

## MINUTES OF THE MEETING OF REIGATE COLLEGE CORPORATION HELD ON TUESDAY 17 MARCH 2015

Present:	Mr Michael Jones	(Chair)
	Mr Robert Hails	(Vice Chair)
	Mr Steve Oxlade	(Principal)
	Mrs Sally Hopper	
	Mr Richard Stephen	
	Mr Mark Coleman	
	Mr Paul Rimmington	
	Ms Stephanie Whitelock	
	Mr Ian Fortune	
	Ms Dawn Hughes	
	Mr Ciaran McSharry	
	Mr Stephen Hughes	
	Ms Kayleigh Dingwall	
In Attendance:	Mr Jon Allen	Clerk
	Ms Kim Saw	Director of Finance

### APOLOGIES

64. Apologies were received from Jenifer Tindle, Arthur Li, Noel Grant, and Hayley Shortland.

### DECLARATION OF INTERESTS

65. The interests of Steve Oxlade, Michael Jones, Robert Hails, Mark Coleman and Ian Fortune were declared given their membership of the Corporation of Coulsdon College.

### MINUTES

66. Due to an administration error, the minutes of the last meeting were not made available in the papers issued to governors. The minutes were tabled but it was agreed that it would not be appropriate to sign them without governors having had time to review them. It was **RESOLVED** to defer the signing of the minutes of the meeting held 16 December 2014 and the minutes of the Strategy meeting held 10 March 2015 to the next meeting.

### MATTERS ARISING

67. The Clerk confirmed the two matters arising from the last meeting are agenda items, these being:

Minute 30: Corporation needs to find a position that enables the accounts to be unqualified and it was agreed to report back at the March Corporation meeting on the 'control' issues that have resulted in qualified opinions on the accounts – dealt with under agenda item 8.

Minute 35(ii): To delegate authority to the Management Committee to oversee the tendering process subject to the final tender award being approved by the Corporation – dealt with under agenda item 9

### **MISSION, STRATEGIC & ANNUAL OBJECTIVES**

68. The document '*Mission, Strategic & Annual Objectives*' for Reigate College that was subject to review, analysis and approval at the Strategic Planning meeting held 10 March 2015 was received and **NOTED**.

### **FEDERATION UPDATE**

69. Other than the 'control' and 'dominating influence' issues that is an agenda item, there were no other Federation updates to bring to the attention of the Corporation.

### **SEARCH COMMITTEE**

70. The Corporation received an oral update on the meeting of the Reigate Search Committee held on Monday 09 March 2015 that met to conduct governor interviews for the two vacancies on the Corporation of Coulsdon College.

71. Following recommendations from the Search Committee, it was **RESOLVED** to appoint Sharmin Joarder and Dr Phidelma Lisowska to be external governors for the period 01 April 2015 to 31 March 2019.

72. It was further **AGREED** for Sharmin to serve on the Audit Committee and Phidelma on the Planning & Performance Committee.

### **REPORT FROM THE AUDIT COMMITTEE**

73. The '*Unconfirmed Minutes of the Audit Committee held 10 February 2015*' were received (Paper 2). The Chair of the Committee presented the unconfirmed minutes and confirmed the meeting primarily dealt with the development of the Board Assurance Framework and 'control' and 'dominating influence' issues that led to qualified audit opinion on the year-end accounts for the last 2 years.

74. It was **RESOLVED** to note the unconfirmed minutes of the Audit Committee meeting held 10 February 2015.

### **'CONTROL' ISSUES**

75. The Director of Finance circulated a copy of the letter received from the College's external auditors that confirmed that if certain governance arrangements and other matters proposed by the College were put in place by 31 July 2015, this would enable the auditors to offer an unqualified opinion on the 2014/15 accounts.

76. The Director of Finance outlined the proposed governance changes and these were noted as follows:

- (i) Coulsdon College's articles amended to remove the ability of Reigate to appoint the majority of the governors;
- (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 Coulsdon Corporation and Reigate Corporations 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 Corporation 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) Terms of reference of the Search Committee to contain a 'deadlock' clause in the event of a a tied vote in any appointment recommendation, with the 'deadlock' clause to confirm that 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 approved by either the Reigate Corporation or Coulsdon Corporation, depending on which governor appointment is being recommended to which College.

77. In addition to the above, the following was confirmed:

- (i) That any adoption by Coulsdon of similar operating/financial policies from Reigate College is to be supported as one of sharing best practice rather than dominant influence by Reigate (i.e. Coulsdon could reject if they wish with no mechanism for Reigate to force it through); and
- (ii) There are 'control' or 'dominating influence' issues over Coulsdon College or Reigate College through the job description of the post of Executive Principal.

78. It was confirmed that governors were not being asked to approve these arrangements at this meeting. Instead, a paper is to be drafted for consideration at the Joint Governor Meeting involving both Reigate and Coulsdon governors scheduled to be held in May.

79. In discussion it was suggested that the paper also needs to set out exactly what the Reigate Federation will be in the future, it's aims and objectives as the original intention of the Federation was for Reigate College to 'control' Coulsdon College. The Vice Chair stated that this paper needed to take into account the decision already made by the Corporation last December that the in-built majority of Reigate governors (on the Coulsdon Corporation) should not be maintained following the decision to increase membership of the Coulsdon Corporation from 12 to 15.

80. It was **RESOLVED** to note the update and to receive a further report at the Joint Governor meeting in May

## **REPORT FROM THE MANAGEMENT COMMITTEE**

81. The '*Unconfirmed minutes of the Management Committee meeting held 24 February 2015*' were received. Also made available were the '*Management Accounts up to December 2014*' and the proposed '*Charging Policy 2015/16*'.

82. It was resolved at the December Corporation meeting to delegate authority to the Management Committee to oversee the tendering process for the proposed changes to the Performance Arts building and to award the contract should the final cost be within the agreed price range of £1.25m - £1.5m and, under delegated authority, to report the outcomes of the tendering exercise to the Corporation.

83. The Chair of the Committee reported the award of the contract to Stanton's Construction Limited and informed the Corporation that the expected overall cost of the works this year, including fitting out of the new music facilities, would fall within the £1.25 to £1.5m range agreed by the Corporation.

84. The review of the Management Accounts confirmed the year-end forecast for the surplus before non-cash items is £941k against the budget of £1,088k, a negative variance of £147k. The year-end forecast for retained surplus is £441k against the budget of £588k, a negative variance of £147k. The explanations for the negative variance in both surplus before non-cash items and retained surplus were noted.

85. The following key points were noted from the proposed '*Charging Policy*':

- It is proposed that fees for full time home students remain at £1,200 per annum.
- It is proposed that the College's does not apply for a license to sponsor foreign students. The section on overseas fees has been deleted from the '*Charging Policy*'
- Due to the present economic situation it is not proposed to increase the donation of £75 per annum.

86. It was **RESOLVED:**

- (i) To note the award of the contract to Stanton's Construction Limited;
- (ii) To note the Management Accounts up to December 2015;
- (iii) To approve the Tuition Fee Policy 2015-16; and
- (iv) To note the unconfirmed minutes of the Management Committee held 24 February 2015.

## **REPORT FROM THE DEVELOPMENT & STANDARDS COMMITTEE**

87. The '*Unconfirmed minutes of the Development & Standards Committee meeting held 03 February 2015*' were received. In the absence of the Committee Chair, the Principal presented the minutes and confirmed the Committee considered the following:

- Final Outcome data 2013/14
- Admissions/Numbers on Roll
- Quality Improvement Plan
- Curriculum Developments
- Staff Development Report 2014/15

88. The Corporation welcomed confirmation in the unconfirmed minutes of the following outcomes for 2013/14:

- on A level points per entry, Reigate was joint second;
- on Value Added, Reigate was joint second;

- on vocational points per entry and Value Added, Reigate was first.

89. In conclusion, 2013/14 was again a very successful year for the College. Ofsted's analysis of year-end results confirmed the College being the best performing Sixth Form College.

90. The Committee welcomed the detail of the final results and placed on record its sincere appreciation of all staff in the achievement of such excellent outcomes for students.

91. It was **RESOLVED** to note the unconfirmed minutes of the Development & Standards Committee meeting held 03 February 2015.

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

92. It was confirmed there were no matters arising from the meeting that required any additions to the Risk Management database.

#### **ANY OTHER BUSINESS**

93. There was no other business.

#### **DATE OF NEXT MEETINGS**

94. The following dates were noted:

- (i) Joint Social & Training Tuesday 05 May 2015 @ 1800
- (ii) Corporation meeting Tuesday 07 July 2015 @ 1800

The meeting closed at 18.45.

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

#### **Action Point:**

**Minute 80: Reference 'control' & 'dominating influence' issues, to receive a further report at the Joint Governor meeting in May on proposed governance changes and strategic direction of the Federation.**