

**MINUTES OF THE REIGATE LEARNING ALLIANCE LOCAL GOVERNING BODY MEETING
HELD ON 12th May 2026 at 4.30pm**

Present:

Ms Yvette Robbins - LGB Member (Chair)
 Mr Nick Clark – Executive Principal & LGB Member
 Mr Chris Whelan - Chief Executive Officer & LGB Member
 Ms Nicky Avery – LGB Staff Member
 Ms Hannah Collis - LGB Staff Member
 Mr Julian Sims – Co-opted Governor
 Mr Steve Catling – Parent Governor
 Ms Gariella Nairn – Student Governor
 Ms Avery Samolczyk – Student Governor

In attendance:

Mr Ryan Bull - Deputy Principal
 Laura MacIntyre – Assistant Principal Curriculum and Quality
 Pat Frankland – Chair of Trustees
 Kathy Bass – Observer (potential Trustee)
 Claire Tait – Governance Professional

	Agenda Item	Action
1.	Welcome Pat Frankland and Kathy Bass were welcomed as observers to the meeting.	
2.	Apologies for Absence Apologies were received and accepted from Spencer Bowen. The Chair and Governance Professional had not heard from Will Jackson who was not in attendance at this meeting, apologies were received after the meeting. Steve Catling arrived at 4.40pm and Julian Sims arrived at 4.45pm. The meeting was deemed quorate.	
3.	Declaration of Interests None declared.	
4.	Minutes from the Last Meeting The minutes of the Local Governing Body meeting held 3 February (Paper 1) were received and approved as an accurate and complete record of the meeting.	
5.	Matters Arising None	
6.	Building Project Update The planning application for the new SEND centre has been submitted and will be put before the planning committee on the 3 rd June. The college has gone out to tender ahead of this, there is a planned meeting of the building subcommittee of Trustees, followed by a Finance Committee meeting to approve this project as planning permission is expected to be granted. This ensures the project can be started in the summer break, subject to the planning permission. The building should be ready for use in September 2027. Governors asked if the change in Surrey County Council could affect these plans. It is expected that as long as planning permission is granted it should not make a difference.	
7.	Verbal Safeguarding update Governors received a verbal update on the main safeguarding themes. There has been a sharp rise in parental bereavements, this immediately triggers the students to be classed a 'high risk', and they have access to support.	

	SC arrived at 4.40pm Students continue to have access to mentors, and the self-referral system is reported to be working well. The Reigate branch of Relate has gone into liquidation, so alternatives are being sought to provide support to staff and students. Governors were informed that the Safeguarding standards were met for Ofsted. The full safeguarding report will go to the Trust Board meeting in July.	
8.	Self-Assessment Development Plan The report on annual targets from the Development Plan was received for review (Paper 2) summarising any significant new problems, challenges, initiatives and progress made throughout the year. Governors reviewed the annual targets proposed and the following was noted: - Staff recruitment is reported to be on track, the 31st May is the cut off date for any staff who wants to leave this year. The picture will be clearer after this date; no major changes are expected. - The use of the TES pulse tool to gain feedback from staff continues monthly. Results were presented to staff after Easter, focused on 5 areas. The results continue to be at or above the national benchmark. JS arrived at 4.45pm Senior leaders are actively going through the pulse survey comments and asking staff to join focus groups to discuss issues such as workload, staff development and training. Once these focus groups are set up action plans can be put in place. - Three departments are on a Quality Improvement Plan (QIP), they receive weekly support and have regular updates with the Senior Leadership Team to present progress. The QIP involves lesson observations and hearing the student voice. Ofsted also spent time in these departments to find evidence of the planned improvements. Governors were assured by the evidence of improvements from the previous report.	
9.	Student Retention & Attendance Report Governors received confirmation of current in-year attendance & retention rates (Paper 3). The attendance figures need to be added to this report but are reported to be good at 97%. Retention figures were noted to be the highest score from any Sixth Form College or 16 – 19 Academy. Governors asked for the reasons behind the success. Students are invited to introductory evenings, and open days, they have trial lessons and individual interviews with a member of staff on application, after their GCSEs results students spend a half day in college. All this ensures that students start on the right course in the first place. There is the small chance to change courses early on. There is also a very strong ethos around helping students if they start dropping out of classes. The stages system is in place to support students both on the curriculum and on attendance. At the first point of a concern, stage 1, the tutor/ subject teacher deals with the concern, if there is no improvement it moves to stage 2 where a senior tutor or Head of Department gets involved. At stage 3 the pastoral director, director of learning gets involved. Consequences for lower sixth include non-progression to second year, and consequences for upper sixth include fee charging for exams. There were three students who paid exam fees this year. Intervention and support are considered the most important, there is a strong pastoral system to help with difficulties.	

