



**MINUTES OF THE REIGATE LEARNING ALLIANCE LOCAL GOVERNING BODY
MEETING HELD ON TUESDAY 03 MARCH 2020 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 Jonathan Harrison - LGB Parent Member
Mr Soli Tarazi - LGB Parent Member
Mr Mike Horgan - LGB Staff Member
Ms Julie Hodgson - LGB Staff Member

In attendance: Mr Jon Allen - Clerk
Ms Sarah Walters - Deputy Principal

1 WELCOME

The Chair welcomed everyone to the meeting of the Reigate Learning Alliance Local Governing Body (LGB). Jonathan Harrison was welcomed to his first meeting following his election as the Parent Governor.

2 TRIBUTE

The LGB placed on record a tribute to Martin Beard (LGB Governor) who sadly recently passed away. The LGB placed on record sincere appreciation of his contributions and support for the College and passed on its condolences to Martin's family and friends. The College is currently consideration how best to mark the contributions made by Martin.

3 APOLOGIES

No apologies were received but the absence of the two student governors was noted with regret.

4 DECLARATIONS OF INTEREST

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

5 MINUTES

The minutes of the Local Governing Body meeting held 22 October 2019 were received and approved as an accurate record of the meeting.

6 SUMMARY ACTION LIST & MATTERS ARISING

The following updates were made available on agreed action points from the last meeting:

Min Ref from last LGB Meeting 22/10/19:	Action	Review Update 03 March 2020
2	<p>Parent Governor:</p> <p>Nominations have been sought from parents to fill the parent governor vacancy and several nominations have been received. After the closing date for receipt of nominations (3/11/19) an election will be conducted.</p>	Jonathan Harrison was elected the Parent Governor
6	<p>Admissions Report:</p> <p>Consideration to be given on the future presentation of the report, with more use of bar charts and pie charts, and by grouping schools together as summarised in the report to appreciate better student numbers by school groups, conversion rates and relative % of students by group.</p>	To be incorporated into future admissions reports
8	<p>Opportunities exist at a local level to build on career opportunities and working relationships with the NHS/Social Services. The local NHS Trust has set the aspiration of growing their own workforce locally to meet the Trust needs and help with sustainability and environmental concerns; this will also include create further work experience opportunities. It was agreed for Yvette Robbins to liaise with Sarah Walters to work further on this opportunity.</p>	This has been progressed and a link has been established with a key person in the local NHS Trust which is proving to be very useful for the College.
8	<p>SAR</p> <p>The SAR should have more reference to mental health and the initiatives being taken to provide mental health support. It was confirmed that this is an area of the SAR that is still being worked on</p> <p>It was requested that more evidence of actions and dates be documented, especially in the area of safeguarding where the College is introducing innovative initiatives to help student with mental and physical well-being. Given the '3I' principle, there should be more emphasis on what has been done, achievements and outcomes, with strong evidence of impact resulting in improving the quality of education and student experience.</p> <p>In the section of the SAR on behaviours and</p>	Agenda item at this meeting

	attitudes, it was suggested that the text should commence with a summary of College values and what the College expects from its students	
8	The LGB is responsible for scrutinising the self-assessment report and overseeing the actions being taken to improve where necessary. To this end the Development Plan will be an agenda item at each meeting of the LGB and, through the minutes of the meeting, with direct reporting to the Trust Board.	Agenda item at this meeting

There were no other matters arising from the minutes.

7. OFSTED PREPARATION

(i) Ofsted Presentation

The CEO made available a presentation and copies of the presentation will be made available to LGB governors.

In terms of further preparation, it was **AGREED** governors would benefit from receiving copies of current inspection reports for information purposes. Governors were also asked if there were any particular areas or questions where governors would need more insight then these can be collated and made available. Also to be circulated will be a series of questions that are being used internally to test preparedness for inspection, including a set of questions for governors.

