



**MINUTES OF THE REIGATE COLLEGE LOCAL GOVERNING BODY MEETING HELD
ON 17 MAY 2023 AT 16.30**

Present: Mr Spencer Bowen – LGB Member, Chair
 Mr Chris Whelan - Chief Executive Officer & LGB Member
 Mr Gerard Weide – LGB Member
 Ms Yvette Robbins – LGB Member, Vice Chair
 Mr Jeremy Garner – LGB Member
 Mr Nick Clark – Executive Principal & LGB Member
 Ms Nicola Thompson - LGB Staff Member
 Ms Claire Hassan – LGB Staff Member
 Ms Ingrid Rolland – LGB Parent Member
 Ms Cheryl Agius – LGB Parent Member (Attended via Teams)

In attendance: Mr Jon Allen - Clerk
 Ms Sarah Walters

1 WELCOME

The Chair welcomed everyone to the meeting.

Cheryl Agius was welcomed to her first meeting of the Reigate College Local Governing Body (LGB).

2 APOLOGIES & QUORACY

Apologies were received from the two student governors due to exam commitments.

3 DECLARATIONS OF INTEREST

Yvette Robbins, Spencer Bowen, Gerard Weide, Chris Whelan, and Nick Clark declared their interest in being Trustees of the Reigate Learning Alliance.

There were no other declared interests.

4 MINUTES

The minutes of the Local Governing Body meeting held 31 January 2023 (Paper 1) were received and agreed as an accurate record of the meeting.

5 SUMMARY ACTION LIST & MATTERS ARISING

The ‘*Summary Action List*’ was received (Paper 2) and the following updates were noted:

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	Agenda items at this meeting
11	As the proposed vocational qualification reforms will have a significant impact on the	It was reported examination Boards

	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.	have up to July 2023 to submit to the DfE their proposed syllabuses with full implementation of approved qualifications to be confirmed in July 2024.
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 Committee and the various sustainability initiatives being overseen by the Committee.	Agenda item at this meeting.

6. ENRICHMENT

Governors received a presentation from Stuart Wilcox.

Ofsted made the observation in their published inspection report that too few students participated in enrichment activities. The College was able to show inspectors that 47% of students took part in some form of enrichment last year. However, Ofsted indicated students could not articulate this.

To address this an Enrichment Plan was put in place with the plan covering five key areas, these being:

- Increase participation across all enrichment activities;
- Widen enrichment provision, including pop up events;
- Improve articulation from students about enrichment;
- Develop Elite Sport;
- Target key demographics of disadvantaged students.

The latest available data shows that 86% of Lower sixth and intermediate students have participated in enrichment this year, a significant improvement on the 47% from the previous year. Within the 86%, 55% have attended 3 or more enrichment activities.

Feedback from Focus Groups with students has shown that they can better articulate what they have done. This has been achieved by rebranding activities to 'enrichment'; with a change in the message to inform students that they are expected to take part; with more regular messages on 'enrichment' activities through tutorial; and with more visibility of enrichment opportunities throughout the College.

Governors asked if there is a discussion held with students to see what they are gaining from participation in enrichment? It was confirmed this is part of discussions in tutorials with feedback received indicating a reduction in stress and improved wellbeing by participating in a range of activities that are outside the scope of the day to day curriculum demands.

Governors asked if enrichment has increased staff workload? It was confirmed staff receive remuneration for running enrichment activities and the College has created a new part-time post 'Enrichment Assistant' who assists with the administration of enrichment and provides additional support to the Enrichment Manager and the Sports Co-ordinator.

Governors asked how enrichment is being financed and is the College in receipt of additional funding to support enrichment? It was reported no additional funding is made available and the major outlay of investment is the recent appointment of the Enrichment Assistant.

Governors asked if there was any feedback given to parents on the participation of their child in enrichment? Student participation is recorded on a specific software package 'Evolve'. Within the software is a platform for parents to view and the IT department is currently exploring how this platform can be linked to the parent portal.

Governors asked how pop-up enrichment activities are identified? In response it was confirmed this is done through a number of sources including student surveys, student focus groups, the use of a suggestion box. The main source is through the Enrichment Assistant talking directly with students on what they would like to be made available. The enrolments process from September will be used to promote enrichment and will be used to ask students what they would like to see in way of an enrichment offer.

