

**Minutes of the meeting of the Trust Board of the Reigate Learning Alliance
held at the College
on Tuesday 23 September 2025 at 5.30pm**

Present: Ms Pat Frankland – Chair
Mr Spencer Bowen – Vice Chair
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:

16.30 – 17.00 Safeguarding Update (KCSIE) (Mel Pearl)
17.00 – 17.30 Recruitment (Caroline Loughlin)

	Agenda items	Action			
	Formal Agenda Matters				
1	Welcomes, Apologies for Absence & Declaration of Interests Apologies for absence were received and accepted from Kate Fulker and Gerard Weide. The meeting was declared as quorate. There were no declared interests against any of the agenda items.				
2	Minutes: (i) It was RESOLVED to approve the minutes of the Trust Board meeting held 08 July 2025 (ii) It was RESOLVED to approve the confidential minutes of the Trust Board meeting held 08 July 2025				
BOARD DUTIES & MONITORING OF COLLEGE PERFORMAMCE					
3	Summary Action List & Matters Arising <table border="1" data-bbox="263 1915 1332 1986"> <tr> <th>MIN</th><th>ACTION</th><th>UPDATE FOR MEETING 23.09.25</th></tr> </table>	MIN	ACTION	UPDATE FOR MEETING 23.09.25	
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	5i	CW to remove risk 6 from the Risk Register as this is covered in risks 21 and 22	Complete	
	11	CT to update the LGB Terms of Reference	Complete	
	13ii	CT to write to Jeremy Garner regarding his end of term of office.	Complete	
4	<p>Recommendation from the External Review of Governance – to hold an Annual Conversation.</p> <p>The external review of governance recommended that an annual conversation between trustees and executives is undertaken to clarify each parties' expectations and objectives from the governance function and the Board's key focus for the year ahead.</p> <p>During the discussion, the key following points were noted:</p> <ul style="list-style-type: none"> i. The new Ofsted framework will need to be a focus. The college can expect Ofsted any time after the 10th of November. ii. Trustees questioned what more they can be doing to support the college. It was suggested that the focus on the differences in the Ofsted framework can be supportive. Staff wellbeing and disadvantaged pupils will be good priorities due to the changes. iii. Trustees would also like to attend departmental review meetings, SLT meetings and student/ staff focus groups. Action: CW to send dates to CT to circulate. 			CW
5	<p>Re-Cap on the Roles & Responsibilities of Trustees</p> <p>The Board has agreed to receive at its first meeting in the academic year a re-cap on the roles and responsibilities of trustees (Paper 4). The report provided trustees with a summary of their legal responsibilities and obligations. It was RESOLVED to note the report.</p> <p>Trustees discussed recruitment of new Trustees, it was suggested it may be possible to ask someone from the Business Guild to join the Board. Action: CT and NC to liaise on this.</p>			CT NC
6	<p>Monitoring of College Performance, Risks & Strategic Matters</p> <p>(i) Chief Executive Report (Paper 5)</p> <p>The report from the CEO provided updates on the following:</p> <ul style="list-style-type: none"> • 2024/25 student Outcomes • September 2025 Entry • Pay settlement for September 2025 • Payroll • New computers • Ofsted • Curriculum reform <p>It was noted that the headline results are not complete due to re-marks. DfE data comes out in February.</p> <p>September 2025 entry – Trustees were pleased to hear that the numbers of roll are higher than this time last year and that applications for next year have started</p>			

	<p>coming in already. It was noted that the college is nearly at full capacity, with only one small room not timetabled.</p> <p>Pay Settlement - Employers and Unions have met. Support staff settlement is likely to be agreed, the teaching staff union have not agreed yet.</p> <p>Payroll – It was reported that the situation is much improved, with one small issue on teacher pension and another issue which should be resolved this week. Trustees thanked KS for her work on this.</p> <p>New computers – The new locker system enabling students to borrow a laptop is working well. Trustees asked and were assured that that the transfer to Windows 11 has taken place successfully.</p> <p>Curriculum reform – The college should hear in October/ November the changes to qualifications for September 2027.</p> <p>UCAS entries: 94% of students got their 1st choice university. 37% went to a Russel Group university. 48% went to a Sutton 30 group university.</p> <p>(ii) Staff Organisation Chart</p> <p>Trustees have agreed to receive at the first Board meeting in the academic year a staff structure/organisation chart.</p> <p>The report outlined the key responsibilities of each member of the Senior Leadership Team (SLT) and College Board. Also made available was a spreadsheet that provided additional information on the staffing structure and responsibilities of Senior Management. (Papers 6i and 6ii)</p> <p>Trustees asked questions of comparisons of other colleges and how finance fits into SLT, the differences between SLT and SMT and the roles of each were discussed.</p> <p>It was RESOLVED to note the reports received under this agenda item.</p>	
7	<p>Results Review</p> <p>The Trustees were given a presentation on the A-level and BTEC results from 2024/25. The following main points were highlighted:</p> <ul style="list-style-type: none"> - Students are performing at or above where they should be based on their GCSE results. - All disadvantaged pupils are performing above the national average in value added. - Trustees took note of the subjects which had exceeded expectations in term of value added, and those needing monitoring this year: <ul style="list-style-type: none"> • A Level PE, Computer Science and Media, and BTEC Media have all made improvements since last year. Criminology and Applied Biology have not made significant improvements. • Work will continue with these departments, as well as History and Music. - Every department will have a review of the data available, and an action plan put in place. 	
8	<p>Management Accounts</p>	

