



**MINUTES OF THE REIGATE LEARNING ALLIANCE LOCAL GOVERNING BODY
MEETING HELD ON 31 JANUARY 2023 AT 16.30**

Present: Mr Spencer Bowen- LGB Member/LGB Chair
Mr Chris Whelan - Chief Executive Officer & LGB Member
Mr Nick Clark – Executive Principal & LGB Member
Ms Yvette Robbins – LGB Member
Mr Gerard Weide – LGB Member
Ms Nicola Thompson- LGB Staff Member
Ms Claire Hassan – LGB Staff Member
Ms Ingrid Rolland – LGB Parent Governor
Ms Amanda Evans Banon – LGB Student Member
Mr Joe Wright – LGB Student 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).

2 APOLOGIES & QUORACY

Apologies were received from Jeremy Garner. The Clerk confirmed the meeting was quorate.

3 DECLARATIONS OF INTEREST

Yvette Robbins, Spencer Bowen, Gerard Weide, Chris Whelan, 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 18 October 2022 (Paper 1) were received and approved as an accurate record of the meeting.

5 MATTERS ARISING

The only action point from the last meeting is to receive at this meeting a briefing update from Becky Baister on SENDCO progress – an agenda item at this meeting.

6 SENDCO PROGRESS

Governors received a briefing update from Yvette Robbins (Link Governor to SENDCO) and a presentation from Becky Baister, the College's SENDCO Manager.

The Link Governor reported that, in her view, excellent work has been done by the area to address the issues identified by Ofsted during their recent inspection visit. Following her visits and discussions with staff in this area, the Link Governor was personally assured that robust systems and processes are now in place and that they are effectively being followed and adhered to. However, for the Local Governing Body to be assured, Becky Baister was in attendance to make a presentation to governors.

The presentation covered the following areas:

- Learning Support Overview and the number of students receiving support
- High Needs Learners
- Training for staff in this area
- Teaching Guidance
- Annual Reviews
- Annual Reviews conducted to date
- Updates on CID
- Review meetings and recording of the reviews
- Referral Systems
- Next Steps for the Area

The Ofsted inspection identified that students on Education Health Care Plans (EHCPs) were not being reviewed in a timely manner against the statutory requirement for annual reviews to be conducted. An agreed action point to address this was for a new system for tracking EHCP reviews to be implemented by September 2022.

The presentation outlined the details of the tracking system with confirmation of the number of reviews undertaken against the statutory requirement. Governors were assured that the requirement of conducting annual reviews was now being fully met.

Ofsted also identified the need to engage parents and guardians in the annual review process and of the need to set ambitious and specific targets for each student. It was confirmed that parents and guardians are fully engaged in the annual review process and positive feedback has been received from parents for the support given by the College. Ambitious and specific targets are set for each student, and these are subject to on-going review with records being kept of the review.

In terms of target setting, governors asked how did the area measure student 'achievement'? In response it was confirmed achievement is not seen as just academic achievement. There is a holistic approach to identify various types of achievements that are specific for each student depending on their needs. Such achievements may be around attendance, submitting set work within an agreed timescale, gaining confidence to go on College trips, managing independent travel to and from the College. All of these 'achievements' capture individual student progress, supported by the Learning Facilitators and recorded appropriately on review documentation.

The Chair, on behalf of the LGB, thanked Becky for her presentation and asked Becky to thank the staff in this area for their hard work to address the issues identified through the inspection.

7. WORK EXPERIENCE

At the recent Ofsted inspection, inspectors identified the need of ensuring that all students benefit from a period of work experience or work-related experience to help prepare them for the world of work and reinforce what they learn at College.

A report on work experienced was received (Paper 2) and was presented by Ellen Walkinshaw.

