Minutes of the meeting of the Trust Board of the Reigate Learning to be held at the College on Tuesday 25 March 2025 at 5.30pm

Present: Ms Pat Frankland – Chair
Mr Spencer Bowen – Vice Chair
Ms Kate Fulker
Ms Yvette Robbins
Mr Stephen Hewes
Mr Farouk Durrani
Mr Gerard Weide
Mc C 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)
Ms Melanie Pearl (Assistant Principal – Safeguarding and Interventions/ DSL)

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

SEND requirements given my Laura MacIntyre (Assistant Principal – Teaching and Learning)
GDPR update given by Stuart Wilcox (Assistant Principal – Development and Operations)

	Agenda item	Action
	Formal Agenda Matters	
1	**Welcomes, Apologies for Absence & Declaration of Interests** Apologies were received from Debbie Dalzell. There were no declared interests against any of the agenda items.	
2	**Minutes:** It was **RESOLVED** to approve the minutes of the Trust Board meeting held on 03 December 2024. (Paper 1).	
3	**Summary Action List & Matters Arising** There were no actions or matters arising from the previous meeting	
5	**Safeguarding/Prevent Exceptional Reporting** This agenda item was taken at this point in the meeting. Trustees were given information on the following safeguarding issues:	

	• Safeguarding and Wellbeing Interventions report • Emerging themes • Future plans and interventions • Compliance Trustees asked about the level of risk that safeguarding poses. They were assured that due to the resources in place it is now a lower risk. It was noted that the main problems now come from outside the college grounds. Trustees asked how the low attenders are managed. The process was explained to ensure they are encouraged back into college as soon as possible. MP left at 5.45pm	
	MONITORING OF RISK, STRATEGIC MATTERS & MONITORING OF COLLEGE PERFORMANCE.	
4	**Monitoring of College Performance, Risks & Strategic Matters** **(i)** Review of the Current Risk Register The '*Risk Register 2024/25'* was received (Paper 3). It was confirmed the Audit & Risk Committee at its meeting on 11 March 2025 reviewed the Risk Register, and the minutes outlining the changes made and agreed by the committee were made available to inform the Board of the outcomes of the review. Discussions took place on the following risks: Risk 20 – A letter is going to be sent to Cintra regarding the lack of suitable communication in terms of timescales to solve the ongoing payroll issues. **Action**: NC Risk 16 – It was resolved to note the safeguarding report given at the start of this meeting in relation to this risk. Risk 4 – Trustees were given a staffing update; it was agreed to add an age profile of the staff to this risk. **Action**: CW It was **RESOLVED** to note the *'Risk Register'* **(ii)** Chief Executive Report The report from the CEO (Paper 4a) provided updates on the following: • Student Outcomes • New Government • Funding • Applications for September 2025 entry • Payroll • Computers • Data breach update • Training for Trustees Key points from the report were as follows:	NC CW

	Exceptional IT costs: Trustees were informed of the proposed necessary upgrades to the IT systems, computers and laptops due to the move to Windows 11. Trustees were asked to approve two projects: 1. The replacement of desktops and laptops to ensure Windows 11 can be run. 2. The purchase of laptop lockers Trustees discussed the associated costs and discussed in detail the need for these upgrades. Both these projects were approved in principle with exact figures to be circulated. It was agreed the additional spend on computers would be formalised when the exact figures are known. *Training for Trustees*: July 14th – times to be circulated See also Part B Minutes It was **RESOLVED** to note the '*CEO Report'* **(iii)** KPI Monitoring The 'KPI Monitoring Report' was received (Paper 5). It was confirmed there were minor changes to the report compared against the previous report considered at the December Trust meeting. A discussion took place on the type of data trustees would want to see in the report, and what Ofsted may want to see. Trustees appreciated the table. Questions were asked regarding the progress made by the courses that are currently in support. It was confirmed that this is monitored via half termly reviews wit the courses, student focus groups, lesson observations, interim reports and coursework marks which provide indications of improvements. It was **RESOLVED** to note the *'KPI Monitoring Report'.* **(iv)** Oral update on environmental issues • The implementation of the air source heat pump has not been taken forward on this occasion. • Further solar panels will be installed next year, research has started on battery storage. • Double glazing for Langham Building is happening at Easter • Recycling starts this week with new bins being delivered. The practicalities around implementation throughout the college will start after Easter.	
	NON-DELEGABLE DUTIES, STATUTORY AND OR COMPLIANCE DUTIES, AND FUNDING GRANT REQUIRMENTS	
5	**Safeguarding/Prevent Exceptional Reporting** Recorded after item 3	
6	**Finance Matters:** Under this agenda item the Board received:	

	(i) The report from the Committee covering the meeting held 4 March 2025 – Paper 6 (ii) For information purposes the Management Accounts up to 31/01/25 (previously circulated to trustees and were subject to review at the F&R meeting held 4/03/25 – Papers 7a and 7b) (iii) For approval the '*Charging & Remissions Policy 2025/26'* that was subject to review from the F&R Committee meeting held 4.03.25 – Paper 8 It was **RESOLVED** to: (i) Approve the '*Charging & Remissions Policy 2025/26'.* (ii) Note the Management Accounts up to 31/12/24: and (iii) To note the minutes and report from the Finance & Resources Committee meeting held 4/03/25	
7	**External Review of Governance Action Plan** It was noted that three targets are still in progress due to the ongoing action required. Trustees discussed the interim internal Governance Review needed this year. It was agreed that all Trustees would fill in the questionnaire and complete a skills audit by 28/04/25. **Action: CT** to send out skills audit and questionnaire It was **RESOLVED** to note the action plan.	CT
	Committee Reporting:	
8	**Report from the Reigate College Local Governing Body (LGB)** The minutes from the Reigate Local Governing Body meeting held 4 February 2025 were received for information purposes (Paper 10). The substantive agenda items for the meeting were as follows: • Development Plan • Curriculum Development • Board Assurance Framework • Meeting Review It was confirmed there were no proposed resolutions from the meeting for the Board to consider. It was **RESOLVED** to note the minutes.	
9	**Report from the Audit & Risk Committee meeting** The minutes of the Audit & Risk Committee held 11 March 2024 were received for information purposes (Paper 11). It was confirmed the substantive agenda items considered by the Committee were as follows: • Internal Audit Report on Compliance with the Academy Trust Handbook • Internal Audit Report on purchases and payments • Audit Progress report • School Resource Management Checklist	

- Board Assurance Assessments from Committees
- Risk Register
- Complaints policy
- Board Assurance Framework
- Meeting Review

It was confirmed there were no proposed resolutions from the meeting for the Board to consider.

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

10 **Board Assurance Framework**

The Board agreed the following board assurance assessments for agenda items/reports considered at this meeting (Paper 12):

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.
4(i)	Risk Register		No recommendations
4(ii)	CEO Report		No recommendations
4(iii)	KPI Monitoring Framework		No recommendations
6(i)	Report from Finance committee		No recommendations
6(ii)	Management Accounts		No recommendations
6(iii)	Charging and remissions Policy		No recommendations
7	External review of Governance Action Plan		Trustees are recommended to complete the skills audit and questionnaire.
8	Report from LGB		No recommendations
9	Report from A&R		No recommendations

11 **Meeting Review**

The Board was asked if there were any new risks including safeguarding identified as a result of decisions made at this meeting that might impact upon the College's effectiveness. It was agreed no such issues or risks were identified.

12 **Any Other Business**

The College values had been reviewed and staff members invited to be involved. The same three values have been used but expanded to have clearer objectives. There were no material changes.

It was **RESOLVED** to approve these values.

13 **Date of next meeting:**

Tuesday 08 July 2025 @ 17.30 followed by a social meal for both Trustees and Members at a restaurant in Reigate (Venue to be confirmed)

The meeting concluded at 7.10pm.

Signed: ________________________________ Date: ____________________