

## MINUTES OF THE MEETING OF REIGATE COLLEGE CORPORATION HELD 30 SEPTEMBER 2014

Present:	Mr M Jones	Chair
	Mr S Oxlade	Executive Principal
	Mrs S Hopper	Staff Member
	Mr R Stephen	External Member
	Mr P Rimmington	Staff Member
	Ms S Whitelock	Staff Member
	Mr I Fortune	External Member
	Mr N Grant	External Member
	Ms H Shortland	Student Member
	Ms K Dingwall	Student Member
In Attendance:	Ms K Saw	Director of Finance
	Mr J Allen	Clerk

The meeting commenced at 1800.

### WELCOMES, APOLOGIES, APPOINTMENTS & DECLARATION OF INTERESTS

1. The Chair welcomed the two student governors to the meeting. There were apologies from Robert Hails, Mark Coleman, Jenifer Tindle, Arthur Li and Kirsten Gulless. The interests of Steve Oxlade, Michael Jones, and Ian Fortune were declared given their membership of the Corporation of Coulsdon College. The Clerk confirmed the recent resignations from the Corporation of Claire Harvey and Stephen Rolt. The Chair, on behalf of the Corporation, placed on record appreciation and thanks for their services given to the College.

### MINUTES

2. Subject to amending the figure in minute 8 to read '£2.37m', it was **RESOLVED** to approve the minutes of the meeting of the Corporation held 08 July 2014 as an accurate record and to authorise the Chair to sign.

3. It was **RESOLVED** to approve the minutes of the confidential meeting of the Corporation held on 08 July 2014 as an accurate record and to authorise the Chair to sign.

### MATTERS ARISING

4. There were no matters arising.

### DRAFT MANAGEMENT ACCOUNTS

5. Prior to discussing the draft Management Accounts, the Executive Principal gave a presentation on the process followed for the planning of student numbers, and of the impact of the process on budget setting. As this was an important area for governors to understand, it was agreed for the Executive Principal to deliver the

presentation to those governors who were not in attendance prior to the start of the next Corporation meeting in December.

6. The draft Management Accounts for 12 months up to 31 July 2014 were received. The Director of Finance confirmed that the accounts were still subject to audit and the Corporation **NOTED** the following key points arising from the review of the Management Accounts:

- Surplus before non-cash items is £1,109k against the revised budget of £778k, a positive variance of £371k;
- Retained surplus is £668k against the revised budget of £280k, a positive variance of £388k;
- There were no significant material variances against any of the Incomer/Expenditure lines;
- The College generated cash inflow of £158k during the 12 months;
- Total College cash and investments stood at £2,805m as at 31 July 2014;
- The College's financial health grade is 'Outstanding'.

7. It was **RESOLVED** to note the Management Accounts.

#### **BANK MANDATE**

8. It was **RESOLVED** to approve the following changes to the existing Bank Mandate:

- Add new authorised signatory: Nicholas James Clark
- Change name for existing authorised signatory: Victoria Jane Cope (previously Davey)

#### **OVERVIEW OF STUDENT OUTCOMES**

9. A verbal update was given from the Executive Principal on student outcomes with confirmation given that a more detailed analysis will be made available to the Development & Standards Committee. It was noted, and welcomed, that the overall college success rate was at 93%.

#### **STUDENT ENROLMENT NUMBERS**

10. A verbal update was given from the Executive Principal with confirmation given that a more detailed analysis would be made available to the Development & Standards Committee.

#### **OFSTED COMMON INSPECTION FRAMEWORK**

11. The Clerk made available a report to governors on the Ofsted Common Inspection Framework. This training/briefing was in response to a recommendation from the auditors who advised that governors should be briefed on the new focus of inspections being on teaching, learning & assessment and the impact of this on learners.

12. It was agreed for the Clerk to deliver the same training/briefing to those governors who were unable to attend this meeting, and for this to be done prior to the start of the December Board meeting.

## **SEARCH COMMITTEE**

13. The Chair provided a verbal update on the outcomes arising from the meeting of the Search Committee that met prior to the meeting of the Corporation. It was **NOTED** there were no resolutions arising from the meeting that required Corporation approval. Instead, matters discussed would be subject to further discussion by the Committee with any resolutions being put to the December Corporation meeting.

## **GOVERNORS' HANDBOOK 2014-15**

14. The Clerk confirmed that an electronic copy of the Governors' Handbook 2014/15 has been issued to all governors with a copy also placed on the College website.

## **STRATEGIC PLAN UPDATE/RISK MANAGEMENT UPDATE**

15. It was confirmed there were no matters arising from the meeting that required any additions to the Risk Management database. The Executive Principal reported that the risk assessment of the category 'Likelihood' for student enrolment had been changed from 'Low' to 'Medium' in light of the issues outlined in his earlier presentation. The Executive Principal emphasised that there is no risk on student numbers and the change is around the assessment of 'likelihood'.

## **ANY OTHER BUSINESS**

16. There was no other business.

## **DATE OF NEXT MEETING**

17. Tuesday 17 December 2013 at 1800.

## **CONFIDENTIAL ITEMS**

18. Discussions on enrolments and partner schools were declared confidential and not for minuting.

The meeting closed at 1910.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chair)