

## MINUTES OF THE SPECIAL MEETING OF REIGATE COLLEGE CORPORATION HELD ON TUESDAY 05 MAY 2015

Present: Mr Michael Jones (Chair)  
Mr Robert Hails (Vice Chair)  
Mr Steve Oxlade (Principal)  
Mrs Sally Hopper  
Mr Richard Stephen  
Mr Paul Rimmington  
Ms Stephanie Whitelock  
Mr Ian Fortune  
Mr Ciaran McSharry  
Mr Stephen Hewes  
Ms Heather Moran  
Ms Jennifer Tindle  
Mr Arthur Li  
Mr Noel Grant

In Attendance: Mr Jon Allen Clerk  
Mrs Sally Taylor  
Mr Nick Clark

### APOLOGIES

97. Apologies were received from Dawn Hughes, Mark Coleman and Hayley Shortland.

### DECLARATION OF INTERESTS

98. The interests of Steve Oxlade, Michael Jones, Robert Hails, Jennifer Tindle and Ian Fortune were declared given their membership of the Corporation of Coulsdon College.

### MINUTES

99. The minutes of the previous meeting will be taken as an agenda item at the July Corporation meeting.

### FEDERATION

100. Members received a joint paper to be considered by both Reigate Corporation and Coulsdon Corporation covering two aspects of the Federation:

- Addressing the 'control' & 'dominating influence' of Reigate corporation over Coulsdon corporation raised by the external auditors of Reigate college; and
- Reassess the mission and future strategic direction of the Federation between Coulsdon college and Reigate college in the light of the December

decision of the Reigate corporation to increase the size of the Coulsdon Corporation

**'Control' & 'Dominating Influence'**

101. Reigate College and Coulsdon College formed a Federation partnership in March 2013, which was confirmed by the Reigate Corporation in July 2013.

102. At this time both Colleges' Instrument & Articles of Government were amended to confirm Reigate Corporation being the appointing body for Coulsdon College Corporation. Governor appointments for Coulsdon Corporation were overseen by Reigate's Search Committee with any appointment recommendations subject to the approval of the Corporation of Reigate.

103. Baker Tilly, Reigate's Financial Statement Auditor, advised that because of the 'control' and 'dominant influence' of Reigate Corporation over Coulsdon College, the accounts for Coulsdon had to be consolidated into Reigate's accounts.

104. Given that the two Colleges had separate operations and were separately funded by the Education Funding Agency (the EFA), the Reigate College Corporation took the decision not to consolidate the accounts. As a result, the College's Financial Statement Auditor qualified the accounts for both the year-ended 31 July 2013 and year-ended 31 July 2014.

105. The EFA did accept this qualified opinion on the accounts for the last 2 years and the reasons for it. However, it has now indicated that a third set of qualified accounts would be undesirable and they have asked Reigate College to work with the auditors to seek a solution.

106. Members were reminded that some actions had already been taken to address the 'Control' and 'Dominating Influence' of Reigate College over Coulsdon College. In particular, at the December Reigate Corporation meeting the size of Coulsdon Corporation membership was increased from 12 to 15 resulting in there no longer being an inbuilt majority of Reigate Governors on the Corporation of Coulsdon College.

107. Further discussions were held with the auditors to confirm what additional actions were required to address the 'Control' and 'Dominating Influence' issues. The auditors indicated the following actions, if implemented, would satisfy their requirements:

- (i) Both Reigate's College's and Coulsdon's Instruments & Articles to be amended to remove Reigate Corporation being the appointing body for members to the Coulsdon Corporation
- (ii) Both Reigate Corporation and Coulsdon Corporation to agree to amend their Instrument & Articles of Government to confirm that governor appointments for both Colleges will be overseen by a joint Reigate College/Coulsdon College Search Committee;
- (iii) Membership of the Search Committee to be made up of equal representatives from both Reigate Corporation and Coulsdon Corporation with no casting vote allowed from the Chair;
- (iv) Quoracy of the Committee to confirm that there must be in attendance at least one representative from each College;
- (v) Terms of Reference of the Search Committee to confirm that each College will inform the Search Committee of vacancies as and when they occur and

- of the skills set required for the filling of the vacancy;
- (vi) In the event of a tied vote on any appointment recommendation, the appointment recommendation would not be taken forward;
- (vii) Terms of reference to confirm that the Committee can only make appointment recommendations; and
- (viii) Appointment recommendations from the joint Reigate College/Coulsdon College Search Committee to be considered for approval by either the Reigate Corporation or Coulsdon Corporation, depending on which governor appointment is being recommended to which College.

108. The above were confirmed in draft terms of reference of a Joint Search Committee that were subject to detailed review.

109. Following discussion, it was **RESOLVED** to:

- (i) To amend Article 4(i) to read 'The Corporation of Reigate College to be the appointing authority in relation to the appointment of its member' and
- (ii) To approve the terms of reference for a Joint Search Committee with Coulsdon College, with membership of the Joint Search Committee consisting of 2 members from each Corporation.

**Mission:**

110. In the light of the transformation which has occurred within Coulsdon College over the last two years (which was described briefly in Appendix 1 of the joint paper) and the decisions taken in December, it was agreed at the March Reigate Corporation meeting, that it was timely to look again at the mission and future strategic direction of the Federation.

111. After a thorough discussion, it was **RESOLVED** for the following key elements to make up the mission and future strategic direction of the Federation:

- (i) The relationship between the two Colleges has evolved into one of mutual advantage; Coulsdon benefitting from guidance and support and Reigate gaining from the profile and reputation it has gained;
- (ii) The separate March Corporation Strategy meetings agreed the aims and objectives for each College for the next academic year. These collectively are in line with the overall aim described in the above paragraph. The main strategic imperative of both Reigate and Coulsdon Colleges (and therefore also of the Federation) has to be to strive to continue to deliver an outstanding educational experience to their students;
- (iii) Our goal is nothing less than to ensure that Sixth Form College education becomes the first choice for those who live in a "corridor of excellence" - from Redhill to Warlingham and Reigate to Coulsdon. This can best be achieved by a strategic partnership based on a Federation with agreed values, standards and expectations providing high quality education in a supportive community.

112. In terms of any potential risk of the Corporation of Coulsdon acting in any way that goes against the agreed mission and future strategic direction of the Federation, it was noted that that this risk will be incorporated within the College's Risk Register and that the risk, and actions being taken to mitigate against the risk,

will be subject to on-going review from the Audit Committee and through an annual review conducted by the Corporation of the Risk Register.

**IT REPLACEMENT PROGRAMME 2014/15**

113. Following a tendering exercise, it was **RESOLVED** to retain Stone Computers Ltd as the College's primary supplier of IT equipment for 2014/15 and to **APPROVE** a spend of £106,520 with Stone Computers Ltd for hardware purchase with confirmation given that the purchase was within the 2014/15 budget.

**ANY OTHER BUSINESS**

114. There was no other business.

**DATE OF NEXT MEETINGS**

115. Corporation meeting Tuesday 07 July 2015 @ 1800

The meeting closed at 17.45.

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