667 students (44%) in 2023/24, but in line with the average for the past few years. This continues to show how strategically important Partner School students are to the College. The report outlined all the various activities followed to support the partnership between the College and its partner schools, the following was specifically noted: - Most of the Senior Management Team are Governors at partner schools. - The Pathways extension project was reported as successful, with detail given. - All partner schools are part of a MAT; Oakwood is the only standalone secondary. There are no sixth form colleges in these MATs. It was RESOLVED to note the report.	
7	Management Accounts The Management Accounts up to 30 April 2025, previously reviewed by the Finance & Resources Committee at its meeting held 10 June 2025 (Papers 7a and 7b), were circulated to Trustees. The Management Accounts were NOTED.	
NON-DELEGABLE DUTIES, STATUTORY AND OR COMPLIANCE DUTIES, AND FUNDING GRANT REQUIRMENTS		
8	Skills Audit and Questionnaire Feedback Trustees received the completed Skills audit (paper 8) and a report on the questionnaire (paper 9) conducted by Trustees. It was noted that the skills audit shows a good spread of skills across the board with no areas of concern. Succession planning was discussed as there are two vacancies coming up within the next year. Someone with financial background would be helpful. Trustees were asked to consider if they know anyone they could ask. In the Autumn term there will be a further internal Governance review with interviews for each Trustee.	
9	Trust Budget 2025/26 The proposed College Budget 2025/26 was presented for review and approval. This budget had previously been discussed at the Finance & Resources Committee meeting on 10 June 2025 (Paper 10a). The budget is based on several key assumptions, including a 5% salary increase, which represents the largest portion of the budget. The initial projection had anticipated a £50k loss, but with new data and adjustments, the budget now reflects a £340k positive balance. The April 2025 financial year was used as the base, with Year-to-Date (YTD) spending data informing the figures, and a 5% general inflation rate has been applied to account for uncertain cost areas.	

	Income projections are based on the October 2024 census, with the Department for Education (DfE) raising the individual funding rate to £6k per student per year (up from £4k in 2021). However, staff costs have risen significantly, mainly due to the increased employer National Insurance (NI) contributions, which are funded only until March 2026, with no guarantees of continued funding beyond that. For the next two years, the budget assumes that funding rates will remain unchanged and student numbers will stay constant, while costs are expected to increase by 4% next year and 3% the following year. This results in a continued deficit in the budget projections. The college anticipates that the DfE will question the projected budget deficit, although a more accurate forecast could be provided if the college had more clarity on its income levels. There was also discussion on the college's IT expenditure, which has been considerable in the current year. The board explored future options for IT spending, specifically whether to purchase through contractors or direct purchasing routes, noting that while contractors were used in the past, it became more expensive. The college is now exploring alternative methods to secure the best deals for future IT purchases. Finally, the college will use its reserves to cover the projected budget deficit for the next two years. After careful review, the Trustees approved the proposed 2025/26 budget as presented.	
10	Admissions Policy It was confirmed it is a DfE statutory requirement for the Trust to have a published Admissions Policy and the proposed '<i>Admissions Policy 2026/27</i>' was received for the Board to approve (Paper 11). Trustees noted the following changes to this year's policy: - Part 5 now has attendance, punctuality and school report in separate bullet points to allow the college to be very specific in why a student may be rejected a place. - Noting that there is likely to be a demographic dip in 2-3 year's time The Harris Academy in Purley, and The Brit Schools have been added to category 4i. Overton Grange and Oriel School has been removed from category i. - Trustees considered a parental concern that the college is disadvantaging students from private schools but was assured that students from Independent schools within Reigate and Banstead are guaranteed an interview whilst noting that it is right to prioritise local schools without sixth forms. Following review, the Board RESOLVED to approve the '<i>Admissions Policy 2025/26</i>'.	
11	Annual Review of Committees' Terms of Reference The annual review of Committee terms of reference is a requirement confirmed in the Articles of Memorandum (Clause 101) and in the Trust's Standing Orders (Clause 11.2) The Governance Professional confirmed each committee undertook a review of their respective terms of reference and a paper outlining the proposed minor changes was received (Paper 12). The changes proposed were noted as follows:	

