

## MINUTES OF THE MEETING OF REIGATE COLLEGE CORPORATION HELD ON TUESDAY 15 DECEMBER 2015

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
	Mr Ian Fortune	External Member
	Mrs Pat Frankland	External Member
	Mr Noel Grant	External Member
	Mr Richard Stephen	External Member
	Mrs Sally Hopper	Staff Member
	Ms Susie Ferguson	Staff Member
	Mr Adam Warner	Student Member
	Mr David Crease	Student Member
In Attendance:	Ms Kim Saw	Director of Finance
	Mr Jon Allen	Clerk
	Mr Chris Whelan	Deputy Principal
	Mr Nick Clark	Deputy Principal

### PREVENT TRAINING

Prior to the start of the Corporation meeting, Michael Jones, Dawn Hughes, Ciaran McSharry, Stephen Hewes, Noel Grant, Richard Stephen, Sally Hopper, and Susie Ferguson received training on 'Prevent Matters'.

### APPOINTMENT

17. Following the recommendation from the Search Committee, it was **RESOLVED** to appoint Mrs Pat Frankland to serve as an External Member for the period 15 December 2015 to 14 December 2019.

### APOLOGIES, WELCOMES & DECLARATION OF INTERESTS

18. Apologies were received from Mr Adrian Lee and Mrs Jennifer Tindle. 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.

19. The Chair welcomed Ms Pat Frankland to her first meeting and introductions were made. Ms Susie Ferguson, the new staff governor, was also welcomed to the meeting and introductions were made.

## MINUTES

20. It was **RESOLVED** to approve the minutes of the meeting of the Corporation held 29 September 2015.

21. It was **RESOLVED** to approve the confidential minutes of the meeting of the Corporation held 29 September 2015.

22. The Chair re-affirmed the decision taken by the special meeting of the Corporation held 08 December 2015 to appoint Shireen Razey to the post of Principal of Reigate College and Executive Principal of the Federation.

## MATTERS ARISING

23. There were no matters arising from the minutes.

## GOVERNANCE MATTERS

24. It was **RESOLVED** to appoint Mrs Dawn Hughes to be the chair of the Development & Standards Committee with effect from 01 January 2016.

25. It was noted that further discussions are required to identify and confirm the governor with designated responsibility for Safeguarding and Prevent.

## FEDERATION UPDATE

26. The Executive Principal provided Members with an update on the Federation. The news from the recent Chancellor's Autumn Statement on funding was better than expected but the details needed to ascertain the exact effects for future years were unlikely to be available until the last day of term. The Executive Principal outlined in as much detail as currently available, the possible options around academisation. This subject will need to be addressed in connection with the upcoming Area Based Reviews, and he proposed that the Corporation's Strategy meeting in March should be entirely devoted to discussion on these subjects. This proposal was agreed. The update was **NOTED** and welcomed by Members.

## REPORT FROM THE DEVELOPMENT & STANDARDS COMMITTEE

27. The College report '*Unconfirmed minutes of the Development & Standards Committee meeting held 10 November 2015*' were received (Paper 5). In the absence of the Chair of the Committee, Mr Chris Whelan presented the report. The Committee considered the following:

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

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

- College Self Assessment Report 2014/15
- Annual Safeguarding Report 2014/15

29. It was confirmed that the College has comfortably exceeded its recruitment target for student numbers with the recruitment of an additional 15 students over and above the agreed funding target.

30. 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:

Results Year	Reigate College success rate	National Average for 6 <sup>th</sup> Forms	Difference RC-6 <sup>th</sup> Form average
2015	92.90	86.30	6.60
2014	92.80	86.90	5.90
2013	92.88	86.65	6.23
2012	94.17	88.49	5.68
2011	93.12	87.27	5.85
2010	93.75	88.41	5.34
2009	93.77	88.28	5.49
2008	92.43	86.63	5.80
average for period			5.86

31. The College Self-Assessment Report 2014/15 proposed the following judgements/grades:

Overall effectiveness	Grade 1	Outstanding
Outcomes for learners	Grade 1	Outstanding
Quality of teaching, Learning and assessment	Grade 1	Outstanding
Effectiveness of leadership And management	Grade 1	Outstanding

