

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the 7<sup>th</sup> meeting of the  
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION  
held on 1 July 2003 at 5.00pm at The Straddle, Victoria Quays, Sheffield

Present: Steve Farnsworth (Vice-Chair) (in the chair)  
Paul Ashdown (Principal)  
Phil Jones  
Alan Law  
John Leam  
Sheryl Roberts  
Sally Robinson

Observers: Keith Crawshaw (Sheffield City Council)  
Mike Firth (LSC)  
Mo Nisbet (Vice-Principal Designate)  
Trevor Wray (Vice-Principal Designate)

In attendance: Sharon Langridge (Clerk to the Corporation)

Apologies for absence were received from Kevin Clifford, Margaret Ferris, Trevor Skelton and Sir Hugh Sykes.

		Action
		Who            By
1	<b>CHAIR</b>	
	In the absence of Sir Hugh Sykes it was agreed that Steve Farnsworth should chair the meeting.	
2	<b>DECLARATIONS OF INTEREST</b>	
	There were no declarations of interest.	
3	<b>MINUTES OF THE MEETING HELD ON 21 MAY 2003</b>	
	The Minutes of the meeting held on 21 May 2003 were approved as an accurate record.	
4	<b>MATTERS ARISING</b>	
	<b>Item 4</b>	
	Steve Farnsworth confirmed that the mapping exercise had been completed and that copies of all three reports would be sent to Paul Ashdown.	
	The Governors noted that the ground-breaking ceremony would be taking place at 2.30pm on Friday 4 <sup>th</sup> July.	
	<b>Item 5(a)</b>	
	The Governors were advised that the site had now been fenced in.	

### **Item 5(c)**

Paul Ashdown informed the Governors that Sir Hugh and he had been in correspondence with the Chief Constable and were in contact with the Police architectural advisors.

Sally Robinson had met with Mo Nisbet and would be putting some proposals on public art to the next meeting of the Building Project Sub-Committee.

### **Item 6(a)**

The Governors noted that the auditors were pleased with the financial arrangements that had been put in place.

### **Item 8**

The Clerk confirmed that she would circulate programme details for the training sessions on 3<sup>rd</sup> September and 22<sup>nd</sup> October. Paul Ashdown urged Governors to attend the two sessions, as he believed it would be important as a new Corporation that they were able to demonstrate their understanding of the financial information presented to the Governing Body.

SL

Jul '03

#### **(a) Mission**

The Governing Body considered the draft Mission. They acknowledged that the Mission would serve as a key reference document for everything the College did and supported the Principal's proposal to share it with the partner schools and local community once it had been approved.

The Governors agreed that it was important to make a clear statement that the College's focus was as a sixth form college for 16-19 year olds, with some adult provision. They also agreed that the Mission should make reference to employers and the College's relationship with the University of Sheffield in widening participation into higher education.

Paul Ashdown advised the Governors that he was currently working on a strap line for the College.

The Governing Body approved the draft Mission subject to the above amendments and agreed that the final version should be presented to the meeting on 19<sup>th</sup> August.

PA

Aug '03

#### **(b) Logo**

The Governing Body considered the results of the logo competition and agreed that these needed to be presented to the logo working party for further development. They had concerns about the pupils' preferred design because of its connotations, but Governors had made it clear from the outset that the consultation and competition were a method of

raising awareness and that the preferred design might not be selected.

LWP

Aug '03

#### **(c) Vice-Principal Start Dates**

The Governing Body noted that both Trevor Wray and Mo Nisbet would be in post by the end of July. They also noted the proposed senior management team arrangements.

#### **(d) Traffic: Barnsley Road**

Paul Ashdown reported that the City Council had quoted a cost of £360,000 for the required works against the College's budget of £60,000. Niall Wright of AA Projects was currently in discussion with the City Council's technical people regarding the cost of the works. Keith Crawshaw suggested that Niall Wright should contact him if there were any difficulties with the discussion.

NW

Ongoing

#### **(e) Ecclesfield**

Paul Ashdown informed the Governors that he would be attending a further meeting with the Head Teacher and The Sheffield College that was to be chaired by John Korzeniewski at the Learning & Skills Council (LSC). He reported that the proposal had changed over time and that the school now proposed to offer re-sits of intermediate GNVQs. John Leam was concerned that the cluster H schools had not been consulted about the proposals. Mike Firth confirmed that the LSC would need to make a decision regarding the proposals on the basis of the funding methodology.

Steve Farnsworth said it was clear that the school needed to develop a constituency around the proposal and believed that there might be a hiatus as the Head Teacher was leaving the school in three weeks time.

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### **RECOMMENDATIONS FROM THE FINANCE & GENERAL PURPOSES COMMITTEE**

#### **(a) Insurance**

The Governing Body noted the appointment of Zurich Municipal as providers of Governors' Liability Insurance on the terms outlined, for the annual premium of £1,000, and that a report on future insurance arrangements would be presented to the Finance & General Purposes Committee.