(ii) Trust Chair and LGB Chair meetings With Staff

As part of the preparation for the expected Ofsted inspection, the Chairs of the Trust and LGB have held a series of focus group meetings with key curriculum staff to enable the chairs to further extend their knowledge and understanding of the College's curriculum offer. The Chair of the LGB provided an update to Governors on the focus group meetings held with staff. These included meeting with senior staff, pastoral, academic, careers and well-being staff. Focus group meetings with students are scheduled for next week.

The Chair reported on how positive the meetings have been and the benefits arising. In terms of the way forward, it was agreed there should be a cycle in place to enable for 3-4 focus group meetings to take place every year and to consider inviting other governors to attend. It was also suggested to extend the scope of staff focus groups to include all levels of staff.

(iii) British Values

The approach followed by the College to embed British Values within the curriculum and through tutorials was outlined. Good examples were made available on how students think and demonstrate British Values.

8. SELF ASSESSMENT REPORT (SAR) & DEVELOPMENT PLAN

(i) Self Assessment Report

As confirmed at the last meeting, the SAR is a working document as it will be subject to further updating as more reports, data and information is collated during the academic year. To this end, the following additions to the SAR were noted:

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Inspection Data Summary report (IDSR)

The IDSR is a document produced by Ofsted that is used to summarise key points about the college. Some of the points made and the measures used might seem to ignore things that we are aware of, however, for the summer 2019 outcomes the key points are:

- *In 2019 the value-added score was significantly above the national average and in the highest 10% in applied general.*
- *The value-added score for qualifications of A level size and above was significantly above the national average in both 2018 and 2019 for the following subjects: Psychology, Biology, Business stds, Classical civ, French.*
- *English and mathematics progress*
- *The percentage of learners in English who gained grade 4 and above is significantly above the national rate.*
- *In maths, the percentage of learners gaining grade 4 or above and the percentage of learners entering the qualification was significantly above national.*
- *Destinations*
- *The proportion of learners who were in sustained education or employment/training was significantly higher than national.*
- *Other points*
- *For the last three years, value added scores have been in the top 40% for all types of course*
- *For the past two years the raw grade per A level and Applied General entry entered has been in the top 20%.*

The LGB noted and welcomed confirmation that there were no negative points arising from Ofsted's analysis of the College's data.

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UCAS Competitor Report 2019

A UCAS applicant at Reigate College is more likely to get an acceptance at their first choice university than from our local peer group (84% vs 72%).

There has been a decline for the 2018-2018 group in the number of students applying to Higher Education after several years of growth. The number fell from 1200 to 1150. It is too early to identify if this is the start of a trend, however, the college has recently placed an increase in the emphasis on students looking at alternatives, in particular degree apprenticeships.

Over the past five years the proportion of acceptances at high tariff universities has increased from 32.8% to a record 35.6% in 2019. There has been a decline in acceptances at lower tariff universities from 24.9% to 18.9% in 2019.

During the same period the proportion of male and female students receiving acceptances was higher for males in 4 out of 5 years, however, the differences are 50% +/- 2% in all cases.

The acceptance rates for Black, Asian and White students show that Black students were most likely to gain an acceptance at 92.1%, followed by Asian students at 91.2% and White students at 87.9%.

Predicted Grade Report

The UCAS predicted grade accuracy report shows that Reigate College is better at predicting grades for students than is the case nationally with 60% of predications within one grade compared to 40%. It appears to be some scope for a more generous estimate for some groups of students as 28% of predictions are low compared to 9% nationally.

(ii) Development Plan

Ofsted's analysis of the College's data did not identify any under performing subjects. However, as the Development Plan shows, the College is seeking continuous improvement where areas have been identified as requiring continuous improvement through the College's self assessment process.

The Development Plan was received and **NOTED**.

9. SAFEGUARDING

The LGB noted the two new additions that have been made to the Trust's Safeguarding Policy covering 'Upskirting' and 'After College Activities (Sports Centre)'.

In terms of exceptional reporting it was confirmed there were no Safeguarding matters that needed to be brought to the attention of the LGB.

It was noted that the senior staff with responsibility for Safeguarding will attend the Summer term meeting to provide the annual update and training on safeguarding.