The Chair thanked Stuart Wilcox for his informative presentation and the Chair made the following three observations:

- 86% participation is important and is welcomed, along with 56% undertaking 3 or more enrichment activities;
- Culturally offering enrichment is a good thing, helping to reduce stress and enhance student wellbeing;
- Enrichment with positive stories and outcomes will provide good marketing material to further promote the College and what it can offer to prospective students.

It was also noted that making available enrichment activities enables new students to meet with fellow students when they commence their studies at the College.

7. ANNUAL SAFEGUARDING REPORT

Mel Pearl was in attendance for this agenda item to present the '*Annual Safeguarding Report 2022/23*' (Paper 3). The following data was noted from the report:

2022-2023	2021-2022	2020-2021
7 R1 very high risk Highest number this year 9	5 R1 very high risk at present. Highest number this year was 15.	11 R1 very high risk students. 1 student has been made R1 during lockdown.
512 R2 category students with CP concerns	475 R2 category students with CP concerns	275 R2 category students with CP concerns
15 child in need	10 child in need (8 closed)	9 child in need (six closed)
4 LAC	5 LAC	6 LAC
9 CP Plans now closed	1 CP Plan now closed	0 CP Plan
64 young carers	54 young carers	45 Young carers
7 adopted	7 Adopted	10 Adopted
4 team around the family	5 team around the family	4 team around the family

1292 safeguarding entries made	1108 safeguarding entries made	571 safeguarding entries
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Referrals 2022-2023	Referrals 2021 - 2022	Referrals 2020- 2021
32 requests for support to children's services	49 requests for support from children's services 40 offered support, 5 signposted to other agencies	16 requests for support from children services all taken up.
2 young carer referrals	1 young carer referral	1 young carer referral
12 referrals to catch 22	2 referrals to catch 22	1 referral to catch 22
6 referrals to the police	10 referrals to the police	1 police referral
1 referral to RASAS	3 referrals to RASAS	0 RASAS
3 ESDAS	0 ESDAS	1 ESDAS
3 prevent concerns 1 referred to channel	4 prevent concerns none referred to Channel	0 prevent concerns

There were 10 suicide attempts in the 2022/23 year compared against 21 for the previous year. Crisis support and Interventions were put in place quickly and all these students have received external support. The Safeguarding Team has worked with the students throughout the year.

It was reported a more robust 'chasing' of safeguarding files from schools appears to have been successful, although many schools are still not meeting their statutory requirements. The timeframe for receiving safeguarding files has improved. All files have been received and processed. The college is looking into streamlining this further next year. Governors welcomed this positive development.

The following emerging issues were noted:

- There has been a rise in serious eating disorders. Support for students has been put in place and the college is working with the eating disorder clinics.
- The rise in crime outside college raises concerns around criminal exploitation. There are dispersal orders in Redhill and Reigate. The college provided training on county lines for staff and there is an extended tutorial on county lines.
- There has been an increase in disclosures of sexual assault and sexual violence. All the incidents have taken place outside of college and most of the disclosures are historical. All of these have been reported and support has been put in place. The student focus groups, and surveys, report that students feel safe in college, there are very few incidences of inappropriate behaviour or banter, and the students feel that the college environment does not tolerate poor behaviour. The students are clear on the reporting mechanisms and are confident that their concerns would be acted upon.
- There has been an increase in students presenting with drug and alcohol misuse as demonstrated by the number of referrals to catch 22, there have been concerns around a possible link to students being drawn into criminal exploitation.

- Serious mental health continues to be a concern due to the waiting lists for mental health support. Although Relate and DHC also having long waiting lists, they have worked well with the college to manage the demand.
- The threshold to access support from children's services and CAMHS has become even higher. Even if the student meets threshold for support, there are still long waiting lists for workers to be assigned, resulting in the College holding risk for a long time.

Governors thanked Mel Pearl for her report.

8. SUSTAINABILITY

An update was made available on the work of the College's Sustainability Committee that meets every half term. It was confirmed the College is following the Association of College's framework assessment of a 'Green College' and has employed the services of an external company to undertake a base level assessment on the College's carbon footprint. The company will also be used to assist the College in sourcing external funding and grants for 'green' and 'environmental' initiatives. Once the audit has been completed the College will receive recommendations for actioning.

Governors asked if the audit would include an audit on the availability of plant food in the refectory and it was confirmed this would within in the scope of the audit.

In addition to the audit a number of 'green' initiatives are to be, or have been, put into place, including:

- Installing solar panels over the summer on the Langham and Business Building;
- Looking into options for contracting with an external company for recycling collection;
- Making available to staff and students a branded 'Reigate College' drinking vessels to cut back on the use of plastic bottles;
- Installing three/four electric charging points in the new car park;
- To hold for students and staff a 'Green' week in June with a number of invited speakers, pop up events and clothes swap;
- Carbon Literacy Certificates to be made available to students from the autumn term as part of enrichment activities;
- Curriculum teams using 'Teams' facility to replace previous paper requirements.

Governors welcomed the update made available.

9. STUDENTS APPEAL POLICY

The updated and amended '*Student Appeal Policy*' was made available for review and approval (Paper 4).

The revised policy follows a review undertaken of the policy by a number of Trustees and members of the College's management team. The policy follows the template of the DfE's policy for schools, but the DfE policy does not apply to sixth form colleges. The revised policy follows a clearly defined process and recording of the decision making process to further enhance and safeguard those involved in the process.

Governors asked if the revised policy has been subject to legal review. It was confirmed such a review is not necessary as the policy is based on DfE guidelines and meets the 'reasonable' test. To provide governors with further assurances, it was

confirmed the College's solicitors are consulted when there is a case for suspension to protect the College and those involved in the decision-making process.

Governors **RESOLVED** to approve the '*Student Appeal Policy*'.

10. **COLLEGE TARGETS FROM THE SELF ASSESSMENT REPORT (SAR)**

The paper '*College Annual Targets from the SAR*' was received for review (Paper 5).

In terms of embedding a structured learning approach some student focus groups have shown more work is needed in some subject areas with the request from students to undertake more practice examination papers.

The completion of the extension work on the refectory has provided an enlarged Independent Learning Centre with the positive impact that all students now have access to independent learning space without being turned away.

Ofsted identified the need for the College to improve the ability of staff and students to set and monitor academic targets. A revised system for target setting involving both teachers and students has been trialled for a pilot group of subjects. Although the trial has worked well from the teaching point of view, it is not clear that all students value setting their own targets. Although most targets have improved, focus groups with students appear to show that a majority of students prefer to respond only to teacher set targets and direction and are not fully engaged in setting their own targets. As a result of the feedback received from decisions the College will extend the trials and delay a definitive position until next year.

The DfE has required that more teaching/contact hours are delivered per year to each student and, to meet this requirement, the College has increased the amount of contact time from 4 to 5 hours per week for most Upper classes and next year for some Lower classes. Focus groups with students show that this has been overwhelmingly popular with only a small number of areas needing improvement. Year-end outcome data will be reviewed to confirm the impact of the additional contact time.

It was reported the audit undertaken by the internal auditors on EHCP Reviews and Learning Agreements resulted in a 'strong assurance'. The audit report to be subject to review at the next meeting of the Audit & Risk Committee and, following the meeting, the report will be made available to the Trustee who has been linked with this area of the College (Yvette Robbins).

It was confirmed the final review of the annual targets will be undertaken at the autumn term meeting of the LGB when outcome data will be made available.

11. **STUDENT RETENTION & ATTENDANCE UPDATE**

The following data for 2022/23 was received:

Type	Starters	Joiners	Leavers	Continuers	Retention %
L	1394	0	37	1357	97.35%
P	80	0	4	76	95.00%
T	1	0	0	1	100.00%
U	1389	0	14	1375	98.99%
Total	2864	0	55	2809	98.08%

The data for 2021/2 was confirmed as follows:

Type	Starters	Joiners	Leavers	Continuers	Retention %
L	1501	1	48	1454	96.80%
P	50	0	2	48	96.00%
T	1	0	0	1	100.00%
U	1265	0	15	1250	98.81%
Total	2817	1	65	2753	97.69%

Governors noted, and welcomed, there has been a small improvement in the retention rate and a reduction in the number of students leaving. Governors asked if there were any explanations for this. In response it was suggested one reason for the improvement may be that the 2022 intake had taken GCSEs and that these were, perhaps, less inflated than for the previous intake thus giving a better match of ability to course enrolments.

Retention data covering bursary groups and non-bursary groups, gender, learning difficulty and disability, and ethnicity was also made available. Governors noted from the review of the retention data that proportionally the number of U6 female leavers is slightly higher than U6 male students, and asked if there were any reasons behind this? The CEO reported that he was not aware of any emerging issues but would review and report back at the next meeting.

The following attendance data for 2022/23 was received:

Description	Total Attendance	Adjusted Attendance
Overall	91.38	97.61
L	92.63	98.07
P	88.36	95.93
U	90.42	97.28
BAME	90.67	97.16
Bursary	87.97	96.41
EHCP	88.22	95.52
FCM	87.22	95.69
LLDD	88.77	96.88
Parents not university educated	89.84	97.00
R1	67.09	90.38
R2	85.25	95.62
R3	89.91	97.14
R4	93.13	98.23

Adjusted data takes into account reported illness, interviews, exams and other legitimate reasons for absence.

Attendance data was also made available for 2021/22 and it was noted, and welcomed, attendance rates were broadly similar between the two years.

Description	Total Attendance	Adjusted Attendance
Overall	92.10	97.47

12. ANNUAL REVIEW OF THE LGB'S TERMS OF REFERENCE

The report made available provided Governors with a copy of the current terms of reference approved by the Trust Board and proposed changes to be considered by the LGB (Paper 7).

It was noted an extensive review of the Terms of Reference was undertaken during 2020/21 following completion of the Trust's Scheme of Delegation.

Under section one it was agreed to expand the scope of safeguarding and wellbeing of students to incorporate physical and mental well-being in terms of the influences by lifestyle choices of diet, exercise, stress and relationship management.

It was confirmed section ten to be amended to reflect the new title for the Clerk (Governance Professional) following the Trust's adoption of new Articles of Association.

It was **RESOLVED** to recommend the revised Terms of Reference for the Trust Board to approval.

13. STAFF VOICE

The selling of the drink "Monster" in the refectory was raised as a concern. The drink, due to its high sugar and caffeine content, can impact the wellbeing of students. Studies have shown that these types of drink can negatively impact on stress and anxiety levels. As the College has a duty to ensure the safeguarding of students, should the drink be made available?

The Executive Principal summarised the business case for the selling of the drink but acknowledged there was a debate to be had between the business case and wellbeing of the students. He agreed to refer the matter for further discussion with the resources team.

14. STUDENT VOICE

Student governors were not in attendance. On their behalf, a query was raised on the provision of free school meals.

The Executive Principal confirmed there is a strict criteria that has to be met before a student can qualify for receipt of free school meals and therefore not all students can receive support. The value of a free school meal has been kept at £4.50 as this is the cost of a main meal. The value is uploaded onto the student refectory card. The value does not include a drink as water is made available. If a student uses their allocation for sweets and drinks, they are given a warning that the facility will be withdrawn, as the facility is intended for nutritious meals only.

15. 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 (including briefings and verbal updates) and for the assessment to be reported to the Audit & Risk Committee and Trust Board.

Added to the report was the new requirement to comment on the quality of papers and or presentations received.

Agenda Item	Subject	RAG rating	Any recommendation(s) or action(s) arising from discussions on the agenda item; Any comment(s) on the quality of the paper(s)/presentation(s) made available for the agenda item.
6	Enrichment Presentation	Green	No concerns
7	Annual Safeguarding Report	Green	No concerns
8	LGB Terms of Reference	Green	No concerns
9	College Targets	Green	No concerns
10	Student Appeals Policy		No concerns
11	Sustainability	Green	No Concerns
12	Student Retention & Attendance	Green	No Concerns
13	Staff Voice	Green	No Concerns
14	Student Voice	Green	No Concerns

16. ANY OTHER BUSINESS

As this was the last meeting to be attended by Ingrid Rolland, the Chair, on behalf of all Governors, thanked Ingrid for her contributions made to the LGB during her tenure.

The Chair also asked for the two student governors to be thanked for their contributions and wished them both best wishes for their future endeavours.

It was confirmed the student body is in the process of nominating student governors for 2023/24.

17. DATE OF NEXT MEETING

Tuesday 17 October 2023 at 16.30.

The meeting closed at 18.45.

Signed: _____ Date: _____

SUMMARY ACTION LIST

MIN	ACTION	REVIEW DATE
10	The Internal Audit Report on Learner Support to be made available to the Trustee linked to this area of the College.	17/10/23
10	Final review of the annual targets to be undertaken at the autumn term meeting of the LGB when outcome data will be made available.	17/10/23
11	Governors noted from the review of the retention data that proportionally the number of U6 female leavers is slightly higher than U6 male students, and asked if there were any reasons behind this? The CEO reported that he was not aware of any emerging issues but would review and report back at the next meeting.	17/10/23