

## MINUTES OF THE PART I MEETING OF REIGATE COLLEGE CORPORATION HELD ON TUESDAY 13 DECEMBER 2016

Present:	Mr Michael Jones	Chair
	Mr Robert Hails	Vice Chair
	Mr Mark Coleman	External Member
	Ms Dawn Hughes	External Member
	Mr Ciaran McSharry	External Member
	Mr Stephen Hewes	External Member
	Mrs Pat Frankland	External Member
	Mr Noel Grant	External Member
	Mr Richard Stephen	External Member
	Ms Sally Hopper	Staff Member
	Mr Jon Chaloner	External Member
	Mr Chris Whelan	Chief Executive
	Mr Nick Clark	Principal
In Attendance:	Ms Kim Saw	Director of Finance
	Mr Jon Allen	Clerk
	Ms Sarah Walters	Associate Principal

### CHILD PROTECTION TRAINING

31. Prior to the start of the Corporation meeting, Child Protection training was made available that provided governors with an update on recent changes made to Child Protection arrangements. Governors were also issued with the DfE guidance document '*Keeping Children Safe in Education*'.

### APOLOGIES, WELCOMES & DECLARATION OF INTERESTS

32. Apologies were received from Ms Susie Ferguson, Mr Jack Crook, and Mr Adam Mackenzie. The interests of Michael Jones, Robert Hails, and Mark Coleman were declared given their membership of the Corporation of Coulsdon College. At the later agenda on estates matters, the Chair will declare an interest in the named contractors – Stanton, who are clients of his law firm.

### GOVERNOR RESIGNATION

33. The Chair announced the recent resignation from the Corporation of Mr Ian Fortune and the Chair and governors placed on record their sincere appreciation of the contributions made by Ian during his tenure of office.

34. The Chair announced this would be the last meeting to be attended by Mr Noel Grant as his current term of office ends on 14 December 2016. The Chair and governors thanked Noel for his contributions during his term of office and a small presentation was made to thank Noel for his services.

## **MINUTES**

35. It was **RESOLVED** to approve the minutes of the meeting of the Corporation held 27 September 2016.

## **MATTERS ARISING**

36. The Clerk confirmed the progressing of the action point for governors to be subject to Disclosure Barring Scheme checks will be carried forward as and when Reigate College becomes a Multi Academy Trust.

37. There were no other matters arising from the minutes.

## **TRAINING**

38. The planned training on marketing and admissions to be deferred to the spring meeting.

## **FEDERATION UPDATE**

39. The Vice Chair made available a Federation update and reported on the two review meetings he has held with the consultant, David Adelman, who has been tasked to provide an oversight to ensure effective communications and actioning on federation matters between the senior executive members of both Colleges.

40. The Consultant has advised that a formal framework describing the aims and objectives of the Federation should be approved by the Corporations of Reigate College and Coulsdon College. Once approved, the framework should become a public document to inform staff and stakeholders of the aims and objectives of the Federation.

41. The following key points were noted from the framework presented:

The Federation Framework aims to:-

- Provide an overarching account of the Federation between Reigate and Coulsdon Colleges
- Summarise the structures and relationships which define the Federation as it operates at the moment
- Provide a simple and clear summary which explains the Federation for the benefit of staff, governors, students of both colleges – and for outside agencies and stakeholders
- Put the principles and operation of the partnership between the two colleges on a more formal footing

The Federation between Reigate College and Coulsdon College is a voluntary arrangement based on the common consent of the Corporations of both Colleges. In this context the aims of the Federation are as follows:-

- To ensure that Reigate and Coulsdon Colleges working together in the north east Surrey and Croydon areas continue to be successful in offering students the best educational experience and opportunity in

the area on the basis of high quality specialist 16-19 sixth form college education

- Reigate College to support Coulsdon College to help it increase its student numbers back up to at least the levels it was achieving in 2010 when student numbers were c.1300 students, thereby securing financial security
- Both Colleges to work in tandem – sharing good practice, developing common approaches, pooling resources as appropriate - to increase market share of 16-19 students in the north east Surrey and Croydon areas in competition with academies, schools and other colleges.
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42. Following review, it was **RESOLVED** to approve the Federation Framework, subject to the minor amendment for the reference to Coulsdon student numbers to be consistent.