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

#### **Key strengths**

- Outstanding success rates and excellent value added performance
- very high standard of teaching and learning
- excellent approach to social and educational inclusion
- successful promotion of an ethos of high achievement and respect for all
- outstanding academic and pastoral support for students
- excellent accommodation and resources
- outstanding leadership and management
- strong and effective commitment to equality and diversity

#### **Areas for improvement**

- students' success and value added on a small number of courses

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

- (i) Approve the College Self Assessment Report 2014/15;
- (ii) Note the Annual Safeguarding Report 2014/15; and
- (iii) To note the report from the Development & Standards Committee

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

34. The College report '*Unconfirmed minutes of the Management Committee meeting held 17 November 2015*' were received. The Chair of the Committee presented the report. The Chair confirmed that the Committee considered the following:

- Management Accounts up to 30 September 2015
- Management Accounts for 12 months up to 31 July 2015
- Financial Statements up to Year Ending 31 July 2015
- Student Union Accounts

35. It was agreed to change the process for recommending the Financial Statements to the Corporation for approval and the terms of reference of this Committee and the Audit Committee were changed accordingly. The new process 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.

36. 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 2015;
- (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 2014/15 recorded an operating surplus on continuing operations before taxation of £850,000 as against an operating surplus of £665,000 for 2013/14.

37. 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**

38. The College report '*Unconfirmed Minutes of the Audit Committee held 24 November 2015*' was received. It was confirmed the Committee received and considered reports on:

- Management actions

- Financial Statements Year ended 31 July 2015
- Internal Audit Annual Report 2014/15
- Financial Statement & Regularity Audit Findings Report
- Board Assurance Framework
- Audit Committee's Annual Report 2014/15

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

- Internal Audit Annual Report 2014/15
- Financial Statement & Regularity Audit Findings Report and Letters of Representation
- Audit Committee's Annual Report 2014/15
- Financial Statements Year Ended 31 July 2015
- Internal Audit Plan 2015/16

40. It was **RESOLVED**:

- (i) To receive and approve the Annual Report 2014/15 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 2014/15 to the EFA;
- (iii) To approve the Annual Internal Audit Report 2014/15 issued by the Internal Audit Service (Macintyre Hudson);
- (iv) To approve the 'Audit Findings Report' issued by the External Auditor (Baker Tilly);
- (v) To authorise the Chairman to sign on behalf of the Corporation the '*Letter of Representation (Regularity Audit)*';
- (vi) To approve the Financial Statements for the year-ended 31 July 2015 and to authorise the Chairman and Principal to sign the accounts before submission to the EFA; and
- (vii) To approve the '*Internal Audit Plan 2015/16*'.

**STRATEGIC PLAN UPDATE/RISK MANAGEMENT UPDATE**

41. The Executive Principal confirmed that a review of the College’s strategic risks is scheduled to be conducted at the start of the next term. The current high risk of financial instability due to funding cuts could be reduced to a ‘medium’ risk with ‘medium’ impact following the Comprehensive Spending Review. Now that a successor to the current Principal has been appointed, the high level institutional risk “loss of key staff”, which has been assessed as high since the announcement of the Principal’s retirement, will need to be kept under review.

**ANY OTHER BUSINESS**

42. This was to have been the last Corporation meeting to be attended by Mrs Jennifer Tindle, but unfortunately she had sent her apologies as she is recovering from injuries suffered in a car accident last week. The Chair placed on record the sincere appreciation for her contributions not just to the Corporation, but also to the Development & Standards Committee that she chaired effectively, and to the College in her capacity as the nominated safeguarding governor. Corporation members wished Jennifer well for her future plans.

**DATE OF NEXT MEETINGS**

43. Strategy Planning meeting Tuesday 08 March 2016 at 6pm.  
Corporation meeting Tuesday 15 March 2016 at 6pm.

**CONFIDENTIAL ITEMS**

44. There were no confidential agenda items.

The meeting closed at 19.30

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