

MINUTES OF THE MEETING OF REIGATE COLLEGE CORPORATION HELD 27 SEPTEMBER 2016

Present:	Mr Michael Jones	Chair
	Mr Nick Clark	Principal
	Mr Chris Whelan	Chief Executive
	Mr Mark Coleman	External Member
	Mr Richard Stephen	External Member
	Ms Dawn Hughes	External Member
	Mr Ciaran McSharry	External Member
	Mr Stephen Hewes	External Member
	Mr Ian Fortune	External Member
	Mr Jon Chaloner	External Member
	Mrs Sally Hopper	Staff Member
	Ms Susie Ferguson	Staff Member
	Mr Jack Crook	Student Member
Ms Adam Mackenzie	Student Member	
In Attendance:	Ms Kim Saw	Director of Finance
	Mr Jon Allen	Clerk
	Ms Sarah Walters	Associate Principal

The meeting commenced at 1800.

WELCOMES, APOLOGIES, APPOINTMENTS & DECLARATION OF INTERESTS

1. The Chair welcomed Mr Jon Chaloner and the two student governors, Jack Crook and Adam Mackenzie, to the meeting. There were apologies from Mr Noel Grant and Robert Hails. The interests of Michael Jones, Mark Coleman and Ian Fortune were declared given their membership of the Corporation of Coulsdon College.

MINUTES

2. It was **RESOLVED** to approve the minutes of the meeting of the Corporation held 05 July 2016 as an accurate record and to authorise the Chair to sign.

SUMMARY ACTION LIST & MATTERS ARISING

4. The '*Summary Action List*' was received. It was confirmed minute 277 (Multi Academy Trust action points) be dealt with under agenda item 6.

5. Progressing 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.

6. There were no other matters arising.

FEDERATION UPDATE

7. The Principal provided an update on federation matters. The Principal confirmed that initial meetings have been held between the Chief Executive, the Principal at Coulsdon College, himself and the consultant, 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. It was confirmed the Vice Chair will be meeting with the consultant later in the term, in what will be the first of two progress meetings to be held each term. The Vice Chair will provide a progress update, following the two meetings. with the consultant at the December Corporation meeting.

MULTI ACADEMY TRUST PROGRESS UPDATE

8. The Principal provided the following updates:

- Solicitors have been engaged (Eversheds)
- Grant for payment of legal fees has been secured
- Academy application has been made and is now with the EFA
- The EFA Transaction Unit will meet this weekly to review the application in the light of (Agreement in principle meeting)
 - Area reviews – which the EFA say they are not bound by
 - Projected financial situation - sustainability
 - The reasons given to become an academy – not just VAT reclaim
- Agreement, in principle, for academisation – ‘some slippage’ in timescales but expected to be 4 – 6 months minimum for whole process.
- EFA suggesting not to start the consultations too soon – but the start of consultation is a matter for corporations
- EFA to publish more details on 16 – 19 academy finances in the next few weeks. Important as this will clarify VAT situation for recent buildings.
- It appears that the College will get a grant to cover any VAT liability but needs to be recorded.
- Debts can only be covered by loans and only where colleges have no reserves.
- EFA to clarify how LGPS deficits will be considered in future. Revaluation due in April.
- September 2017 is still the target date but the timeline for key milestones to be achieved by has still to be confirmed.

9. It was **RESOLVED** to note the update.

DRAFT MANAGEMENT ACCOUNTS

10. The draft, unaudited, Income & Expenditure Accounts 2015/16 were received and introduced by the Director of Finance. Against each variance listed in appendix 1, a detailed commentary was made available explaining the details and reasons for the variance.

11. It was noted that a full reconciliation will be taken to the next meeting of the Management Committee if there are any changes between the figures reported to this meeting, and the final figures, in the year-end audited 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 31 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 (31 July 2014: £13,863k).

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

13. Under the new Board Assurance Framework (BAF) agreed by the Corporation, Members are asked to give a level of assurance on the report present. Three levels of assessments are possible under the BAF, these being:

- Green = high assurance - no additional actions or monitoring are recommended at this point
- Amber = medium assurance – a further report is likely to be required at the next meeting
- Red = low assurance - additional actions are likely to be required and reported at the next meeting

14. Following review, the Corporation **RESOLVED** to confirm it had a high level of assurance on the management accounts.

STUDENT ENROLMENT NUMBERS

15. The Principal confirmed current enrolment stood at 2,316 against the funding target of 2,165. This puts the College in a strong position and if at enumeration the College had 2,300 students, this would attract additional lag funding of £500k - £600k for 2017/18.

16. The Principal reported that the extra students recruited have been at little or no extra cost. Whether or not this is sustainable is still to be subject to further review from the Executive and the Principal indicated that there may be the need for additional resources. Any such need would be brought to the attention of the Management Committee.

17. The Corporation welcomed the excellent news on student enrolments.

OVERVIEW OF STUDENT OUTCOMES & GOVERNOR TRAINING

18. As previously requested by the Corporation, the Chief Executive combined reporting on student outcomes with training for governors as to how best to interpret and benchmark student outcomes.

19. The following headline summary was made available:

- The College's retention rate was 96.6% - The retention rate being the number of students who stayed on their course to the end.
- The College's achievement rate was 96.8% - The achievement rate being those who were retained and achieved their primary learning goals.
- Success rate is the retention figure times the achievement figure and this is the key measurement that Ofsted use when determining risk. Reigate College's current success rate is 93.5% and is expected to be confirmed at 94%. This compares very favourably against the national rate of 87.7% for Sixth Form Colleges; 85% for General Further Education Colleges; and 76.3% for schools.

20. Headline summary results were also made available on AS, A2, BTEC Level 2, BTEC Level 3, and GCSE English and maths.

21. An explanation was made available as to Added Value, on how it is measured, and on the services available to provide the College with Added Value data.

22. The following challenges were noted:

- New BTECs from 2017
- Next phase of reforms: more reformed AS levels and first round of reformed A levels
- Raising A level value added

23. The Corporation welcomed the excellent student outcome results, again achieved by the College, and asked for a message of thanks to be sent to staff for all their hard work and the support given to students.

24. It was noted a more detailed analysis of student outcomes is to be presented to the next meeting of the Development & Standards Committee.

SAFEGUARDING POLICY

25. The updated 'Safeguarding Policy' was received for approval. It was confirmed only minor name changes were made to the policy.

26. Subject for the policy to be further amended to confirm the name of the new Principal, it was **RESOLVED** to approve the amended 'Safeguarding Policy'.

GOVERNOR RE-APPOINTMENTS

27. It was **RESOLVED** to re-appoint Sally Hopper to be the staff governor (support staff) for the period 29 September 2016 to 28 September 2020.

28. It was **RESOLVED** to re-appoint Richard Stephen for the period 11 December 2016 to 10 December 2020.

ANY OTHER BUSINESS

29. There was no other business.

DATE OF NEXT MEETING

30. Tuesday 13 December 2016 at 1800.

The meeting closed at 19.35.

Signed: _____ Date: _____
(Chair)