### **MULTI ACADEMY TRUST UPDATE**

43. The Chief Executive gave a verbal update on the progress to date on the academisation of Reigate College following the recommendation arising from the Area Review process for the College to become an Academy.

44. At this point in time no formal resolutions are required from the Corporation, but at a latter meeting decisions would need to be made on the statutory consultation process required to be followed; on the proposed name for the Academy; and on governance arrangements.

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

45. The College report '*Unconfirmed minutes of the Development & Standards Committee meeting held 16 November 2016*' were received. The Committee considered the following:

- Admissions/Numbers on Roll
- Student Outcomes 2015/16
- Self Assessment Report 2014/15
- Quality Improvement Plan 2015/16
- Learning Support
- Safeguarding
- Curriculum Developments

46. In addition to the unconfirmed minutes, the Corporation received the following:

- College Self Assessment Report 2015/16
- Annual Safeguarding Report 2015/16

47. It was confirmed that the College exceeded its recruitment target for student numbers with 2,311 recruited against the target of 2,177. Assurances were sought on the impact of taking on the 123 extra students and it was noted that this would be discussed further in the agenda item on estates.

48. The Corporation welcomed the strong performance of the College when compared against the National Average for 6<sup>th</sup> Form Colleges confirmed in the table below:

	Reigate	National average for SFCs
<b>Retention</b>	96.6	93.0
<b>Achievement</b>	96.8	94.3
<b>Success</b>	93.5	87.7

49. The College Self-Assessment Report 2015/16 proposed the following judgements/grades:

Overall effectiveness	Outstanding
Outcomes for learners	Outstanding
Quality of teaching, learning and assessment	Outstanding
Personal Development, behaviour and Welfare	Outstanding
Effectiveness of leadership and management	Outstanding

50. The SAR identified the following key strengths and area for improvement:

#### **Key strengths**

- 1) 94.6% Success Rate;
- 2) Above average L3VA for both academic and vocational qualifications;
- 3) Continuing very high standard of teaching and learning;
- 4) Excellent approach to social and educational inclusion;
- 5) Successful promotion of an ethos of high achievement and respect for all;
- 6) Outstanding academic and pastoral support for students;
- 7) Excellent accommodation and resources;
- 8) Outstanding leadership and management;
- 9) Strong and effective commitment to equality and diversity; and
- 10) GCSE English and Maths show outstanding progress.

#### **Areas for improvement and challenges**

- 1) A level value added, although above average, is not as good as vocational or AS courses;
- 2) Prepare for changes to the vocational curriculum;
- 3) Continue to implement changes to the academic curriculum;
- 4) Prepare for students who have taken the new type of GCSE;
- 5) Look to further develop independent learning and social space for students;
- 6) Further develop advice and guidance for prospective HE and apprenticeship students;
- 7) To address specific areas of the college provision whose outcome data suggests that some significant aspect is below national averages;
- 8) Review the system for communicating and recording contact with parents regarding student underperformance to ensure a more consistent approach across the college;
- 9) Review the interim report system with particular reference to target setting and information regarding student progress to take account for the lack of useful benchmarking data arising from the reformed curriculum;
- 10) Review the student Code of Conduct to ensure a more consistent approach across the college;

- 11) Examine and establish an internal progression exam to replace AS levels
- 12) Review the use of Learning facilitator in classroom settings
- 13) Review the lesson observation system;
- 14) To update the college assessment and marking policy in the light of changes to A levels and BTECs and developments in secondary education;
- 15) To review the use of support classes to ensure the most effective support can be offered to students outside of normally timetabled lessons;
- 16) To review the college literacy policy;
- 17) To review the college numeracy policy; and
- 18) To review the college approach to the use of ILT.

51. Following review of the minutes and of the reports made available, it was **RESOLVED** to

- (i) Approve the College Self Assessment Report 2015/16;
- (ii) Note the Annual Safeguarding Report 2015/16; and
- (iii) To note the report from the Development & Standards Committee

#### **REPORT FROM THE MANAGEMENT COMMITTEE**

52. The College report '*Unconfirmed minutes of the Management Committee meeting held 22 November 2016*' were received. The Deputy Chair of the Committee presented the report. The Chair confirmed that the Committee considered the following:

- Management Accounts up to 30 September 2016
- Management Accounts for 12 months up to 31 July 2016
- Financial Statements up to Year Ending 31 July 2016
- Accommodation & Estates
- Student Union Accounts
- Critical Risks & Risk Management

53. The process for reviewing and recommending the Financial Statements to the Corporation for approval requires the Management Committee in the first instance to review the financial information and commentary in the year-end accounts, and once reviewed, to inform the Audit Committee of the outcomes of their review. The Audit Committee will then consider the outcomes of the review conducted by the Management Committee, and to consider all audit and assurance opinions received, on the adequacy of the operation of financial and other controls before making any final approval recommendations to the Corporation regarding the accounts.

54. The Committee reviewed the text and financial figures contained within the report and the following was noted:

- (i) The Corporation is able to state that a formalised process for identifying, evaluating and managing the College's significant risks has been in place and operational during the year-ended 31 July 2016;

- (ii) The reports from the financial statement auditor confirmed an unqualified opinion is being offered on both the accounts and regularity audit; and
- (iii) The College's financial performance in 2015/16 recorded an operating surplus before tax of £433k.

55. Following the College's review of risks, the Audit Committee recommended that the Management Committee monitor the following two critical risks during 2016/2017:

- Failure to **operate financial systems and controls** resulting in expenditure exceeding income or to operate financial systems and controls in line with Government and funding body regulations.
- Failure to provide suitable, adequate or robust **physical resources**, especially IT provision, for students, teachers or support staff, resulting in an inability to carry out College activities effectively and efficiently.

56. Having completed the review of the two risks, the Management Committee **AGREED** that these two risks are being effectively managed and that both the financial systems and controls are operating as required and that suitable, adequate or robust physical resources are being provided. As a result, a high level of assurance was confirmed for both risks.

57. Following review of the minutes and of the reports made available, it was **RESOLVED** to note the report from the Management Committee.

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

58. The College report '*Unconfirmed Minutes of the Audit Committee held 29 November 2016*' was received. It was confirmed the Committee received and considered reports on:

- Management actions
- Financial Statements Year ended 31 July 2016
- Internal Audit Annual Report 2015/16
- Financial Statement & Regularity Audit Findings Report
- Board Assurance Framework
- Audit Committee's Annual Report 2015/16

59. In addition to the unconfirmed minutes, the Corporation received the following:

- Internal Audit Annual Report 2015/16
- Financial Statement & Regularity Audit Findings Report and Letters of Representation
- Audit Committee's Annual Report 2015.16
- Financial Statements Year Ended 31 July 2016

60. It was **RESOLVED**:

- (i) To receive and approve the Annual Report 2015/16 from the Audit Committee and to note the following opinion from the Audit Committee:

*Overall, based on the information provided to them by the College, the work, reports and audit opinions of the College's Internal and Financial Statement & regularity Auditors, the opinion from the Audit Committee to the Corporation is that reliance can be placed on the College's systems and arrangements for risk management, control and governance processes and for securing economy, efficiency and effectiveness.*

*The Audit Committee recommends the Corporation approves the Annual Report and Financial Statements for the year ended 31 July 2015.*

- (ii) To forward a copy of the Audit Committee's Annual Report 2015/16 to the EFA;
- (iii) To approve the Annual Internal Audit Report 2015/16 issued by the Internal Audit Service (Macintyre Hudson);
- (iv) To approve the 'Audit Findings Report' issued by the External Auditor (RSM);
- (v) To authorise the Chairman to sign on behalf of the Corporation the 'Letters of Representation' issued by the External Auditor;
- (vi) To approve the Financial Statements for the year-ended 31 July 2016 and to authorise the Chairman and Principal to sign the accounts before submission to the EFA; and
- (vii) To note the minutes of the Audit Committee meeting held 29 November 2016'.

## **ESTATES & RESOURCES**

61. As the items to be discussed involved confidential matters relating to capital projects and named suppliers, it was **RESOLVED** to declare this agenda item confidential and for the minutes to be recorded separately.

## **DATE OF NEXT MEETINGS**

62. Strategy Planning meeting Tuesday 07 March 2017 at 6pm.  
Corporation meeting Tuesday 14 March 2017 at 6pm.

## **CONFIDENTIAL ITEM**

*(Only External Governors were in attendance for this agenda item)*

63. The Chair reported to External Governors the satisfactory completion of the probationary reviews of the Chief Executive and Principal.

The meeting closed at 20.30

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