



**MINUTES OF THE REIGATE LEARNING ALLIANCE LOCAL GOVERNING BODY  
MEETING HELD ON MONDAY 04 MARCH 2019 AT 16.30**

**Present:** Ms Pat Frankland (Chair) - LGB Member  
Ms Yvette Robbins - LGB Member  
Mr Chris Whelan - Chief Executive Officer & LGB Member  
Mr Nick Clark - Principal & LGB Member  
Mr Martin Beard - LGB Member  
Mr Soli Tarazi - LGB Parent Member  
Mr Mike Horgan - LGB Staff Member  
Ms Julie Heard - LGB Staff Member  
Mr Jacob Kelly - LGB Student Member  
Ms Tamzin Elliot - LGB Student Member

**In attendance:** Mr Jon Allen - Clerk  
Ms Danielle Calvert - Assistant to the Clerk  
Ms Sarah Walters  
Mr Michael Jones - Trustee observer  
Mr Spencer Bowen - Trustee observer

**1 WELCOME**

The Chair welcomed everyone to the meeting of the Reigate Learning Alliance Governing Body. Welcomes and introductions were made to the newly appointed Local Governing Body Member, Mr Martin Beard, Headteacher, Merstham Park School.

Welcomes were extended to Michael Jones (Trustee Chair) and Spencer Bowen (Trustee) who were attending as observers.

Danielle Calvert was welcomed to the meeting.

**2 APOLOGIES**

Apologies were received from Ms Tamzin Elliot - LGB Student Member.

**3 DECLARATIONS OF INTEREST**

Pat Frankland, Chris Whelan, Yvette Robbins, Michael Jones, Spencer Bowen and Nick Clark declared an interest in being members of the Reigate Trust Board.

**4 MINUTES**

The minutes of the Local Governing Body meeting held 05 November 2018 were received and approved as an accurate record of the meeting.

**5 MATTERS ARISING**

There were no matters arising from the minutes.

## **6. STUDENT CONCERNS**

An update was made available from the student governor on the eco-friendly/green initiatives that the students reported on at the last meeting of the Local Governing Body.

There were no student concerns raised for the attention of the Local Governing Body.

## **7. SAFEGUARDING TRAINING & UPDATE**

Melanie Pearl was in attendance to deliver safeguarding training and to provide an interim update on safeguarding matters.

The Chair confirmed that the annual safeguarding report would be made available in the first instance at the summer term meeting of the Local Governing Body and then to the Trust Board. Local Governing Body Members and Trustees are encouraged to attend in-house safeguarding training events.

The training covered:

- What is Safeguarding
- What is Child Protection
- Types of Abuse
- Local Authority
- Governor Responsibilities
- Training
- Role of the Safeguarding Governors
- Whistleblowing

In terms of safeguarding update, Members received details on the numbers and types of referrals received to date during the current academic year.

Confirmation was given that the College's safeguarding policies applies to all students, regardless of their age. Members welcomed this confirmation.

The number of referrals has increased during 2018-19 and one of the reasons for this is now the requirement for schools to pass on all safeguarding files to the College.

Members sought assurances on how they can be assured that the College is identifying students who are at risk. In response it was reported that staff training has made staff aware of the classic signs of neglect and abuse that they should be aware of, and this awareness has led to more referrals being made by staff.

There has also been a lot of work done at tutorials to enable students to feel more confident in making self-declarations and the student governor confirmed this was the case.

It was confirmed that a training log is kept on all safeguarding training events attended by staff.

It was reported that to date during the academic year there has been 17 suicide attempts from students in the College, which is a grave concern for all concerned.

Members asked if there was a peer mentoring programme in place to enable students to provide support amongst themselves. It was confirmed that students are used to conduct peer mentoring and this has further assisted the confidence of students to self disclose.

Governors asked if all referrals were dealt with appropriately by the various multi-agencies. It was confirmed that to date for this year all the referrals the college have made to the MASH (Multi Agency Safeguarding Hub) have been picked up either by children's services or more commonly the family support service. If referrals are not acted on, or if the College felt unhappy with the response from the Mash, then the College would use the escalation procedures that are available.

Melanie Pearl was thanked for her presentation.

## **8. MARKETING REPORT**

The report provided an overview of the market, with data made available on:

- Percentage of Reigate College intake from Partner Schools
- Forecast Partner School Y11 Cohorts
- Age Structure for Reigate and Banstead
- County School Acceptances
- Key Independent Schools Acceptances

The College works in close partnership with East Surrey College, with each College marketing its courses jointly to ensure that the needs of the local community are taken into consideration. The Colleges share student information and there is a facility for students to transfer between the Colleges if it is felt that a more suitable programme is available at the other institution. There is a joint application and reference process for the five Partner Schools, which reduces the burden on students and Partner School staff. This process was launched online in September 2018.

The College has been fully subscribed for the past 31 years and for the past decade has received considerably more applications than it has places available. To cater for the increase in demand, the number of places made available has increased from approximately 2100 to 2500 for over the past five years. The College aims to maintain this number for the academic year 2019/20. This is to ensure that the College maximising its income, as it is operating at full capacity.

For entry in the academic year 2018/2019 the College received 2476 applications. It is anticipated that the number of applications for the academic year 2019/20 will be broadly in line with this number, having received 2441 to date.

Reigate College, with East Surrey College, acts as the sixth form for five local 11-16 schools: de Stafford School, Merstham Park School (Not until September 2022 as this is a new school with just a Y7 intake for this year), Oakwood School, Reigate School and Warwick School. All of the schools have expanded over the past 5 years. Approximately 30% of the College cohort comes from this source. Whilst the number of students coming from Partner Schools has decreased this year, due to the reduction in the size of their Year 11 cohorts, the conversion for students coming to Reigate College has remained consistent. This is due, in part, to the additional activities the College is engaging with in Partner Schools.

In terms of future plans and developments, The College is operating in a fast changing environment and it is expected that the market conditions will change significantly over the next 5 years. The following are some of the factors that might contribute to the change:

- Slight overall decrease in numbers from de Stafford School
- Increased competition from local 11-18 schools who take steps to protect their market
- Budget constraints due to Government cutbacks will mean that competitors will attempt to increase the size of their 16-19 provision to ensure that funding levels are protected
- Partner schools setting up their own sixth form provision
- Benchmarks for new GCSE grades adds uncertainty to entry criteria
- The redevelopment of BTEC qualifications

The College recognises that to maintain numbers new markets will have to be developed and a greater emphasis placed on attracting students from within Surrey County borders. It is also appreciated that the College needs to raise its profile in the local community so that it is recognised as a market leader in 16-19 education.

To this aim the following areas have been identified as being a high priority in respect to both marketing and product development:

- An Admissions Policy that is flexible and adapts to changes in market conditions, particularly in relation to Croydon
- Consideration of admissions policy amendments in relation to triple width Performing Arts qualification
- Specific marketing to Partner Schools
- More focused, targeted marketing
- Development of key areas of College success e.g. Medicine
- Development of joint courses with Partner Schools
- Increase expenditure on publicity to raise public awareness of the College
- Ensure that the range of non-examination courses and activities is attractive and enhances a student's education beyond what they would receive in a traditional school environment
- Redevelopment of the College's website to focus on improving the user experience, particularly on mobile devices
- Expansion of Partner Schools

In addition, it is felt that relationships with East Surrey College should continue to be fostered so that a co-ordinated marketing programme can be developed to ensure that both colleges become the natural complimentary progressive route for local applicants.

To ensure that the College continues to maintain a high profile in the local community, the following new initiatives are planned for the coming months:

- Further developing the use of social media
- Further development of the online application form
- Prominent general marketing displays in the immediate locality to the College
- Continue to promote the Activities Programme to prospective students by producing Activities Brochures to use at Open Evenings and Interview Evenings
- Further Development of Aspire Programme with the aim of marketing the College to high achieving students and a way of firming up Partner School relations

- Development of Partner School-based initiatives to cement the College as the destination of choice
- Expanded events for applicants provision
- New question and answer evenings for key schools
- Developing the use of video content on website and in promotional material

To enhance future marketing reports, it was agreed to add additional information on the distribution of where students come from and intake by categories.

Members asked if we promote the benefit of being in a sixth form environment to potential students? It was confirmed this is a major selling point in the presentations made at open evenings. In addition to the excellent student results achieved, the presentation outlines the support that is made available to students and the progress that they can expect to achieve should they attend Reigate College. For example, a key statistic reported on in the open evening presentation is that 90% of Reigate students who progress onto University have achieved either a 1<sup>st</sup> or a 2:1 degree outcome.

Members were encouraged to attend one of the three open evenings that are held.

Members asked if use is made of past students to help promote the College. It was confirmed this was the case with a member of the marketing team having responsibility for alumni activities. Past students regularly attend the college to share with students the progress they have made since leaving the College.

It was resolved to note the marketing report.

## **9. SELF ASSESSMENT DEVELOPMENT PLAN**

The Development Plan provided an update on each of the areas identified in the Self Assessment Report where actions were required for further improvement.

In terms of making available work experience placements, it was reported the college has been successful in identifying a number of employers willing to offer work experience, however, the College will not be able to achieve the target for the Capacity Delivery Fund, which requires a minimum 45 days of work experience per student. The college has not made a bid for this money for 2019/20. The College will continue to develop links to employers to develop shorter work experience placements. The difficulty in engaging employers to provide work experience opportunities will be a high risk for the introduction of 'T' Levels where the requirement is to attend a work placement for 45 days.

It was agreed to trial the use of student discussion groups as an alternative to student surveys during 2018-2019. These have been taking place for subjects during January and February. The summaries are being collated - currently management have 81 typed pages of student feedback and management will report back the most common responses at the next LGB meeting. Anecdotally, staff seemed to find the experience more useful than the previous 'tick box' questionnaires.

During the summer of 2018 the college trialled the use of discussion groups in order to gain staff opinions of the various aspects of the college. The main areas addressed included integration of college databases, workload pressure points during the year and wireless log on times. Due to the additional student recruitment

resulting in additional income, the college intends to recruit an additional long term temporary member of staff for MIS and to substantially upgrade the wireless network in time for next September.

A key action point in the SAR was to conduct a comprehensive review of the curriculum offer for 2020 entry in the light of the experience of the new GCSE, BTEC and A level qualifications. The target was to review the range of subjects offered and the entry requirements for courses for entry in September 2020. It was confirmed the course offer for 2020 onwards is almost complete and will be fully reported back to the LGB at the summer meeting.

It was reported an additional target has been made since the publication of national data - to improve the aggregate performance of students taking three A levels.

In terms of how the College performs nationally, the following key points were noted:

- The college continues to provide success rates that are among the highest in the country for any type of provider
- Students are more likely to be retained on a course at Reigate than on average for a SFC
- Retained students are more likely to pass a course than on average for a SFC.

The DfE performance tables published in January 2019 for 2018 showed that out of 86 Sixth Form Colleges Reigate had:

- Joint 6<sup>th</sup> best A level Value Added (VA) score
- 7<sup>th</sup> best VA for disadvantaged A level students
- 17<sup>th</sup> highest AAB in facilitating subjects
- 12<sup>th</sup> highest points per entry
- 18<sup>th</sup> highest English GCSE progress score
- 3<sup>rd</sup> highest Maths GCSE progress
- Progress in A levels and GCSE Maths were higher for disadvantaged students than for advantaged students in the national cohort.

National retention data is to be published in March 2019 and the expectation is that Reigate College will again be a top performer on retention. Once this data has been made available, the Development Plan will be updated and issued to Members and Trustees.

The Development Plan provided information on the number of referrals and disclosures made to the Learning Support Team. The increase in referrals was in line with the increase in numbers reported on during the safeguarding presentation, an earlier agenda item.

The Development Plan reported on outcome data relating to ethnicity, learning development needs, and poverty, as compared against the total cohort. It was agreed that further work is required on the analysis and presentation of the data.

It was resolved to note the report.

## **10. CURRICULUM UPDATE**

A progress update was made available on the second wave of "T' Level qualifications that are planned to be introduced from 2022, with confirmation given that the College will submit an Expression of Interest to participate in the pilots for these qualifications.

#### **11. ANY OTHER BUSINESS**

The Staff Governor raised the issue of recycling of plastic bottles and the difficulties in recycling plastics due to the Local Authority not including plastics and metals in their recycling collections. Unless the plastic is taken by either a member of staff or student to a recycling point that will accept plastics then there is little the College can do, as arranging a separate collection would be costly. The College is looking at alternative ways of reducing its carbon print.

There was no other business.

#### **12. DATE OF NEXT MEETING**

Tuesday 04 June 2019 @ 4.30pm

The meeting closed at 18.30

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Action Points:**

- 1 The annual safeguarding report to be made available in the first instance at the summer term meeting of the Local Governing Body and then to the Trust Board
- 2 To enhance future marketing reports, it was agreed to add additional information on the distribution of where students come from and intake by categories.
- 3 It was agreed to trial the use of student discussion groups as an alternative to student surveys during 2018-2019. These have been taking place for subjects during January and February. The summaries are being collated - currently management have 81 typed pages of student feedback and management will report back the most common responses at the next LGB meeting.
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