

**MINUTES OF THE PART I MEETING OF THE CORPORATION HELD 14 MARCH
2016**

Present: Mr Robert Hails (Chair)
Mr Michael Jones
Ms Sharmin Joarder
Mr Steve Oxlade (Executive Principal)
Mr Del Attah
Mr Ian Fortune
Cllr Chris Wright
Mr Brett Freeman (Principal)
Ms Yvonne White
Mr Andrew Booth
Ms Phidelma Keating
Ms Akua Apeagyei

In Attendance: Mr Jon Allen (Clerk)
Mr Richard Beales (Deputy Principal)
Mr Steve Gooch (Assistant Principal)
Ms Kim Saw (Director of Finance)

APOLOGIES, QUORACY & DECLARATION OF INTERESTS

61. Apologies were received from Mr Mark Coleman. It was confirmed the meeting was quorate. Mr Ian Fortune, Mr Steve Oxlade, Mr Michael Jones, and Mr Robert Hails declared an interest in their capacity of being members of the Corporation of Reigate College. Councillor Chris Wright declared his interest of being an elected member of Croydon Council.

MINUTES

62. It was **RESOLVED** that the minutes of the Coulsdon Corporation meeting held 14 December 2015 (Paper 1) be approved as an accurate record of the meeting and to authorise the Chair to sign the minutes.

MATTERS ARISING

63. At the Strategy Meeting held 07 March 2016, it was confirmed exceptional funding is to be received from the EFA for the current year with funding guaranteed in writing for any exceptional growth in students numbers in 2016/1. Confirmation was also given that there were no changes to the financial figures in the accounts that were reviewed at the December Corporation. It was also noted at the Strategy Meeting the exceptional growth funding addressed immediate 'Going Concern' issues. Based on the information and assurances received, it was resolved at the Strategy Meeting to approve the Financial Statements and Year-end Accounts July 2015 and to authorise the Chair and Principal to sign the accounts.

DATA DASHBOARD

64. The College report '*Data Dashboard*' was received (Paper 2). It was confirmed that the '*Data Dashboard*' would continue to be a standing agenda item at all Corporation meetings. The data dashboard made available a RAG rated assessment against each target to enable governors to monitor performance against agreed targets.

65. The main update since the last meeting was the lesson observation grade profile, with 93% of lessons observed being either 'Outstanding' or 'Good', a 2% increase on the previous year. To be judged an 'Outstanding' College would require at least 95% of lesson observed to be either 'Outstanding' or 'Good'.

66. It was **RESOLVED** to note the '*Data Dashboard*'.

ANNUAL REVIEW OF SAFEGUARDING & CHILD PROTECTION

67. The College report '*Annual Review of Safeguarding* was received (Paper 3). The report consisted of the following documents:

- Draft Safeguarding Policy Draft
PREVENT policy
- Summary of Child Protection disclosures (Sept 2015- date) Summary of PREVENT incidents (Sept 2015- date)
- Summary of Ofsted thematic inspection on PREVENT on 4 Feb 2016

68. The responsibilities of FE and 6th Form Corporation of Governors confirmed in the Children Act are similar in principle to those of Governing Bodies of schools. However, there are some differences. The statutory responsibilities for safeguarding and child protection only apply in relation to students who are children, that is people under 18 years old. Also, because FE colleges are incorporated they cannot rely automatically on LEAs to provide advice, support, and access to training, policies and procedures.

69. Guidance documentation published by the DfES confirms the necessary actions required by FE and 6th Form Governing Bodies to enable them to discharge their responsibilities outlined in the Children Act and, since July 2015, FE institutions also have a duty "to have due regard to the need to prevent people from being drawn into terrorism."

70. As of July 2015, the College also has a duty to safeguard students from the risk of being drawn into terrorism.

71. Against each safeguarding and PREVENT duty, a commentary was provided confirming the action taken, or being taken, by the College.

72. It was **RESOLVED**

- (i) To note the arrangements that enables the Corporation to

discharge its statutory responsibilities for safeguarding and child protection;

- (ii) To approve the revised Child Protection Policy and dated November 2015; and to approve the PREVENT Policy, dated Jan 2016;
- (iii) To confirm approval for the next review to be made available to the Corporation at its March 2017 meeting; and
- (iv) To note the report.

73. Under the new style of presenting reports to the Corporation, and under the newly adopted Board Assurance Framework, the Corporation is asked to make a judgement on the level of assurance for this agenda item, having taken into consideration any issues arising from the review of the report and of management actions being taken. The Corporation **AGREED** they had a high level of assurance on both safeguarding and prevent.

REPORT FROM THE PLANNING & PERFORMANCE COMMITTEE

74. The following reports were received:

- Minutes of the Planning & Performance Committee meeting held 22 February 2016 (Paper 4)
- Self Assessment Report 2015/16 (Paper 5)
- Quality Improvement Plan 2016/17 (QIP) (Paper 6)

75. The Committee at its meeting held 22 February reviewed the following:

- Recruitment Update
- Success Report
- College SAR
- College Quality Improvement Plan
- Attendance Report
- Teaching, Learning & Assessment
- Staff/Student Surveys
- Staff Development Plan

76. It was confirmed the '*College's Self Assessment Report 2015/16 (SAR)*' had been revised and updated since the last Committee meeting. The SAR document builds on the self-assessment process that involved all staff, from the end of the summer term, completing their own SAR and Quality Improvement Plans (QIP) in their teaching or service departments. In the autumn term these were then moderated by senior managers which, in the case of teaching departments, include the Department Review with the Principal and then, for some, this also involved a Moderation Panel with Governors and an external peer reviewer from an outstanding College.

77. The College '*Quality Improvement Plan*' (QIP) was received. The College QIP takes forward the actions from areas for improvement identified during Ofsted Inspections and the College's self-assessment activities. The QIP is now presented with around three key strands: outcomes; quality of provision and teaching, learning

& assessment; and leadership and management.

78. It was confirmed the majority of targets run through the whole academic year and progress to date is as expected for this time of year. No issue of concern on the implementation of the QIP against agreed deadline targets was reported by the Committee for the attention of the Corporation.

79. It was **RESOLVED**:

- (i) To note the minutes of the meeting of the Planning & Performance Committee meeting held 22 February 2016;
- (ii) To approve the College Self Assessment Report 2016/17; and
- (iii) To approve the 'Quality Improvement Plan 2016/17'.

REPORT FROM THE FINANCE & GENERAL PURPOSES COMMITTEE

80. The following reports were received:

- Minutes of the meeting of the F&GP Committee held 29 February 2016 (Paper 7);
- Management Accounts up to 31 December 2015 (Paper 8)
- Tuition Fee Policy 2016/17 (Paper 9)

81. It was confirmed the receipt of exceptional growth funding of £631k had reduced the forecast year-end forecast to £656k. The College's Financial Health Assessment remains at 'Requires Improvement'.

82. The Principal placed on record appreciation of the support given by the Chair of the Corporation and the Director of Finance to achieve the award of exceptional in-year funding based on the growth in student numbers. This support involved attending meetings with EFA officers and arguing strongly the College's case for being awarded in-year exceptional growth funding.

83. It was noted there were no changes proposed in the '*Tuition Fee Policy*'.

84. It was **RESOLVED**:

- (i) To note the minutes of the F&GP Committee held 29 February 2016;
- (ii) To note the Management Accounts; and
- (iii) To approve the '*Tuition Fee Policy 2016/17*'.

REPORT FROM THE AUDIT COMMITTEE

85. The minutes of the Audit Committee meeting held 08 February 2016 were received and **NOTED**.

ANY OTHER BUSINESS

86. There was no other business.

DATES OF NEXT MEETINGS

87. Joint Coulsdon/Reigate Governor Social & Training Tuesday 03 May 2016 @ 1800

Coulsdon Corporation Monday 04 July 2016 @ 1800

The Part I meeting closed at 18.40.

Signed: _____ Date: _____