

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the 4th meeting of the
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION
held on 12 March 2003 at 5.00pm at Chaucer Community School

Present: Sir Hugh Sykes DL (Chair)
Steve Farnsworth (Vice-Chair)
John Bishop
Margaret Ferris
Ibrar Hussein - from Minute 8(a)
Philip Jones
Alan Law
Sheryl Roberts
Sally Robinson

Observer: Mike Firth (LSC)

In attendance: Sharon Langridge (Clerk to the Corporation)

Apologies for absence were received from Kevin Clifford, John Leam, Steve Robinson and Keith Crawshaw.

		Action
		Who By
1	DECLARATIONS OF INTEREST	
	There were no declarations of interest.	
2	MINUTES OF THE MEETING HELD ON 29 JANUARY 2003	
	The Minutes of the meeting held on 29 January 2003 were approved as an accurate record.	
3	MATTERS ARISING	
	Item 4	
	John Bishop reported that a meeting had now been arranged with Keith Crawshaw and the Chief Executive of Sheffield International Venues to discuss sporting facilities.	
	Item 5	
	Steve Farnsworth confirmed that the City Council would prepare the report on childcare, special needs provision, sports facilities and adult provision for the May meeting.	
	Item 13 from meeting on 20 November 2002	
	John Bishop advised the Governing Body that progress was being made on the acquisition of a College seal.	

4 **RECRUITMENT PANEL FOR DEPUTY PRINCIPAL POST AND DATE OF SPECIAL GOVERNORS' MEETING TO APPROVE APPOINTMENT**

John Bishop informed the Governing Body that over 150 requests had been received for application packs and that 54 applications had been received by the closing date. A panel comprised of Steve Farnsworth, Paul Ashdown and John Bishop had reviewed the applications and were aiming to establish a short list of six candidates to be invited for interview. There was a high proportion of good candidates, which should provide a strong field.

The interview process would commence on the afternoon of 7th April with a welcome from Steve Farnsworth and a tour of the College site. A decision had been made not to use psychometric testing, but candidates would be required to give a presentation and participate in group exercises. This would enable the panel to reduce the final short list to two or three candidates for interview on 9th April.

The Governing Body agreed that a special meeting of the Corporation should be held at 4.00pm on 9th April at The Straddle to approve the appointment to the post of Deputy Principal. They also agreed that the meeting scheduled for 14th May should be re-arranged for a date later in May (21st) when both John Bishop and, hopefully, Paul Ashdown could attend. Consideration would also be given to including an additional meeting in early September.

5 **COMMUNICATIONS STRATEGY**

John Bishop presented a briefing paper on developing the College's Communications Strategy. It was noted that although the marketing policy and plan were not proposed until the autumn, transition tutors would be in place within the feeder schools and publicity materials on the design of the building would be available from May.

John circulated some design ideas for the College's logo for Governors to take away and consider. The Governing Body agreed that the suggested designs should be tested on pupils in the feeder schools and that an opportunity should also be provided for a design competition if the examples were not well received. John agreed to ask the Graphic Designer to manage this process. A working party comprising Steve Farnsworth, Alan Law, Sheryl Roberts and Sally Robinson was established to oversee the process and select a logo for the College.

6 **RECOMMENDATIONS FROM AUDIT COMMITTEE**

(a) Appointment of External and Internal Auditors

Margaret Ferris reported on the tendering and selection process for external and internal auditors and outlined the Audit Committee's recommendations.

The Governing Body agreed to:

(a) appoint RSM Robson Rhodes as the College's external auditors and Bentley Jennison as the College's internal auditors; and

(b) seek approval to the appointments from the Learning & Skills Council in accordance with the requirements of the Interim Audit Code of Practice.

(b) Risk Management Policy

Governors noted that the Audit Committee had considered the draft Risk Management Policy in detail and that John Bishop would be preparing a risk register for the key risks over the next six to nine months.

The Governing Body agreed that account would need to be taken of the requirements being placed on Company Directors to plan for action in the case of a terrorist, biological or chemical attack.

7 LOCATION OF PERFORMING ARTS FACILITIES

Governors considered a proposal from the Head Teacher of Firth Park Community Arts College regarding the location of performing arts facilities. They acknowledged that the proposal was an interesting idea, but did not consider it to be feasible. However, they were supportive of working together with schools in the area and developing collaborative projects.

