

**MINUTES OF THE REIGATE LEARNING ALLIANCE LOCAL GOVERNING BODY MEETING HELD ON
21st October 2025 at 4.30pm**

Present: Mr Spencer Bowen – LGB Member (Chair)
Ms Yvette Robbins - LGB Member
Mr Nick Clark – Executive Principal & LGB Member
Mr Chris Whelan - Chief Executive Officer & 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

In attendance: Mr Ryan Bull - Deputy Principal
Laura MacIntyre – Assistant Principal Curriculum and Quality
Ellen Walkinshaw – Director (progression and skills) (left after item 5)
Claire Tait – Governance Professional
Pat Frankland – Chair of Trustees

		Action
1.	<p>Welcome The Chair opened the meeting of the Reigate Learning Alliance Local Governing Body (LGB) and noted that there are no parent governors at this meeting due to an ongoing parent governor election. It was also noted that Jeremy Garner’s term of office has ended. The Governance Professional is in touch with someone from a partner school who may be interested in becoming the new Co-opted Governor.</p>	
2.	<p>Apologies for Absence & Quoracy There were no apologies. The Governance Professional confirmed the meeting was quorate.</p>	
3.	<p>Declaration of Interests None declared</p>	
4.	<p>Enrichment A paper on enrichment outcomes from 2024/25 was received (Paper 1). Governors questioned how the 6% who have not engaged in the enrichment programme would be followed up. It was clarified that anyone who did not engage in the lower sixth will have been assigned a compulsory pathway this year, they will have been given options to choose between. Take up is reviewed every six weeks. Governors questioned why Bursary students are less engaged. It was suggested that there may be a need for a focus group with these students, there are no costs involved with pathways. Governors asked if there are any gaps in the pathways, noting that twenty-eight options was a good number. An engineering pathway would be good, but there is currently no one to staff this. Everything else is covered. Governors asked if the college is monitoring the uptake of MyPD. Students reported that this was useful for CV writing, and for preparing talks with external people who come in. All the information is now in one location and is meaningful for when writing personal statements.</p>	
5.	<p>Careers A paper on career outcomes from 2024/25 was received (Paper 2). The following was noted:</p>	

	<ul style="list-style-type: none"> - Apprenticeship and employment – an hour a week is provided to help with applications. Heads of Departments are still providing careers appointments as well as 10 sessions of apprenticeship and employment pathways in three cohorts. This is providing much more targeted support for applying for these roles. - Aspire – there is now no GCSE minimum to join as this excluded some students. Students are put into tiers according to their GCSE scores. Extending Aspire to all students opens more pathways for more pupils. This will be analysed over the next two years. - There is a new structure to the UCAS personal statement, it now has three headings (why they want to study this subject, how their skills going to help, what else have they done). - More students have completed face to face work experience. <p>A discussion was held regarding degree apprenticeships, it was noted that these are hard to achieve, and students need to apply for many different ones. Often students also put in a UCAS application. This is time consuming for students.</p> <p>Governors looked at the percentages of males and BAME students' applications to university and noted the percentage significance is uncertain.</p> <p>EW left at 4.50pm</p>											
6.	<p>Minutes from the Last Meeting The minutes of the Local Governing Body meeting held 20 May 2025 (Paper 3) were received and approved as an accurate and complete record of the meeting.</p> <p>Action: NC to check regarding the air source heat pump costs and report back to governors.</p>	NC										
7.	<p>Matters Arising There were no matters arising from the minutes of the last meeting.</p>											
8.	<p>Constitution</p> <ul style="list-style-type: none"> a) The Governance Professional advised that there have currently been 11 nominations received for the role of parent governor. The closing date for further nominations is Friday 24th October. This will go to ballot after half term when nominees will be invited to write personal statements. b) Governors noted that the staff governors' terms of office end on 31.01.25 and a staff governor election will need to be held straight after Christmas. Action: CT to start this process. 	CT										
9.	<p>Admissions And Numbers on Roll A report on Admissions and Numbers on Roll was received (Paper 4), and it was confirmed the number of full-time students on roll at the time the report was written was 2990, compared against 2969 for the previous year. The analysis of the full-time student population confirmed the following:</p> <table border="1" data-bbox="422 1758 1166 1944"> <thead> <tr> <th></th> <th>Totals</th> </tr> </thead> <tbody> <tr> <td>One Year Intermediate Course (P)</td> <td>0 (88)</td> </tr> <tr> <td>Lower Sixth Advanced Course (L)</td> <td>1554 (1504)</td> </tr> <tr> <td>Upper Sixth Advanced Course (U)</td> <td>1436 (1377)</td> </tr> <tr> <td>Total</td> <td>2990 (2969)</td> </tr> </tbody> </table> <p>Governors asked about the potential intake of students for the next academic year. The college has run three successful, and very busy open evenings. It was reported that</p>		Totals	One Year Intermediate Course (P)	0 (88)	Lower Sixth Advanced Course (L)	1554 (1504)	Upper Sixth Advanced Course (U)	1436 (1377)	Total	2990 (2969)	
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	<p>there are more enquiries than normal from people who do not live or go to school in local area who may not get in but feel that they have no other options. The conversion rate from interview to places accepted for independent schools is about 40% and appears to be going up. 2800 applications have been received so far, with 10 days to go. The college has continued to work with partner schools on applications.</p> <p>Governors queried whether the risk level on student numbers could now be reduced based on historical and future predictions of student numbers. Based on historical data and barring any significant issue the college should be in a positive situation next year. It was noted through that the birth rate after 2010 decreases, so the college will need to accept students wider geographically. This year is the lowest birth rate ever, so in 16 years' time that will cause issues.</p>	
<p>10.</p>	<p>Draft Outcome Data 2024/25 Draft Outcome Data 2024/25 (Paper 5)</p> <p>The following key headlines were noted from the report:</p> <ol style="list-style-type: none"> 1. The college has improved the % of students achieving high grades in A levels to 61.1%. 2. 188 students achieved at least 3 A* / A grades in A levels 3. The overall pass rate (98.8%) has not quite returned to pre-COVID levels. In 2026 we will have the first data set for students who took GCSEs with pre 2020 grading 4. 84% of students achieved at least one high grade in an A level or BTEC. 5. Diversity and disadvantage measures show the college outperforming the average for sixth form colleges on all measures except for Free College Meals for BTEC students. 6. Students were 3% more likely to go to university than the average for sixth form colleges on a Value-Added basis, and 9% more likely to go to an elite university. 7. Of the courses being supported to improve last year, PE, Computer Science, Media A level and Media BTEC all made improvements, although more work is needed with Criminology and Applied Science. 8. Additionally, History and BTEC Music will be helped to improve this year. 9. Draft GCSE data from the DfE shows English and Maths progress as 0.89 and 0.82 grades. On a historical basis this would be very high. <p>Made available in the report was a detailed breakdown on outcomes for each subject area. Governors asked questions on data differences between boys and girls and for BAME students.</p> <p>A discussion was held on creating a focus group for BAME students and the number of students who leave the college without an English or Maths GCSE.</p> <p>For the few areas requiring improvements, targets have been set as listed in the Development Plan (Paper 6).</p> <p>The report was noted.</p>	
<p>11.</p>	<p>Self-Assessment Report & Annual Targets to be reported on via the Development Plan</p> <p>The report on annual targets from the Development Plan was received for review (Paper 6) summarising any significant new problems, challenges, initiatives and progress made throughout the year.</p> <p>Governors reviewed the annual targets proposed and asked that a measurement is included for each objective to allow a review of impact. Action: CW</p>	<p>CW</p>

	It was noted that the targets proposed are high level targets and that each does have an action plan with measurable targets.																																			
12.	<p>Board Assurance Assessments on reports received at the meeting – Paper 7 Under the Board Assurance Framework (BAF), each Committee is asked to conduct at 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.</p> <p>The Board agreed the following board assurance assessments for agenda items/reports considered at this meeting (Paper 7)</p> <table border="1"> <thead> <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> </thead> <tbody> <tr> <td>4</td> <td>Enrichment outcomes</td> <td>Green</td> <td>None</td> </tr> <tr> <td>5</td> <td>Careers outcomes</td> <td>Green</td> <td>None</td> </tr> <tr> <td>6</td> <td>Minutes</td> <td>Green</td> <td>None</td> </tr> <tr> <td>9</td> <td>Admissions report</td> <td>Green</td> <td>None</td> </tr> <tr> <td>10</td> <td>Draft outcome data</td> <td>Green</td> <td>None</td> </tr> <tr> <td>11</td> <td>Progress update on college SAR</td> <td>Amber</td> <td>This is work in progress</td> </tr> <tr> <td>11</td> <td>Annual targets on Development plan</td> <td>Green</td> <td>None</td> </tr> </tbody> </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.	4	Enrichment outcomes	Green	None	5	Careers outcomes	Green	None	6	Minutes	Green	None	9	Admissions report	Green	None	10	Draft outcome data	Green	None	11	Progress update on college SAR	Amber	This is work in progress	11	Annual targets on Development plan	Green	None	
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13.	<p>Any other Business A Governor queried if energy drinks should be banned in college due to mental health and wellbeing. There is a current proposal for it to be banned for under 16s. this decision was left with NC and CW to consider.</p>																																			
14.	<p>Date of next meeting Tuesday, 03 February 2026, 4.30pm</p>																																			

The meeting was closed at: 5.45pm