The report outlined the following key development to address the points raised by Ofsted:

- Sarah-Louise Ford appointed as new Work Experience Co-ordinator.
- To aid student engagement a Work experience drop in has been created on ILC landing every Tuesday and Thursday lunchtime – all students are invited to visit (165 have done so to date) they all have a work experience ILP entry on CID, they have all been emailed and signposted to virtual work experiences.
- To increase student accountability a work experience portal has been launched. Students are now able to submit work experience for approval, and then evaluate it, on the portal, this is then automatically updated onto their CID record. Tutors can also access these records and will talk to their students on Get Ahead Day (21 March) who have not planned anything and signpost them to the drop in.
- Sarah-Louise also working more closely with Curriculum targeting specific sector work experiences, specific virtual half term work experiences have been sent to curriculum areas who have then promoted this to students. Nursing and Midwifery, Medicine, Fujitsu Computing, Accountancy and Finance, Law, British Airways. Travel and Tourism, Media and Film, Journalism and Psychology.
- The newly appointed alumni co-ordinator is being used to source and secure more placements via alumni.
- The College is working with '8 Billion Ideas' again this year, but to deliver more curriculum focused days on Friday 24 February. One for Creative Industries has 52 students signed up and one for Business Studies students has 78 signed up – with the expectation that at least a further 100 will sign up for Business Studies opportunity as the invitation letter only went out last week.

From the Upper Sixth, 893 students (62.24%) have completed work experience which the College views as a good outcome despite there being no benchmark data or any guidance from Ofsted as to what is deemed to be an acceptable percentage of students undertaking work experience. The priority now for Upper Sixth students is to use their time for exam preparation so it is unlikely that the current percentage of students who have completed work experience will increase.

The deadline for Lower Sixth students to have submitted work experience for approval is Get Ahead Day on 21 March. Most students will complete work experience during work experience week, which is 10-14 July. Those students who have not been able to identify work experience by 21 March will be given additional help and support to complete their work experience.

Current work experience data for Lower Sixth students was confirmed as follows:

Date	Already completed work experience	Have submitted work experience for approval but not yet completed/logged	Have not yet completed or submitted work experience for approval
20 January	104 (7.48%)	166	1101 (80.3%)

Governors welcomed the report and the steps being taken to improve the take-up of work experience for students.

On a separate matter, Ellen reported the College has been re-awarded 'Investor in Careers' with all the standards having been fully met. Governors welcomed this

excellent outcome and asked for the minutes to record thanks to all those involved in achieving the award.

10. REIGATE COLLEGE DEVELOPMENT PLAN

The report (Paper 3) provided governors with a progress update on performance against annual targets listed in the College's Self-Assessment Report (SAR). As many of the targets relate to outcomes and achievements, a full review of performance against targets will not be possible until towards the end of the academic year.

Two main areas in the Development Plan that require action to address issues identified through the recent Ofsted inspection were in the areas of SENCO provision and work experience. Presentations and reports made available at this meeting on both these areas provided assurances to governors that the issues are being actioned and addressed.

The inspection also raised points to be addressed around student target setting and enrichment activities. It was agreed at the next meeting for governors to receive presentations and /or reports on the progress being made in these two areas.

11. CURRICULUM UPDATE

A report from the CEO was received for information purposes on proposed vocational education reforms being overseen by the DfE (Paper 4). It was confirmed the DfE has issued a guide to the post-16 qualifications landscape at level 3 and below for 2025 and beyond. The proposals would have a significant impact on the College as a third of College students are enrolled onto vocational courses (BTEC qualifications).

Since 2014 the DfE has been attempting to reform vocational educations, but little progress has been made to date. The published guide indicates the DfE will allow several vocational subject areas to have reformed qualifications but not in other curriculum areas including Business, Law, Travel, Criminology that are all run by the college at present.

The expectation is for reformed qualifications to be more exam based as against assessment of course work, as is the case for BTEC qualifications.

Students will not be able to take multiple vocational qualification– the college has many students with multiple vocational enrolments. The proposed changes will result in students taking two A levels plus no more than one vocational qualification.

Awarding Bodies have a very tight timescale to respond to the proposals. Reformed courses will enrol from 2025 and 2026, with 2024 and 2025 being the final enrolment onto current courses.

Further level 2 reforms are expected from the DfE, but the Department has yet to make any announcements.

As the proposed vocational qualification reforms will have a significant impact on the College it was agreed to add this risk to the Risk Register and to keep the LGB updated. The CEO indicated it would be unlikely for any additional information to be available in time for the May LGB meeting as final proposals are expected over the summer months.

12. STUDENT VOICE

The students raised several sustainability points that have been raised at the College's Sustainability Committee.

The Chair suggested for the next meeting to include an agenda item on sustainability with a presentation to be made available on the work of the Sustainability Committee and the various sustainability initiatives being overseen by the Committee.

An issue on the need to have in place a reporting mechanism to record damage to any part of the College, that has been raised by the students, is now being address by the Estates Department with a reporting process being put in place.

The need for a reflection room was raised for mediation/prayer in a quiet room, or alternatively if a dedicated room cannot be made available, for the College to provide directions/sign posting to appropriate locations.

The current table layout in the new refectory has received several complaints from students as there are instances of single students using the existing circular tables that can sit up to six students. The suggestion was to revert to the use of benches. The Executive Principal outlined several reasons why the use of benches would not be appropriate but the seating arrangements in the refectory will be kept under review. The expectation is for more students to use the new ILR centre when it opens on Monday, taking pressure on space away from the refectory. In addition, gazebo space outside the refectory that will be fully covered and heated is soon to be made available for student use, resulting in an additional 150/200 extra seats.

13. STAFF VOICE

Staff governors noted the possible impact of the proposed reforms on a range of vocational qualifications and will be attending meetings with the awarding bodies to gain further information.

Staff suggested for some students, in need of additional support, whether these students could have the same tutor that they had in Lower Sixth when progressing to Upper Sixth? The Executive Principal indicated that if the number of students to which this applied to were on the low side, then this may be possible to arrange, but further details on the number of students involved needs to be identified.

14. BOARD ASSURANCE ASSESSMENTS

Under the 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.

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

Agenda Item	Subject	RAG rating	Any Committee Recommendation(s)
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6	SENDCO Progress Update		Excellent progress has been made and the LGB is assured on the progress made, but the Ofsted monitoring visit, when it takes place, will confirm if areas of concern identified at the inspection have been addressed to the satisfaction of Ofsted.
7	Work Experience		Excellent progress has been made and the LGB is assured on the progress made, but the Ofsted monitoring visit, when it takes place, will confirm if areas of concern identified at the inspection have been addressed to the satisfaction of Ofsted.
8	Curriculum Update	N/A	Not possible to give an assessment as the DfE will be the driving force for any vocational qualification reforms. The College will prepare for any changes arising when the DfE publishes final details of their proposals. To add this risk to the Risk Register
9	Development Plan		No recommendations
10	Student Voice		No recommendations
11	Staff Voice		No recommendations

15. ANY OTHER BUSINESS

There was no other business.

16. DATE OF NEXT MEETING

Tuesday 16 May 2023 at 16.30.

The meeting closed at 18.00.

Signed: _____ Date: _____

SUMMARY ACTION LIST

MIN	ACTION	REVIEW DATE
10	Student target setting and enrichment activities. It was agreed at the next meeting for governors to receive presentations and /or reports on the progress being made in these two areas	16/5/23
11	As the proposed vocational qualification reforms will have a significant impact on the College, it was agreed to add the risk to the Risk Register and to keep the LGB updated. The CEO indicated it would be unlikely for any additional information to be available in time for the May LGB meeting as final proposals are expected over the summer months.	16/5/23 & autumn term meeting
12	The Chair suggested for the next meeting to include an agenda item on sustainability with a presentation to be made available on the work of the Sustainability	16/5/23

	Committee and the various sustainability initiatives being overseen by the Committee.	
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