	Noting the very high levels of retention governors asked how students are selected. It was confirmed that students are expected to have achieved attendance of at least 95% in secondary school unless there is a good reason, this means they have a strong start and are not being set up to fail. The student governors reported that they receive good encouragement from teachers, that they still feel 'noticed' which was important for them as in a big college it would be easy for this not to be the case. The teachers are good at ensuring they are personalised in their feedback. Students also reported that the fear of not getting into university is a big driver on ensuring they have good attendance.	
10.	Ofsted update Ofsted have now been in college, and the report is anticipated for publication towards the end of June or beginning of July. The outcome cannot be revealed yet, but SLT are pleased with the initial judgement. The inspection took place over four days; the inspection team were very thorough and had 150 different evidence collection points. Staff morale was reported to be good during the inspection with camaraderie amongst staff evident, there was no staff absence during the inspection except for planned absence. Inspectors spoke to staff and students, and all but four departments were visited. They met with three Trustees and commented on strong governance. The CEO reported that some of the data the inspectors had received from the DfE was incorrect, he was able to show them the correct data, which was accepted and used for the draft report. This has been reported to the senior inspector and the Sixth Form College Association (SCFA).	
11.	Policies The following policies were received and noted: a) Student Code of Conduct – Paper 4 This may have further updates before September if there are changes in KCSIE. Students all sign to say they have read this. Governors asked questions around how and when students may be searched, the number of suspensions and support plans in place for students. b) Careers Guidance Policy – Paper 5 Governors asked questions to ensure that the guidance is accessible to all and were assured that all accessibility issues were being catered for. c) Equality, Diversity and Inclusion Policy – Paper 6 No comments or questions d) Health, Wellbeing and Fitness to Study Policy – Paper 7 Governors asked if there was a dedicated bereavement policy. It was noted that this is covered under other policies. Staff are going to be trained in bereavement counselling given the sharp rise in numbers. e) Exam Access Arrangements Policy – Paper 8 The college follows the JCQ rules. Minor adjustments linked to broken limbs can be provided last minute. The major adjustments follow strict rules.	
12.	Annual Review of the Terms of Reference for the LGB Governors conducted the annual review of the Terms of Reference for the LGB and proposed the following changes/amendments for the Trust Board to approve – (Paper 9) It was agreed to change the following wording: 15.6 Any Governor shall be able to participate in meetings of the Governors by telephone or video conference provided that they have given reasonable notice to the Governance Professional and that the Governors have access to the appropriate equipment. To: <i>Attendance at LGB meetings shall either be in person, or fully online. Anyone unable to attend the meeting in person should give their apologies. The option to join online</i>	

	<i>will only be granted in emergency situations rather than as standard due to the IT set up in the meeting room.</i>	CT																																																						
	Action: CT to make these changes																																																							
13.	Board Assurance Under the Board Assurance Framework (BAF), each Committee is asked to conduct at 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. The Board agreed the following board assurance assessments for agenda items/reports considered at this meeting (Paper 3) <table><tr><th>Paper No.</th><th>Subject</th><th>Report prepared by</th><th>Board Assurance (yes/no)</th><th>RAG rating</th><th>Recommendations</th></tr><tr><td>2</td><td>Self-Assessment Development Plan</td><td>CW</td><td>Yes</td><td>Green</td><td></td></tr><tr><td>3</td><td>Student Retention and Attendance Report</td><td>CW</td><td>Yes</td><td>Green</td><td>Attendance will be added and distributed</td></tr><tr><td>4</td><td>Student Code of Conduct</td><td>NC</td><td>Yes</td><td>Green</td><td></td></tr><tr><td>5</td><td>Careers Guidance Policy</td><td>NC</td><td>Yes</td><td>Green</td><td></td></tr><tr><td>6</td><td>Equality, Diversity and Inclusion Policy</td><td>NC</td><td>Yes</td><td>Green</td><td></td></tr><tr><td>7</td><td>Health, Wellbeing and Fitness to Study Policy</td><td>NC</td><td>Yes</td><td>Green</td><td></td></tr><tr><td>8</td><td>Exam Access Arrangements Policy</td><td>NC</td><td>Yes</td><td>Green</td><td></td></tr><tr><td>9</td><td>LGB Terms of reference</td><td>CT</td><td>Yes</td><td>Green</td><td></td></tr></table>	Paper No.	Subject	Report prepared by	Board Assurance (yes/no)	RAG rating	Recommendations	2	Self-Assessment Development Plan	CW	Yes	Green		3	Student Retention and Attendance Report	CW	Yes	Green	Attendance will be added and distributed	4	Student Code of Conduct	NC	Yes	Green		5	Careers Guidance Policy	NC	Yes	Green		6	Equality, Diversity and Inclusion Policy	NC	Yes	Green		7	Health, Wellbeing and Fitness to Study Policy	NC	Yes	Green		8	Exam Access Arrangements Policy	NC	Yes	Green		9	LGB Terms of reference	CT	Yes	Green		
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14.	Any other Business Action: CT to add Multi Factor Authentication to GovernorHub to enhance security. This was the last meeting for Gabriella and Avery; they were thanked for their time over the last year. They reported their time at Student Governors to have been a good experience and suggested that the new Student Governors be given more training on how to use GovernorHub and shown how to add meetings to their Outlook calendars. Action: CT. It was noted that this was also Chris Whelan's last LGB as Chief Executive before his retirement at the end of this academic year. He was thanked for his huge involvement as a key contributor on this committee for many years.	CT CT																																																						
15.	Date of next meeting Tuesday 13 October 2026 at 4.30pm																																																							

The meeting was closed at: 5.45pm