

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of a meeting of the
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION
held on 12 JANUARY 2005 at 5.10pm
at the College, Horninglow Road, Sheffield

Present: Sir Hugh Sykes (Chair)
Paul Ashdown (Principal)
Omer Abdulqader
Clare Burnell
John Gamble - to Minute 8
Ali Ghalib
Sue Jackson
Alan Law
Sheryl Roberts
Karen Squires
Prof Paul White

Observer: Mike Firth (LSC) - from Minute 4

In attendance: Sharon Langridge (Clerk to the Corporation)
Mo Nisbet (Vice-Principal)
Trevor Wray (Vice-Principal) - to Minute 8

Apologies for absence were received from Steve Farnsworth, Margaret Ferris, John Leam and Doug Liversidge.

		Action	
		Who	By
1	DECLARATIONS OF INTEREST		
	There were no declarations of interest.		
2	APPOINTMENT OF PARENT AND STUDENT GOVERNORS		
	The Clerk informed Governors that a single nomination had been received for the vacancy for parent governor and that therefore no election had been required. She explained however that Ms Hohn had indicated that she would not be able to attend meetings on a Wednesday evening as she had existing regular work commitments that she was unable to rearrange. The Governing Body agreed that the Clerk should consult all Governors on their preferences regarding the day, timing and location of future meetings.	SL	Jan '05
	The Clerk outlined the options regarding terms of office for parent and student governors. The Governing Body supported one-year terms of office for these two categories as individuals could always seek re-appointment if they remained eligible.		
	The Governing Body approved the appointment of Tina Hohn as parent governor for a term of one year.		
	Governors had a discussion on ways of engaging parents and asked the Principal to prepare a draft strategy.	PA	Mar '05

Paul Ashdown reported that student elections were currently taking place and that a nomination for the student governor vacancy would be available for the next meeting.

3 **MINUTES OF THE MEETING HELD ON 23 NOVEMBER 2004**

The Minutes of the meeting held on 23rd November 2004 were approved as an accurate record and signed by the Chair.

4 **MATTERS ARISING**

(a) Finance & Property Committee (Minute 10(b))

Trevor Wray updated Governors on the College's financial position relating to the capital project overspend and drew attention to the fact that confirmation was still awaited on the final VAT position from Kier Northern. This could increase the overspend figure by up to £100,000. They noted that the LSC's national Capital Committee would be considering a report on the issue at its meeting on 17th January.

5 **PRINCIPAL'S PROGRESS REPORT**

Governors considered the Principal's report on activity during December.

Paul Ashdown thanked Mo Nisbet and Trevor Wray for their contribution and support with the arrangements for the formal opening ceremony. The Chair recorded the Governing Body's congratulations to the staff on the successful visit by the Prime Minister.

6 **CHANGES TO THE AUDIT CODE OF PRACTICE**

Governors considered the report on the changes to the LSC's Audit Code of Practice for the post-16 education and training sector.

The Governing Body:

(a) approved the revision of the Terms of Reference for the Audit Committee which had been amended in accordance with the requirements of the new Audit Code of Practice; and

(b) noted that the Clerk and Finance Manager would assess the impact of Regularity Audit following the receipt of guidance from the LSC and attending an LSC workshop on the revised Audit Code of Practice, and would provide a report for discussion at the next meeting of the Audit Committee, or the Corporation, as appropriate.

7 **REPORTS/RECOMMENDATIONS FROM COMMITTEES**

(a) Audit Committee

Trevor Wray outlined the recommendations from the meeting of the Audit Committee held on 8th December 2004.

The Governing Body received the Audit Committee's annual report and approved the financial statements and annual report. They also received and noted the internal audit annual report and approved the internal audit annual plan for 2004-05.

Governors had a confidential discussion on auditor performance (see Confidential Minutes).

(b) Finance & Property Committee

Governors noted the report of the meeting of the Finance & Property Committee held on 15th December 2004.

The Governing Body received the project close out report from AA Projects which had been tabled and referred it to the Finance & Property Committee for detailed consideration.

FPC Feb '05

(c) Search, Governance & Remuneration Committee

The Chair reported on the meeting of the Committee held earlier that day, which had been inquorate. However, the governors present had agreed to consider the scheduled business and seek ratification of any action required from the full Corporation.

The Chair informed the Governing Body that the new Governors had been consulted about the Committees that they would be interested in serving on and had indicated their preferences as follows:

Omer Abdulqader - Human Resources Committee
Clare Burnell - Finance & Property Committee
Doug Liversidge - Finance & Property Committee
Karen Squires - Human Resources Committee
Paul White - Audit Committee

He explained that in order to accommodate these appointments it would be necessary to review the Committee membership arrangements in the terms of reference. It was therefore proposed that the membership of each Committee (i.e. Audit, Curriculum & Quality, Finance & Property and Human Resources) be set at 3-6 members, with the Principal serving on each (with the exception of Audit) on an ex-officio basis. The Governing Body ratified (a) the appointments to Corporation Committees as detailed above and (b) approved the amended Committee membership arrangements in the terms of reference.

The Principal, two Vice-Principals and the Clerk withdrew from the meeting.

Governors considered the recommendations from the meeting of the Search, Governance & Remuneration Committee held earlier that day. They noted that appraisals had been conducted for all four senior post holders and that all targets had been met with a number being exceeded.

The Governing Body approved that the four senior post holders be awarded

one increment on the relevant management spine backdated to the pay review date of 1st September 2004.

The Principal, two Vice-Principals and Clerk rejoined the meeting.

8 ENROLMENT DATA

Governors considered the report from the Principal and the accompanying data, which had been presented to the last meeting.

A discussion ensued on whether partner schools could assist on English for speakers of other languages (ESOL). Paul Ashdown explained that the schools were taking in pupils with ESOL needs throughout the year, which made this difficult. He added that the College therefore needed to ensure that its Level 1 provision met the needs of students, especially in terms of ESOL.

Governors queried what particular actions were envisioned under the Equality & Diversity Policy. Paul Ashdown said that initially action would focus on improved diagnostic testing and reviewing support systems. He asked the Clerk to circulate a copy of the Equality & Diversity Policy to Governors with the Minutes of the meeting.

SL Jan '05

Governors acknowledged that it was an achievement to have a Somali group in College. They also recognised that the level of awareness amongst College managers on equality and diversity issues was good for the City.

Governors noted that the Principal had informally raised the issues which had been highlighted in the report with Mo Laycock and Steve Robinson who agreed that further action needed to be taken at school level. Further work would also be done with all of the partner schools regarding issues impacting on progression.

The Governing Body supported the proposed actions in relation to ethnicity, gender, literacy and numeracy and recorded its appreciation to Paul Ashdown and the staff team for the achievements already made.

9 REVIEW OF MEETING EFFECTIVENESS

The Chair outlined his proposal to ask one of the Governors to review the effectiveness of each meeting and explained that he had invited Alan Law to be the first to do so.

Alan confirmed that the business on the agenda had been covered effectively. He queried whether Governors had 'added value'. Paul Ashdown confirmed that they had added value with regards to the governance position, by setting the strategic direction and working well together with the senior team. Governors accepted that added value became more visible when things were not going well. The conversation had therefore confirmed that the Governing Body was going in the right direction.

Paul Ashdown asked Governors to consider how they would like to engage more with the College and to contact either the Clerk or himself with suggestions. He outlined how a link governor scheme could work, which received the support of Governors. A formal proposal would therefore be prepared for consideration at a future meeting. The Governing Body agreed that Governors should be invited to attend social events and productions taking place at College.

Govs Mar '05

Governors agreed that more information on the College needed to be made available to the wider community. They noted that a termly newsletter was to be introduced and also that the College was involved in community events. In addition to this a suggestion was made that the College could contribute news items to local publications such as free newspapers.

10 **DATE OF NEXT MEETING**

Wednesday 2nd March 2005 at 5.00pm.

The meeting ended at 6.15pm.

Signed: (Chair)

Date: