

# LONGLEY PARK SIXTH FORM COLLEGE

## MINUTES of the meeting of the CORPORATION

held on **WEDNESDAY 13 JULY 2011** at 5.00pm  
at the College, Horninglow Road, Sheffield S5 6SG

Present: Doug Liversidge (Chair)  
Richard Allen  
Kevin Clifford (Vice-Chair)  
Dave Darwent  
Alan Hancock  
Tom Jackson  
Jeremy Lonsdale  
Corrine Moss  
Mo Nisbet (Principal)  
Carmel Page  
Karen Squires  
Mike Westerdale - from Minute 6  
Paul White

In attendance: Dominic Harrex (Assistant Principal (Resources))  
Sharon Langridge (Clerk to the Corporation)  
Donald McLean (Vice-Principal (Student Engagement))  
Alison Megahy (Vice-Principal (Curriculum & Quality))

Apologies for absence were received from Omer Abdulqader, Nick Duggan and Margaret Ferris.

**Action by**  
**Who      When**

### 1      **DECLARATIONS OF INTEREST**

There were no declarations of interest.

### 2      **MINUTES OF THE MEETING HELD ON 25 MAY 2011**

The Minutes of the meeting held on 25<sup>th</sup> May 2011 were approved as an accurate record and signed by the Chair.

### 3      **MATTERS ARISING**

#### **Resignation: Steve Robinson (Minute 4)**

The Principal reported that she had invited the Head Teacher of Fir Vale to join the Governing Body but she had declined the invitation because of other commitments. She had therefore approached the acting Head Teacher at Chaucer Business & Enterprise College who was considering the invitation.

Governors noted that Steve Robinson was keen to maintain his links with the College and was interested in becoming a co-opted member of the Curriculum & Quality Committee. The Chair apologised that he had not written to Steve on behalf of the Corporation but would do so.

**DL      Jul '11**

#### 4 **PRINCIPAL'S REPORT**

The Principal presented her report.

The Chair informed Governors that he had asked the Principal to include a briefing on the College's systems for assessing the quality of teaching and learning as part of the annual training programme. The Vice-Principal (Curriculum & Quality) added that she would be undertaking some analysis on observations of teaching and learning over the summer break and would report back on this in the autumn. She explained that a range of tools were used by the College to assess the quality of teaching and learning including management and peer assessments, as well as student feedback. The Vice-Principal (Student Engagement) emphasised the efforts made to identify where improvements could be made in teaching and learning and how examples of good practice were shared. Governors accepted that the quality of teaching and learning was a core element for inspection.

Governors thanked the Principal for her report.

#### 5 **ELECTION OF CHAIR AND VICE-CHAIR**

The Clerk informed Governors that the first agenda item for the next meeting would be the election of the Chair and Vice-Chair. Both positions currently operated on a three year term of office.

The Chair asked Governors to contact the Clerk if they wished to stand for either position.

#### 6 **STUDIO SCHOOL INVITATION**

The Principal apologised for having to circulate information at such short notice. She outlined the proposal and highlighted some of the perceived risks and benefits associated with it. In particular schools would be concerned about the potential impact on their pupil roll and achieving floor standards.

Governors acknowledged that there would be potential to achieve some economies of scale, but the College would need to be aware of the legal and financial position regarding joint provision of services between independent organisations.

The Principal outlined some initial ideas about how the proposal might work by delivering predominantly Level 1 and 2 provision to mixed age groups. The College would act as a broker for post-16 providers to meet the needs of individual learners.

The Chair thanked the Principal for setting out the proposal and highlighting some of the caveats. Governors discussed the level of resources that would need to be devoted to the proposal at this stage. They noted that management time would need to be put into preparing the expression of interest and then, if shortlisted, to preparing a formal bid.

Governors discussed the question of the financial viability of such a small organisation and whether it would be feasible to provide the level of support required for learners based upon existing levels of funding. They were also conscious that the number of learners that were not included on a school roll.

Governors were asked if they would give their support to an expression of interest being submitted to the City Council. Mike Westerdale abstained as the proposal had implications for his own organisation. The Governing Body agreed that the College should submit an expression of interest to become the sponsor of the proposed studio school.

7 **YPLA FUNDING ALLOCATION/BUDGET 2011-12/FINANCIAL PLANNING 2011-14**

The Assistant Principal (Resources) presented the draft budget and draft financial plan. He circulated copies of additional information relating to a change in funding grants and the sensitivity analysis. Governors were advised that the change in funding was a positive development for the College in that the concerns that had been had about the ability to make offers to learners aged 18 had now been removed.

The Assistant Principal informed Governors that the staffing budget for 2011-12 was confirmed with a reduction on the current year. He explained that changes to the staffing structure would be phased across the three-year to achieve the required level of savings in line with the reduction in funding. Governors queried how incremental drift would impact on the budget. The Assistant Principal explained that the majority of staff were on the top of their pay scale so the impact was limited. He added that cost of living pay rises had also substantially reduced in recent years. Governors would need to consider whether the College would need to adopt the public sector pay freeze.

Governors were assured that the financial plan was realistic, achieved the College's own financial objectives and the YPLA's financial health criteria. They noted that the Resources Committee had considered each of the documents in detail.

The Governing Body **approved:**

- (a) the budget for 2011-12; and
- (b) the financial plan 2011-14 for submission to the YPLA.

8 **16-19 BURSARY FUND 2011-12**

The Principal presented the report on the 16-19 Bursary Fund and outlined the EMA legacy arrangements. She explained how the College intended to administer the bursary and stressed that careful communication would be required. Governors acknowledged that the timescales were very tight and that learners would need to be assessed to determine their eligibility for financial support at enrolment.

The Vice-Chair informed Governors that the Resources Committee had shared the Senior Management Team's concerns about the level of funding and the difficulties associated with administering the bursary, but supported the proposed approach.

## 9 **STRATEGIC PLAN 2011-14**

The Principal presented the draft strategic plan. She explained how the document had been renamed from the development plan and had been restructured around the College's priorities and strategic objectives. Governors noted that they had seen earlier versions of the plan at previous meetings.

The Vice-Chair apologised that the plan had not been given a full airing at the meeting of the Resources Committee due to pressure of business.

The Governing Body **approved** the Strategic Plan 2011-14.

## 10 **FEES POLICY 2011-12**

The Assistant Principal (Resources) presented the draft fees policy. He explained that there were minimal changes to previous years.

The Governing Body **approved** the Fees Policy 2011-12.

## 11 **MANAGEMENT ACCOUNTS**

The Assistant Principal (Resources) presented the Management Accounts for the period to 31<sup>st</sup> May. He talked Governors through a number of positive and negative variances to the Income and Expenditure account and highlighted additional funding from the Skills Funding Agency. Governors noted that a slightly higher surplus would be achieved than that originally projected. They were advised that the Finance Manager anticipated some further adjustments prior to the year end.

The Assistant Principal drew attention to the increased sales in catering for May and outlined some of the changes that were being introduced.

Governors reviewed the ratios and noted that these would all be achieved or exceeded by the year end.

The Assistant Principal reported that he and the Finance Manager would be meeting with the College's bank to look at potential investments and the possibility of reducing the level of the College's borrowing.

The Governing Body **noted** the Management Accounts. The Vice-Chair recorded the Resources Committee's thanks to the Assistant Principal and the finance team on the improved financial position.

## 12 **ANNUAL SAFEGUARDING REPORT**

The Clerk to the Governing Body informed Governors that the report had

still to be finalised and would therefore be circulated over the summer and brought to the next meeting for signing off.

13 **PUBLIC SECTOR EQUALITY DUTY**

The Vice-Principal (Student Engagement) presented his report. He informed Governors that 121 responses had so far been received to the staff survey. He outlined how the duty had influenced staff training and development activity and the implications it had on improving teaching and learning within the College.

Governors noted the progress that had been made in implementing the duty.

14 **REVIEW OF CONFIDENTIAL ITEMS**

The Clerk presented her report. Governors agreed that there was no longer any need to maintain the confidential classification of items relating to the cladding of the building were no longer commercially sensitive as this project had now been satisfactorily completed. However they supported the need to maintain the classification of the remaining two items.

The Governing Body **approved** the declassification of items 3,4,5,6, 7 and 8.

15 **FRAMEWORK FOR EXCELLENCE MONITORING**

The Assistant Principal (Resources) advised Governors that there was nothing to report on Framework for Excellence at the current time.

16 **REPORT FROM COMMITTEES**

**(a) Strategic Planning Event**

Governors received and noted the notes of the Strategic Planning Event held on 17<sup>th</sup> June 2011.

**(b) Resources Committee**

Governors received and noted the report of the meeting of the Resources Committee held on 6<sup>th</sup> July 2011.

**(c) Search, Governance & Remuneration Committee**

The Chair reported on the meeting of the Search, Governance & Remuneration Committee held earlier that day. He confirmed that the governance performance indicators were good overall and that there had been an improvement in attendance levels. A programme of governor training had been approved for the coming year and the updated Gifts & Hospitality Policy had also been approved.

The Committee had discussed senior post holder remuneration and were

recommending a single increment for the Vice-Principal (Student Engagement). Governors **approved** this recommendation.

17      **DATE OF NEXT MEETING**

The Chair thanked everyone for attending the meeting and their commitment to the work of the College.

Wednesday 12<sup>th</sup> October 2011 at 5.00pm

The meeting ended at 6.50pm.

Signed: ..... (Chair)

Date: .....