Steve Farnsworth advised the Governing Body that the Local Education Authority had recently written to the Head Teacher indicating that they were unable to support this proposal. The Governors noted this advice and asked John Bishop to write on their behalf rejecting the proposal.

JB Mar '03

8 PROGRESS ON BUILDING DESIGN

(a) Report from AA Projects

John Bishop presented the Project Manager's report. He informed the Governors that he was seeking specialist advice regarding VAT in order to provide the Governing Body with assurance on the Corporation's position relating to the taxation implications of the capital development. He hoped to be able to present a report to the next meeting.

The Governors agreed that any VAT liability would need to be underwritten. John explained that the Learning & Skills Council's position was likely to be that the Corporation would need to review the development costs and make provision for any liability within the budget. Mike Firth advised that the Corporation would need to manage its adult intake thereby avoiding the possibility of liability to VAT.

The Governors noted that negotiations were underway with the City Council regarding the draft lease for the site, which appeared to be their

standard commercial lease. A meeting with officers and legal representatives would be held in the following week and it was anticipated that any difficulties would be resolved at this time. John reported that part of lease required the College to meet the City Council's legal costs. The Governing Body agreed to meet this cost.

The Governors discussed a proposal to hold a 'ground breaking' ceremony and agreed that the Rt Hon David Blunkett MP should be invited to officiate. They suggested a date of 14th June for the ceremony. John agreed to approach Mr Blunkett's office.

JB Mar '03

Governors considered a computer-generated graphic of the building design. There was some concern at the lack of glazing at the upper front of the building and the impact this would have on the amount of natural light. It was agreed that the architects should be invited to attend the session on 20th March as the Governing Body wanted to be involved in finalising the design and also needed to be convinced that the building would make a statement, and be lively and dynamic.

JB Mar '03

The Governing Body noted that capital budget would be firmed up at a meeting of the Project Steering Group the following day and that the capital submission would be considered by the local Learning & Skills Council's Capital Committee on 19th March.

(b) IT Equipment Costs

John Bishop presented the proposed budget for IT equipment costs. Governors discussed the need for broadband access. John agreed to clarify details of the IT infrastructure with AA Projects.

JB Mar '03

9 BUDGET UPDATE/FINANCE REPORT

John Bishop presented the budget update and finance report. Governors acknowledged the difficulties in making accurate projections of estimated student numbers for 2004-05, but understood that greater accuracy would attract a premium under 'Success for All'.

Governors noted that confirmation of the funding from April 2003 to March 2004 should be available within the next two weeks and that the Learning & Skills Council would require the College's 3-year plan in March 2004.

10 REPORT FROM AUDIT COMMITTEE

The Governing Body received and noted the Minutes of the meeting of the Audit Committee held on 6 March 2003.

11 TRANSITION TUTORS JOB SPECIFICATION

The Governing Body received and noted the job description for the Transition Tutors and agreed that it would be useful to receive a feedback report from the Tutors in September or October.

PA Sep '03

12 **COLLEGE SECURITY**

The Governing Body received and noted the College Security guidelines paper and agreed that it would be useful to seek clarification from the architects on security by design at the session on 20th March.

EWA Mar '03

13 **BULLET POINTS FROM FEBRUARY**

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

14 **SFCEF FORUM NEWS**

The Governing Body received and noted the autumn 2002 edition of SFCEF Forum News.

15 **STRATEGIC PLANNING/GOVERNOR TRAINING EVENT**

John Bishop confirmed that the revised programme for the session on 20th March would include a presentation on governance, a discussion on the College's mission and the meeting with the architects. Governors said that it would also be useful to focus on external communications and the College's network of friends.

Sally Robinson reported that Governors would be invited to attend a meeting with the parents' community group on the evening of 9th April.

Mike Firth agreed to provide John Bishop with the descriptors used in the provider performance review for an excellent college.

MF Mar '03

11 **DATE OF NEXT MEETING**

9 April 2003 at 4.00pm at The Straddle, Victoria Quays, Wharf Street, Sheffield.

Dates for future meetings were agreed, as follows:

- 21 May 2003 at 5.00pm, Parkwood High School
- 1 July 2003 at 5.00pm, Parkwood High School
- 8 October 2003 at 5.00pm, Parkwood High School
- 25 November 2003 at 5.00pm, Parkwood High School

The meeting closed at 7.05pm.

Signed: (Chair)

Date: