

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of a meeting of the
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION
held on 1 OCTOBER 2008 at 5.00pm
at the College, Horninglow Road, Sheffield

Present: Doug Liversidge (Chair)
Kevin Clifford (Vice-Chair) - from Minute 4
Nick Duggan
Rob Ellis
Alan Hancock
Mo Nisbet (Principal)
Alastair Reid
Karen Squires
Paul White

In attendance: Sharon Langridge (Clerk to the Corporation)
Donald McLean (Vice-Principal)
Trevor Wray (Deputy Principal)

Apologies for absence were received from Omer Abdulqader, Margaret Ferris, Ali Ghalib, Sue Jackson, Alan Law, Chris Mallaband and Jon Needham (LSC).

Action by

1 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2 **MINUTES OF THE MEETING HELD ON 9 JULY 2008**

The Minutes of the meeting held on 9th July 2008 were approved as an accurate record and signed by the Chair.

3 **MATTERS ARISING**

The list of matters arising was noted.

4 **PRINCIPAL'S REPORT**

The Principal presented her report. She highlighted the increases in results and said that this validated the support given to students. The Chair congratulated the Principal and the staff team on behalf of Governors and said that the results were to their credit.

Governors noted that some of the benchmarks contained within the inspection spreadsheet should be treated with caution as they were a year old and might need to be revised. They were very satisfied to see the number of students getting GCSE English and Maths.

Governors were advised that final information on Higher Education destinations was awaited from UCAS later in the month. They were also informed that Phil Nelson maintained contact with former students where

Possible and was also doing some work with the Universities on monitoring progression. Students were given a lot of support with their UCAS applications.

The Principal reported that as of that day there were 1285 students enrolled with the College. She explained that there had been a small number of dual enrolments and also four withdrawals. At this stage it was difficult to unpick what particular action had improved the conversion rate e.g. marketing, direct contact with applicants, focus on schools etc. Ecclesfield School continued to remain a focus for the College for recruitment. It was believed that the College's results when compared to other providers would assist in this area.

Governors recorded their thanks to the staff team for the continuing improvement.

5 **FINANCIAL MANAGEMENT AND GOVERNANCE SELF-ASSESSMENT REPORT QUESTIONNAIRE (SARQ)**

The Clerk to the Corporation presented the draft SARQ for Governors' consideration. She explained that with the introduction of the Framework for Excellence this would be the last time that Governors would be required to approve the SARQ as it was being replaced with the Financial Management and Control Evaluation.

The Governing Body approved the SARQ for 2008-09.

6 **ANNUAL GOVERNANCE REPORT 2007-08**

The Clerk to the Corporation presented the annual governance report and drew Governors' attention to the recommendations contained within it.

Governors discussed the attendance data and noted that this had been affected by a number of factors such as serious illness, bereavement and business commitments. The Clerk explained that any vacancies also had an impact as the calculations were based upon the total membership composition.

The Governing Body:

- (a) accepted the composition of the Corporation for the Academic Year 2008-09 or until the composition needed to be amended;
- (b) considered and noted the attendance information contained in the report;
- (c) re-affirmed the Attendance Policy;
- (d) re-affirmed or approved the revised Terms of Reference for Corporation Committees as amended;
- (e) confirmed the Corporation Committee structure;
- (f) approved the membership of Corporation Committees;
- (g) noted the calendar of meetings for the Academic Year 2008-09;
- (h) approved the revised Standing Orders;
- (i) agreed that the process of up-dating the Register of Interests and Declaration of Eligibility remain on an annual cycle, managed by the Clerk to the Corporation;

- (j) agreed that the Corporation should continue to receive termly progress reports on the Governance Performance Indicators for 2007-08;
- (k) agreed that management information should continue to be sent to Governors by the Clerk;
- (l) noted the development activity undertaken in 2007-08; and
- (m) agreed that the Clerk to the Corporation continue to present an Annual Governance Report at the first Corporation meeting of each academic year.

7 RECOMMENDATIONS/ REPORT FROM AUDIT COMMITTEE MEETINGS

Alastair Reid reported on the meeting of the Audit Committee held on 10th September 2008.

Governors noted the report of the meeting.

The Clerk apologised for the delay in presenting the risk registers for approval. The Governing Body considered and approved the risk registers for 2008.

8 BRIEFING: COLLEGE INFORMATION SYSTEMS

The Principal explained that the briefing on this topic was being provided in response to a training need identified as part of the annual skills audit.

The Vice-Principal gave a presentation on the College's student tracking and monitoring system which had been developed as a bespoke system by the in-house IT team. He emphasised the importance of attendance for learning and highlighted how the information provided was a powerful tool when talking to students.

Governors were pleased to note that the system was continuing to be developed to enable positive comments to be recorded and allow for students to be rewarded. They queried whether there was any marketing potential for the system. The Vice-Principal accepted that this might be an area for future consideration as he understood that the system was as good as other available products and it was accessible and user friendly.

9 CHAIRS ACTION

The Chair informed Governors that he had authorised a feasibility study fee proposal from AA Projects on the future development of the College under Chair's action since the last meeting. The resulting report would be presented to the Corporation for consideration.

The Governing Body ratified the action taken by the Chair.

10 MANAGEMENT ACCOUNTS

The Deputy Principal presented the Management Accounts. He advised Governors that, as a result of staff absences due to sickness and holidays over the summer, preparation of the year end Management Accounts had been delayed and that these would be presented to the next meeting of the Resources Committee. He reported that it had not been necessary to use

contingency allocations within the budget and that this would an increased surplus at the year end.

The Deputy Principal informed Governors that the catering provision would make a loss on the year, which was disappointing as it had been hoped that this would achieve breakeven. However, the cost of sales was now reducing as a result of consortium purchasing. Other benefits had been achieved in quality control, choice and healthy eating. Governors noted that breakeven or a small surplus was planned for 2008-09.

Governors received an update on the Sixth Form Colleges Forum's pay negotiations. Offers were currently with the Trade Unions.

Governors discussed the impact of rising utility bills. They were assured that an increase of 15-20% had been factored in the budget and that the Estates & Operations Manager maintained a watching brief for the best available deals.

Governors noted the Management Accounts for the period to 30th June 2008.

11 **DATE OF NEXT MEETING**

Wednesday 10th December 2008 at 5.00pm.

The meeting ended at 6.40pm.

Signed: (Chair)

Date: