

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of a meeting of the
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION
held on 10 DECEMBER 2008 at 5.00pm
at the College, Horninglow Road, Sheffield

Present: Doug Liversidge (Chair)
Kevin Clifford (Vice-Chair) - from Minute 4
Nick Duggan - from Minute 4
Rob Ellis
Margaret Ferris
Alan Hancock
Alan Law - from Minute 4
Chris Mallaband
Mo Nisbet (Principal)
Alastair Reid
Karen Squires - to Minute 8(c)
Paul White

Observer: Jon Needham (LSC)

Advisors: Peter Harrison (AA Projects)
Simon Parker (Seven Architecture)

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

Apologies for absence were received from Omer Abdulqader, Ali Ghalib, Sue Jackson and Annette Sundaraj.

Action
Who By

1 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2 **MINUTES OF THE MEETINGS HELD ON 1 OCTOBER AND 14 NOVEMBER 2008**

The Minutes of the meetings held on 1st October and 14th November 2008 were approved as an accurate record and signed by the Chair.

3 **MATTERS ARISING**

Governors noted that there were no matters arising outstanding.

4 **PRESENTATION: AA PROJECTS/SEVEN ARCHITECTURE**

Governors welcomed Peter Harrison and Simon Parker, who gave a presentation the feasibility study.

Governors discussed the site search. They noted that some sites might not be available and that there might also be some planning issues. The next

phase of the study would be to investigate each possibility. Potential sites would then be ranked on criteria to enable a preferred option to be identified. Governors agreed that proximity was an important factor for control and to maintain a single identity.

Governors acknowledged that the education case would need to be clearly established and that an early bid would need to be made for LSC capital funding.

The Chair queried why consideration had not been given to Longley Park. The Deputy Principal explained that he had not put the park to Seven Architecture as an option because of the ongoing negotiations with Sheffield City Council regarding the Millan Centre. Governors were keen that further consideration be given to the Longley Park option.

Governors thanked Peter and Simon for their presentation and looked forward to receiving further information on the feasibility study in the new year.

5 **PRINCIPAL'S REPORT**

The Principal presented her report. She reported that an initial meeting with the consultant from the Learning and Skills Improvement Service (LSIS) had taken place, which had proved useful preparation for inspection with a frank discussion on the College's widening participation perspective.

The Principal circulated some details on student retention and attendance. She highlighted the fall in attendance and explained that the national difficulties being experienced with Education Maintenance Allowance (EMAs) might be a factor. Directors of Teaching & Learning had been asked to focus on tracking and monitoring student attendance. The Deputy Principal added that attendance levels were however good in comparison to other sixth form colleges, where 85% was a common target.

Governors were pleased to note the level of interest in the student representative elections, which was a result of the work done by the Vice-Principal and Student Services Manager with tutor groups.

6 **REVIEW OF CONFIDENTIAL ITEMS**

The Clerk presented the schedule of confidential items that had been considered by the Governing Body or its Committees.

The Governing Body approved the declassification of confidential items, with the exception of the reports/Minutes on Building Defects.

7 **AUDIT COMMITTEE ANNUAL REPORT**

Margaret Ferris presented the Audit Committee's annual report and talked Governors through the internal audit, financial statements audit and regularity audit work. She informed Governors that the Financial Statements Auditors had not identified any issues and had been

complimentary about the Finance Staff. She drew attention to the FRS17 position and the effect that this had on the balance sheet.

The Governing Body approved the Report and Financial Statements 2007-08.

8 **REPORTS/RECOMMENDATIONS FROM COMMITTEES**

(a) Curriculum & Quality

Nick Duggan reported on the meeting held on 15th October and outlined the recommendations put forward by the Committee.

Careers Education and Guidance Policy

The Governing Body approved the Careers Education and Guidance Policy.

Observation of teaching and Learning Policy and Procedure

The Governing Body approved the Observation of Teaching and Learning Policy and Procedure.

Plagiarism Policy

The Governing Body approved the Plagiarism Policy.

(b) Resources

The Vice-Chair set out the recommendations from the meetings of the Resources Committee held on 22nd October and 26th November 2008.

Health, Safety and Environmental Report

The Governing Body approved the Health, Safety and Environmental Policy and noted the Health, Safety and Environmental Report for 2007-08.

Management Accounts

The Governing Body noted the management accounts.

Annual HR Report

Governors noted the annual HR report. They recorded their thanks to the Personnel Manager, congratulated her on her pregnancy and wished her well for her period of maternity leave.

(c) Audit

Governors noted the business covered by the Audit Committee at its meeting on 3rd December 2008.

Letters of Representation

The Governing Body approved that the financial statements audit letter of representation and regularity audit letter of representation be signed by the Chair.

LSC Financial Management Control Evaluation (FMCE)

The Deputy Principal apologised that the FMCE had not been available for the Audit Committee meeting. He outlined the gradings and talked Governors through the control arrangements and evaluation, which were based on previous reports that had been presented to the Governing Body. He added that the soundness of the College's financial management and control had been confirmed by auditors over the past four years.

Governors queried why no areas had been graded as outstanding. The Deputy Principal explained that the majority of colleges were very cautious when grading their own systems.

The Governing Body approved the Financial Management Control Evaluation.

(d) Search, Governance & Remuneration

The Chair reported on the items of business considered by the Committee at its meeting earlier that day.

Review of Effectiveness

The Governing Body approved that membership of the Search, Governance & Remuneration Committee be widened to include all independent Governors.

Governor Appointments

The Governing Body approved that Nick Duggan be appointed as an Independent Governor for a term of four years.

Governor Training

The Governing Body approved the proposed content for the 2008-09 Governor training programme.

Remuneration and Appraisal of Senior Post Holders

Governors noted that performance reviews were scheduled to take place on 15th December.

9

SELF ASSESSMENT REPORT (SAR) 2007-08

The Deputy Principal talked Governors through the self assessment report (SAR) and outlined the summary of overall grades. He explained that A

Levels were benchmarked against all sixth form colleges. He highlighted improvements in value added and Supporting Learning Better.

The College Management Team felt that there was a lot the College could be proud of, with achievements in many areas, but they believed that there were still areas where improvement could be achieved.

Governors congratulated the Executive on the improved value added. They discussed the caution on grading and accepted the decision of the College Management Team that the grade was a rising 3 to a 2. They concurred that it would be better to be judged as under assessing the College's performance rather than over assessing.

The Governing Body approved the College's Self Assessment Report (SAR) (Executive Summary for 2007-08.

10 **CHAIR'S ACTION**

Governors were advised that the following Chair's action had been taken on behalf of the Governing Body since the last meeting:

To implement a cost of living increase of 2.45% for senior post holders backdated to 1st September 2008 in line with that paid to other College staff.

The Governing Body ratified the action taken.

11 **DATE OF NEXT MEETING**

The Chair wished everyone well for the New Year.

Wednesday 4th March 2009 at 5.00pm.

The meeting ended at 6.55pm.

Signed: (Chair)

Date: