

**MINUTES OF THE PART I MEETING OF REIGATE COLLEGE  
CORPORATION HELD ON TUESDAY 15 MARCH 2016**

Present: Mr Michael Jones (Chair)  
Mr Robert Hails (Vice Chair)  
Mr Steve Oxlade (Principal)  
Mrs Sally Hopper  
Mr Mark Coleman  
Mr Ian Fortune  
Ms Dawn Hughes  
Mr Stephen Hewes  
Mr Noel Grant  
Ms Pat Frankland  
Mr Adrian Lee  
Ms Susie Ferguson  
Mr David Crease

In Attendance: Mr Jon Allen Clerk  
Ms Kim Saw Director of Finance  
Mr Chris Whelan Deputy Principal  
Mr Nick Clark Deputy Principal

**APOLOGIES**

236. Apologies were received from Richard Stephen, Ciaran McSharry, and Adam Warner.

**DECLARATION OF INTERESTS**

237. 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**

238. It was **RESOLVED** to approve the Part I minutes of the meeting of the Corporation held 15 December 2015 and to authorise the Chair to sign as an accurate record of the meeting.

**MATTERS ARISING**

239. There were no matters arising from the minutes.

**REPORT FROM THE AUDIT COMMITTEE**

240. The *'Unconfirmed Minutes of the Audit Committee held 09 March 2016* 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. To progress the introduction of a Board Assurance Framework further, the Committee agreed for the Risk Champion to work with the

Reigate College Senior Leadership Team to consider the adoption of the Coulsdon College's approach to Board Assurance and Risk Management, and to have draft documentation presented to the Summer Term meeting of the Audit Committee for review.

241. The Committee at its last meeting recommended to the Corporation to approve the Internal Audit Plan 2015/16, and this was approved at the December Corporation meeting. The Corporation was informed that due to the development work on the Board Assurance Framework, the planned audit of this area would now be deferred to 2016/17.

242. The Audit Committee discussed whether to use the audit days allocated to the audit of the Board Assurance Framework to extend the scope of the planned audit work to audit other areas where the Committee may feel there is a need for audit. The Committee agreed no additional audit work was required and they were content with the agreed audit plan for 2015/16.

243. The Chair of the Audit Committee raised an issue for discussion on how governors receive papers. The current process is for the papers to be sent electronically with hard copies made available at the meeting for those Governors who require a set of papers. Meeting agenda and papers are then made available on Moodle after the meeting, but not in advance. The question was asked if papers could be made available 'externally' at a separate server location and could this 'external' arrangement be used to store agenda and papers from previous meetings? The Clerk advised that there is a system that provides such a service (Sharefile) and that he uses it at several other Colleges. It was agreed to receive a presentation on Sharefile at a later date.

244. It was **RESOLVED** to note the unconfirmed minutes of the Audit Committee meeting held 09 March 2016.

## **REPORT FROM THE MANAGEMENT COMMITTEE**

245. The '*Unconfirmed minutes of the Management Committee meeting held 23 February 2016*' were received (Paper 3). Also made available were the '*Management Accounts up to December 2015*' (Paper 4).

246. The following points were noted from the minutes and review of the Management Accounts:

- Surplus / Deficit before non – cash items: Deficit for the month £83k, surplus YTD £575k (vs. budget £500k).
- Retained surplus / deficit (after deduction of depreciation and release of capital grants): Deficit for the month £83k, surplus YTD £467k (vs. budget £417k).
- Financial health grade is Outstanding.
- Bank & Cash and Investments as at 31<sup>st</sup> December 2015: £3,072k, £230k below budget of £3,302k
- Net assets as at 31<sup>st</sup> December 2015: £14,873k (31<sup>st</sup> July 2015: £14,420k).

247. The total net movement from the original budget for 2015/16 prepared in May 2015 to the forecast prepared in January 2016 is a net increase in costs of £67k, with a year-end forecast of a surplus of £599k, against the budget surplus of

£666k. The Management Accounts provided detailed explanations for the variances that made up the £67k overspend. Each of the explained variances was subject to detail review by the Committee.

248. It was **RESOLVED**:

- (i) To note the Management Accounts up to December 2015:
- (ii) To note the unconfirmed minutes of the Management Committee held 23 February 2016.

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

249. The *'Unconfirmed minutes of the Development & Standards Committee meeting held 01 March 2016'* were received (Paper 5). The Committee considered the following:

- Final Outcome data 2014/15
- Admissions/Numbers on Roll
- Quality Improvement Plan
- Student Surveys
- Curriculum Developments
- Staff Development Report 2015/16
- Marketing Report
- Safeguarding Policy

250. The Corporation welcomed confirmation in the unconfirmed minutes of the following outcomes for 2014/15:

- A Level attainment scored 217 points equivalent to a C+, the highest of any state school in the local area
- On Value Added, Reigate was again the highest in the area;
- Success rates appear to be around the 93% but national benchmark data has still to be published. It is expected that this high success rate will put the College in the 90th percentile of performing colleges when national benchmark data is published by the Skills Funding Agency in March.

251. In conclusion, 2014/15 was again a very successful year for the College. 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.

252. It was **RESOLVED** to note the unconfirmed minutes of the Development & Standards Committee meeting held 01 March 2016.

253. It was confirmed the Committee reviewed the revised Safeguarding Policy (Paper 6) and recommended the Corporation to approve the policy.

254. It was confirmed the policy has been updated to reflect Surrey's Safeguarding Policy and includes the names of key designated personnel and it was noted that Pat Frankland is the new nominated governor for safeguarding.

255. It was **RESOLVED** to approve the revised *'Safeguarding Policy'*.

**STRATEGIC PLAN UPDATE/RISK MANAGEMENT UPDATE**

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

**ANY OTHER BUSINESS**

257. There was no other business.

**DATE OF NEXT MEETINGS**

258. The following dates were noted:

- (i) Joint Social & Training Tuesday 03 May 2016 @ 1800
- (ii) Corporation meeting Tuesday 05 July 2016 @ 1800

The Part I meeting closed at 18.30.

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