#### **(b) Cheque Signatories**

The Governing Body supported the recommendation of the Committee and approved the adoption of the proposed cheque signatory arrangements with effect from 1<sup>st</sup> August 2003 and that Mo Nisbet and Trevor Wray be designated as cheque signatories effective from their start in post.

### **(c) Prospectus**

The Governing Body agreed to waive the tendering requirements for the production of the prospectus and alternatively use the value for money principle by appointing a company that had recently won a competitive tender with Bexhill College for its prospectus.

## **6 RECOMMENDATIONS FROM THE SEARCH COMMITTEE**

### **(a) Increase in the number of Business Governors**

The Governing Body approved the increase in the number of Business Governors from six to seven.

### **(b) Appointment of new Governor**

The Governing Body approved the appointment of John Markham OBE as a business governor for an initial term of four years.

### **(c) Appointment of Clerk**

The Governing Body approved the re-appointment of Sharon Langridge as Clerk to the Corporation to 31<sup>st</sup> December 2003.

## **7 RECOMMENDATIONS FROM THE CURRICULUM & QUALITY COMMITTEE**

### **(a) Terms of Reference**

The Governing Body approved the proposed amendments to the Committee's terms of reference.

### **(b) Curriculum Proposals**

Mo Nisbet outlined the draft curriculum offer. Paul Ashdown explained that this was a radical curriculum model and that the senior management team was pushing awarding bodies to develop level 2 humanities qualifications. John Leam reported that the Committee had been very pleased with the draft.

Phil Jones advised the Governors that the University of Sheffield ran a number of partnership professional pathway programmes, which could offer progression routes for students of the College.

The Governing Body approved the draft curriculum proposals and endorsed the proposed consultation with the Heads of partner schools and The Sheffield College.

The Governors recorded their thanks to Mo Nisbet and Trevor Wray for the work they had put in to develop the proposals.

### **(c) College Information Brochure**

The Governing Body approved the following policy issues:

- That a college deposit should not be charged;
- To set a target of 90% for student attendance, but not to specify this in the information brochure;
- To establish a reward system for attendance and performance;
- To integrate Key Skills with other qualifications;
- The process for allocating places;
- The philosophy that all students should be full-time; and
- The establishment of an Advanced Plus programme.

and endorsed the draft brochure.

## **8 INTERNAL AUDIT WORK PLAN**

The Governing Body noted that the auditors letters of engagement, based on the Audit Code of Practice and vetted by the LSC, had been accepted and agreed that in the absence of the Chair these should be signed on behalf of the Corporation by the Vice-Chair.

Paul Ashdown presented the indicative strategic internal audit plan and advised the governors of the intention to reduce the number of days where possible.

The Governing Body:

(a) approved the level of internal audit work to be undertaken in 2003-04, subject to it not exceeding the 14 days stated in the audit plan;

(b) requested the Principal and Finance Manager to update the interim Financial Regulations to include the management of the capital build project and return them to a future meeting for approval; and

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(c) noted that Bentley Jennison would provide Governors with detailed audit reports and present an annual report to a future meeting.

## **9 DESIGN/BUILDING MATTERS**

### **(a) Report from the Building Project Sub-Committee**

The Governing Body received and noted the report of the Building Project Sub-Committee meeting held on 11<sup>th</sup> June.

### **(b) Project Manager's Report**

Governors considered the report from AA Projects. Keith Crawshaw suggested that it would be useful to include the risk register in future reports. Paul Ashdown agreed to raise this with Niall Wright.

Governors discussed the process for approving variations to the design and the importance of managing the capital project. They agreed that officers should be given delegated authority to take decisions on operational matters and that the scale of cost differences should be reported to the Building Project Sub-Committee and Governors. They stressed that the emphasis must be on the student experience and that they did not want this undermined by any variations to specifications. The Governing Body required definition, clarity and a process for partnering. Paul Ashdown and Trevor Wray agreed to prepare a proposal for consideration at the meeting on 19<sup>th</sup> August.

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10 **FINANCIAL ISSUES**

**(a) Report from the Finance & General Purposes Committee**

Governors received and noted the report of the Finance & General Purposes Committee meeting held on 11<sup>th</sup> June.

**(b) Financial Progress Report 2002-03**

Governors received and noted the financial progress report.

11 **REPORT FROM THE CURRICULUM & QUALITY COMMITTEE**

Governors received and noted the oral report of the meeting of the Curriculum & Quality Committee held on 30<sup>th</sup> June.

12 **GOVERNOR TRAINING DATES**

The Governing Body noted the dates for the two finance training sessions.

13 **BULLET POINTS FROM JUNE**

The Governing Body received and noted the bullet points on activity during June.

14 **DATE OF NEXT MEETING**

19<sup>th</sup> August 2003 at 5.00pm, venue to be confirmed.

Dates for future meetings were agreed, as follows:

8 October 2003 at 5.00pm, venue to be confirmed  
25 November 2003 at 5.00pm, venue to be confirmed

The meeting closed at 6.55pm.

Signed: ..... (Chair)

Date: .....