

MINUTES OF THE PART I MEETING OF REIGATE COLLEGE CORPORATION HELD 29 SEPTEMBER 2015

Present:	Mr Michael Jones	Chair
	Mr Robert Hails	Vice Chair
	Mr Steve Oxlade	Executive Principal
	Mr Mark Coleman	External Member
	Mr Richard Stephen	External Member
	Mr Adrian Lee	External Member
	Ms Dawn Hughes	External Member
	Mr Ciaran McSharry	External Member
	Mr Stephen Hewes	External Member
	Mr Ian Fortune	External Member
	Ms Jennifer Tindle	External Member
	Mrs Sally Hopper	Staff Member
	Mr Adam Warner	Student Member
Ms David Crease	Student Member	
In Attendance:	Ms Kim Saw	Director of Finance
	Ms Sue Taylor	Assistant Principal
	Mr Chris Whelan	Assistant Principal & Designate Deputy Principal
	Mr Nick Clark	Assistant Principal & Designate Deputy Principal
	Mr Jon Allen	Clerk

The meeting commenced at 1800.

WELCOMES, APOLOGIES, APPOINTMENTS & DECLARATION OF INTERESTS

1. The Chair welcomed Mr Adrian Lee and the two student governors to the meeting. There were apologies from Mr Noel Grant. The interests of Steve Oxlade, Michael Jones, Robert Hails, Mark Coleman, Jennifer Tindle and Ian Fortune were declared given their membership of the Corporation of Coulsdon College.

MINUTES

2. It was **RESOLVED** to approve the Part 1 minutes of the meeting of the Corporation held 07 July 2015 as an accurate record and to authorise the Chair to sign.

3. It was **RESOLVED** to approve the minutes of the meeting of the Corporation held on 16 December 2014 as an accurate record and to authorise the Chair to sign.

MATTERS ARISING

4. There were no matters arising.

DRAFT MANAGEMENT ACCOUNTS

5. The draft Management Accounts for 12 months up to 31 July 2015 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 / Deficit before non – cash items Deficit for the month £135k, surplus YTD £1,355k (vs. budget £1,073k, forecast £1,013k).
- Retained surplus / deficit (after deduction of depreciation and release of capital grants) Deficit for the month £243k, surplus YTD £926k (vs. budget £573k, forecast £570k).
- Financial health grade is Outstanding.
- Bank & Cash and Investments as at 31st July 2015: £3,433k, £496k above budget of £2,937k, due to timing differences between budget and actual in expenditure (including capital expenditure) phasing and payment of creditors.
- Net assets as at 31st July 2015: £14,789k (31st July 2014: £13,863k).

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

OVERVIEW OF STUDENT OUTCOMES

7. A verbal update was given by Mr C Whelan (Assistant 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 92.5% against a sector average of 87%, and this placed the College in the upper decile of Sixth Form Colleges.

STUDENT ENROLMENT NUMBERS

8. A verbal update was given by Mr N Clark (Assistant Principal) with confirmation given that a more detailed analysis would be made available to the Development & Standards Committee. Current enrolment stood at 2,185 against the funding target of 2,154.

STRATEGIC PLAN UPDATE/RISK MANAGEMENT UPDATE

9. It was confirmed there were no matters arising from the meeting requiring any additions to the Risk Management database.

10. An update was given to governors on the recently announced Area Reviews and the potential risk that they could have on the future strategic direction of the College in particular, and of the sector in general. The consensus view held was that there was more risk to general further education colleges than to sixth form colleges but, clearly, the Corporation will need to keep a watching brief on the outcomes of those Area Reviews that have already commenced. It was not clear when the Area Review for Reigate/Coulsdon would take place and, indeed, on what area in which the colleges would be placed – South London or Surrey.

ANY OTHER BUSINESS

11. There was no other business.

DATE OF NEXT MEETING

12. Tuesday 15 December 2015 at 1800.

CONFIDENTIAL ITEMS

13. No confidential items were identified arising from discussions.

The Part I meeting closed at 1900.

Signed: _____ Date: _____
(Chair)