	<u>Local Governing Body (LGB):</u> Following review of its terms of reference the LGB, at its meeting held on 20 May 2025, the LGB proposed no major changes were required to its terms of reference but noted 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 meetings, and that safeguarding and staff wellbeing would be moved to the Trust Board and removed from the LGB Terms of Reference. Action: CT to update these Terms of Reference. <u>Finance & Resources Committee</u> Following review of its terms of reference at its meeting held on 12 June 2025, the Finance & Resources Committee proposed to remove item 17: <i>Review regular KPI information to review current staffing position across the Trust</i> as it is no longer this committee's responsibility. <u>Audit & Risk Committee</u> Following review of its terms of reference at its meeting held on 18 June 2025, the Audit & Risk Committee proposed no amendments to the Committee's terms of reference, other than a correction in the numbering. Following review, the Board RESOLVED to approve the revised terms of reference for the Reigate College Local Governing Body, the Finance & Resources Committee, and the Audit & Risk Committee.	CT
12	Election of Chair and Vice Chair for the Academic Year 2025/26 Clause 83 from the Articles state: The Trustees shall each school year elect a chairman and a vice-chairman from among their number. A Trustee who is employed by the Academy Trust shall not be eligible for election as chairman or vice-chairman. Following nominations received, it was RESOLVED to elect Ms Pat Frankland to be the Trust Chair and Mr Spencer Bowen to be the Trust Vice Chair for the academic year 2025/26 with effect from 01 September 2025.	
13	Trustee Membership & Committee Membership 2025/26 Following review of the report from the Governance Professional (Paper 13), it was RESOLVED TO: (i) Note current Trust Member membership. (ii) Note current Trust Board membership. – with plans for staggering reappointments as previously agreed. JG's term of office on the LGB will come to an end in August. Action: CT to write to him. It was agreed that a new Governor would be sought from Senior Leadership Teams at a partner school. (iii) Approve Committee Membership 2025/26 with the addition of Nick Clark on the Audit and Risk and Finance Committees, and a new Trustee to be found for the Audit and Risk Committee.	CT

Committee Reporting:

14	Report from the Reigate College Local Governing Body (LGB) The report from the LGB held 25 May 2025 (paper 14a) was received and noted, along with the safeguarding report (paper 14b). Trustees received an updated Safeguarding report with the section in red just for the trust board only. In future the safeguarding report will only come to the Trust Board.																													
15	Report from the Finance & Resources Committee The report from the Committee meeting held 10 June 2025 (Paper 15a) was received and noted, along with the H&S report (15b) The Health and Safety report was discussed with recommendations on the wording around significant incidents. It was noted that the major medical incidents were mostly due to students who have underlying health conditions.																													
16	Report from the Audit & Risk Committee meeting The report from the Committee meeting held 17 June 2025 was received and noted. (paper 16) Internal audit reports were reported to be thorough in terms of work undertaken with very few actions. The new procedures for review of policies have run well.																													
17	Board Assurance Framework (i) <u>Committee Board Assurance Assessments</u> The termly report on assurance assessments conducted by committees since the last meeting of the Trust Board was received for information purposes (Paper 17). The Board Assessment Framework was also received for review (Paper 17a) – this was NOTED. (i) <u>Board Assurance Assessments</u> The Board agreed the following board assurance assessments for agenda items/reports considered at this meeting (Paper 18) <table><tr><th>Agenda item number</th><th>Subject</th><th>RAG rating</th><th>Any recommendation(s) or action(s) arising from discussions on the agenda item. Any comment(s) on the quality of the paper(s)/presentation(s) made available for the agenda item.</th></tr><tr><td>5(i)</td><td>Risk Register</td><td>Green</td><td></td></tr><tr><td>5(ii)</td><td>CEO Report</td><td>Green</td><td></td></tr><tr><td>5(iii)</td><td>KPI Monitoring Framework</td><td>Green</td><td></td></tr><tr><td>6</td><td>Annual Report on Partner Schools</td><td>Green</td><td></td></tr><tr><td>8</td><td>Skills Audit</td><td>Green</td><td></td></tr><tr><td>8</td><td>Trustee Questionnaire report</td><td>Green</td><td></td></tr></table>	Agenda item number	Subject	RAG rating	Any recommendation(s) or action(s) arising from discussions on the agenda item. Any comment(s) on the quality of the paper(s)/presentation(s) made available for the agenda item.	5(i)	Risk Register	Green		5(ii)	CEO Report	Green		5(iii)	KPI Monitoring Framework	Green		6	Annual Report on Partner Schools	Green		8	Skills Audit	Green		8	Trustee Questionnaire report	Green		
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	10	Admissions Policy	Green		
	11	Annual Review of Committee Terms of Reference	Amber	Changes to the LGB noted	
	13	Trust & Committee Membership	Green		
	14	Report/Minutes from the LGB	Green		
	15	Report/Minutes from the F&R Committee	Green		
	16	Report/Minutes from the Audit & Risk Committee	Green		
	17a	BAF Assessments conducted by Committees since the last Trust Board meeting	Green		
	17b	Annual review of the BAF Assessments	Green		
18	Any Other Business None				
19	Date of next meeting: The Meeting dates for 2025/26 were received (paper 19)				
20	Trustee Scheduled Training/Briefings Prior to the Start of Board Meetings: Specific training requests from the questionnaire included the following ideas: - Gaining perspectives of partner schools - Staff recruitment - Equality, Diversity and Inclusion approach - Capital expenditure process review.				
See Part B agenda					

This part of the meeting concluded at 7.20pm.

The minutes of the meeting are approved at the next meeting and marked as signed by the Chair on GovernorHub