	<p>To receive for review Management Accounts 11 Months up to 31 July 2025.</p> <p>The Management Accounts up to 31 July 2025, previously circulated to Trustees, were received and noted (Paper 8)</p> <p>It was RESOLVED to note the Management Accounts.</p>																																	
9	<p>CONFIDENTIAL - Annual Human Resources Report 2024/25</p> <p>The confidential ‘<i>Human Resources Report 2024/25</i>’ was received for review and discussion. (Paper 9).</p>																																	
NON-DELEGABLE DUTIES, STATUTORY AND OR COMPLIANCE DUTIES, AND FUNDING GRANT REQUIREMENTS																																		
10	<p>Review of Governance Action Plan</p> <p>Trustees received an updated plan of the internal Review of Governance for 2025-26 and were asked to sign up to a time slot to meet with the Chair and Governance Professional</p>																																	
11	<p>Governance Matters</p> <p>(i) The Board received confirmation of the publication on the RLA website of the ‘<i>Trustee Handbook 2025/26</i>’.</p> <p>(ii) The Board received for information the Trust’s ‘<i>Annual Cycle of Business for Board and Committees 2025/26</i>’ (published on the RLA website).</p> <p>(iii) The Board received for information a summary of ‘<i>Membership Attendance 2024/25</i>’ that is published on the RLA website (compliance requirement)</p> <p>(iv) The Board received for information ‘<i>Trustee Training Log 2024/25 and Trustee Training Schedule 2025/26</i>’.</p> <p>(v) The Board received for information purposes the DfE publication ‘<i>Academy Trust Handbook September 2025</i>’. Academy trust handbook 2025: effective from 1 September 2025 - GOV.UK</p> <p>It was RESOLVED the reports received under this agenda item.</p>																																	
Committee Reporting:																																		
	<p>There have been no Committee meetings since the July Trust Board meeting</p>																																	
12	<p>Board Assurance Framework</p> <p>The Board agreed the following board assurance assessments for agenda items/reports considered at this meeting (Paper 14):</p> <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</td><td>Recap Roles & Responsibilities of Trustees</td><td>Green</td><td></td></tr><tr><td>6(i)</td><td>CEO Report</td><td>Green</td><td></td></tr><tr><td>6(i1)</td><td>Staff Organisation Chart</td><td>Green</td><td></td></tr><tr><td>7</td><td>Results review</td><td>Green</td><td></td></tr><tr><td>8(i)</td><td>Management Accounts</td><td>Green</td><td></td></tr><tr><td>8(ii)</td><td>Year-end Position</td><td>Green</td><td></td></tr><tr><td>9</td><td>Annual Human Resources 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	Recap Roles & Responsibilities of Trustees	Green		6(i)	CEO Report	Green		6(i1)	Staff Organisation Chart	Green		7	Results review	Green		8(i)	Management Accounts	Green		8(ii)	Year-end Position	Green		9	Annual Human Resources Report	Green		
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	10	Governance Review Action plan	Green		
	11 (i)	Trustee Handbook	Green		
	11(ii)	Annual Cycle of Business	Green		
	11(iii)	Attendance data	Green		
	11(iv)	Training Log 2025/26 & Scheduled Training Programme 2026/27	Green		
	11(v)	Academy Trust Handbook September 2025 – online link	Green		
13	Meeting Review The Board were asked if there were any new risks including safeguarding identified as effectiveness. It was agreed no such issues or risks were identified.				
14	Any Other Business There was no other business				
15	Date of next meetings: (i) Board Meeting: 09 December 2025 @ 17.30 (ii) Annual General Meeting with Members & Trustees to discuss strategic direction: 27 January 2026 @16.30				
16	Part 2 agenda items – See Part 2 minutes				

This part of the meeting concluded at 7pm.

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