10. CAREERS PROGRAMME

The College has made available a leaflet that outlines how employers can help to deliver the College's careers programme and a copy of the leaflet was made available for information.

Through the focus group meetings with staff a request was made for governors/trustees to volunteer to help conduct interviews with students to help prepare for Oxbridge University/professional career interviews. Jonathan Harrison and Yvette Robbins volunteered to make themselves available to conduct interviews.

The parent governor (Jonathan Harrison) made some useful suggestions on how to engage with employers to help with preparation with student interviews and it was agreed to put Jonathan in contact with the College's careers department.

Yvette Robbins put forward suggestions on how the local NHS would value the input of students and student views and it was agreed to refer this to the appropriate member of College staff.

11. STAFF ISSUES

The following issues were raised for discussion:

- Independent external Fire Inspection of the College - it was agreed to refer this to the appropriate member of College staff with responsibility for fire inspections and to report back to the next meeting. It was also noted that following the review of the Board Assurance Framework, an annual Health & Safety Report will be made available to the summer term meeting of the Trust Board and the annual report will include fire inspection.
- Making available electric cars power points - this has been raised by two members of staff and the CEO and Principal confirmed that this is being looked into and will update staff accordingly
- Refectory food prices - A concern was raised on the prices. In response the CEO and Principal confirmed there have been no price increases since the start of the academic year and that current pricing enables the refectory to cover its costs.
- Well Being Officer was recently appointed, and the suggestion was made to appoint an Environmental/Sustainability Officer. In response the CEO and Principal outlined a number of initiatives that the College has implemented on environmental/sustainability matters and the serious approach taken by the College on this. The CEO and Principal agreed to put this on the agenda for discussion at internal meetings scheduled for next week.

12. STUDENT ISSUES

The student governors were not in attendance to provide any learner voice feedback.

13. BOARD ASSURANCE ASSESSMENTS

Under the newly introduced Board Assurance Framework (BAF), each Committee is asked to conduct at the end of their meeting an assessment on their level of assurance agreed against each report received (including briefings and verbal updates) and for the assessment to be reported to the Audit Committee and Trust Board (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).

The Chair sought from Governors their overall view on the level of assurances provided from the reports and verbal updates received at this meeting. The Local Governing Body confirmed the following assurance assessments:

Agenda Item	Paper	Subject	RAG rating	Any Committee Recommendation(s)
6	Presentation	Ofsted Preparation		In terms of additional assurances over and above the high level of assurances provided by the presentation, it was agreed governors would benefit from

				receiving copies of current inspection reports for information purposes. Governors were also asked if there were any particular areas or questions where governors would need more insight then these can be collated and made available. Also to be circulated will be a series of questions that are being used internally to test preparedness for inspection, including a set of questions for governors.
7	Paper 3a and 3b	SAR & Development Plan		None
11	N/A	Staff Issues		Independent external Fire Inspection of the College - it was agreed to refer this to the appropriate member of College staff with responsibility for fire inspections and to report back to the next meeting. It was also noted that following the review of the Board Assurance Framework, an annual Health & Safety Report will be made available to the summer term meeting of the Trust Board and the annual report will include fire inspection

14. DATE OF NEXT MEETING

Tuesday 09 June 2020 at 16.30.

The meeting closed at 18.25.

Signed: _____ Date: _____

SUMMARY ACTION LIST

MIN	ACTION	REVIEW DATE
7(i)	It was agreed governors would benefit from receiving copies of current inspection reports for information purposes. Governors were also asked if there were any particular areas or questions where governors would need more insight then these can be collated and made available. Also to be circulated will be a series of questions that are being used internally to test preparedness for inspection, including a set of questions for governors.	9/6/20

9	The senior staff with responsibility for safeguarding will attend the Summer term meeting to provide the annual update and training on safeguarding.	9/6/20
11	Independent external Fire Inspection of the College - it was agreed to refer this to the appropriate member of College staff with responsibility for fire inspections and to report back to the next meeting. It was also noted that following the review of the Board Assurance Framework, an annual Health & Safety Report will be made available to the summer term meeting of the Trust Board and the annual report will include fire inspection.	9/6/20