

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the meeting of the
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION
held on 13 July 2005 at 5.00pm
at the College, Horninglow Road, Sheffield

Present: Sir Hugh Sykes (Chair)
Paul Ashdown (Principal)
Clare Burnell
Kevin Clifford
Lauren Dent McShane
Nick Duggan - from Minute 4
Ali Ghalib
Sue Jackson
Alan Law - from Minute 4
Doug Liversidge (Vice-Chair)
Sheryl Roberts
Steve Robinson
Karen Squires
Paul White

Observer: Mike Firth (Learning & Skills Council)

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

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

Action
Who By

1 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2 **MINUTES OF THE MEETING HELD ON 11 MAY 2005**

The Minutes of the meeting held on 11th May 2005 were approved as an accurate record and signed by the Chair.

3 **MATTERS ARISING**

Consideration of matters arising was deferred until later in the meeting.

4 **PRINCIPAL'S REPORT**

Governors considered the Principal's report on activity during June and July. They were pleased with the level 1 and level 2 results and noted that a press release on achievement would be issued later in the summer.

Paul Ashdown recorded his thanks to the local Learning & Skills Council for its support on Adult & Community Education funding. Copies of the Adult & Community Education prospectus were provided for Governors. Paul

advised Governors that he intended to postpone writing regarding the level 2 funding situation until next term, so that the College's position did not become lost in the current national funding campaign.

Paul White outlined a widening participation bid submitted by the University of Sheffield to the Higher Education Funding Council for England (HEFCE) to work in conjunction with the College, which could create opportunities for 2006-07. He anticipated that the outcome of the bid should be known by the time of the next meeting.

The Chair drew attention to a potential link between Sheffield City Council and Cambridge.

Governors congratulated staff and students on the examinations results which were better than all reasonable expectations.

5

RECOMMENDATIONS AND REPORTS FROM COMMITTEES

(a) Audit Committee

Governors considered the report from the meeting of the Audit Committee held on 25th May.

The Governing Body noted the decision of the Audit Committee in relation to the interim regularity audit from Baker Tilly and its submission to the Learning & Skills Council.

(b) Strategic Planning Event

Paul Ashdown updated Governors on discussions with the partner school heads, Fiona Blacke (Learning & Skills Council) and Jonathan Crossley-Holland (Sheffield City Council) regarding a proposal to establish a 14+ hub located on a second site. The hub would focus on three strands:

- 14-16 provision of an alternative vocational curriculum
- Follow-on provision for 16-19 year olds
- Focusing on Higher Education progression routes.

Governors were advised that all parties found the prospect exciting and that it was well supported. The caveat however was funding. They agreed that sector support was essential and that the College would need to sell the idea to Government, Sheffield Hallam University and local MPs. The Governing Body acknowledged that the proposal would provide interesting opportunities whilst raising issues about capital and revenue funding. Governors were however conscious that a big void currently existed on vocational routes in the North East of the City.

Governors acknowledged that models existed in the 16-19 academies in London and a project with the construction industry in Sheffield, which would need to be looked at along with other routes. They accepted that the proposal would need to be project managed and that this would also entail managing expectations. Paul Ashdown assured Governors that he believed

work on the proposal was currently sustainable and should continue to be so during next term, however, he recognised that the workload would increase significantly if the proposal was to come to fruition.

The Governing Body supported this genuine partnership opportunity, which would only work because of the partnership.

(c) Finance & Property Committee

Trevor Wray presented the recommendations from the meeting of the Finance & Property Committee held on 29th June 2005.

Fees Policy 2005-06

Governors were pleased to note that the policy on student attendance and contributions towards examination fees had been successful.

The Governing Body approved the Fees Policy 2005-06.

Development Plan 2005-08

Governors considered the proposed Development Plan, which they found to be very comprehensive. The Chair suggested that it would be useful to include initials and dates for targets.

The Governing Body approved the Development Plan for 2005-08.

College Bank Account Signatories

The Governing Body approved the addition of Clare Burnell and Nick Duggan as signatories to the College's bank mandate with the Co-operative Bank.

Monitoring Report for the Period to 31st May 2005

Governors received and noted the management accounts for the period to 31st May 2005.

The Governing Body approved that the College move payment by BACS transfer and the initial set up fee of £150 plus VAT.

Governors agreed that it was essential that the College demonstrated its commitment to cross college staff by maintaining benefits under the Local Government Pension Scheme. The Governing Body therefore approved that the current level of employer contributions to the South Yorkshire Pensions Authority be maintained until a negotiated solution could be reached on future contribution levels.

Financial Regulations

The Governing Body approved the revised financial regulations.

Learning & Skills Council Funding

Trevor Wray talked Governors through the financial plan and assured them that the plan was viable and achievable. They noted that the average learner funding rate would increase from 4,708 to 4,948 over the course of the plan.

Governors recorded their thanks to Trevor and the finance team for developing the plan.

The Governing Body approved the financial plan 2004-08, incorporating the financial objectives and 2005-06 budget.

(d) Search, Governance & Remuneration Committee

Governors considered the recommendations from the meeting of the Search, Governance & Remuneration Committee held earlier that day.

Governor Recruitment

Governors were advised of John Gamble's resignation as a staff governor and the arrangements being made to appoint co-opted, staff and parent governors. The Governing Body recorded its thanks to Sue Jackson and Ali Ghalib during their term as staff governors over the past year.

The Governing Body approved the appointment of Sarah Draper as a co-opted governor for an initial term of four years.

Annual Governance Report

The Clerk to the Corporation presented the annual governance report and drew Governors' attention to the recommendations, which had been supported by the Search, Governance & Remuneration Committee.

The Governing Body:

- (a) accepted the composition of the Corporation for the Academic Year 2005-06 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) approved the calendar of meetings for the Academic Year 2005-06;
- (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 2005-06;

SL May '06

SL Termly

(k) agreed that management information should continue to be sent to Governors by the Clerk;	SL	Ongoing
(l) noted the development activity undertaken in 2004-05; and		
(m) agreed that the Clerk to the Corporation continue to present an Annual Governance Report at the July Corporation meeting each year.	SL	Jul '06

Governance Performance Indicators

The Governing Body received and noted the governance performance indicators update.

6 MATTERS ARISING

Strategy for Engaging Parents (Minute 5)

Governors supported the proposed strategy for engaging parents.

Ali Ghalib informed Governors that the 'Aim Higher' initiative had raised its focus on engaging parents and a key plan was being developed.

Governor Links (Minute 9, 12 January 2005)

The Chair urged Governors to contact the Clerk to the Corporation to express their areas of interest for greater engagement with the College.

7 PRESENTATION TO RETIRING GOVERNORS

The Chair and Steve Robinson were presented with a commemorative piece of artwork that had been produced by one of the College's photography students.

Steve Robinson thanked Governors and said that he had enjoyed his involvement with the development of the College and its achievements. Unfortunately his work commitments had prevented him from attending a number of meetings and he had therefore taken the decision to stand down.

The Chair also thanked Governors and said that he had appreciated the enthusiasm and commitment of his colleagues. He added that the appointment of Paul Ashdown as Principal had been key during his term of office. He recorded his thanks to the Clerk to the Corporation for her support. He said that he had found his involvement to be a learning experience, and concluded by saying that the support of the partner schools had been fundamental to the success of the College and he was certain that the College would go on to greater heights.

8 ELECTION OF CHAIR

The Governing Body approved the appointment of Doug Liversidge as Chair of the Corporation.

9 **DATE OF NEXT MEETING**

Wednesday 5th October 2005 at 5.00pm.

The meeting ended at 6.30pm.

Signed: (Chair)

Date: