

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the 8<sup>th</sup> meeting of the  
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION  
held on 19 August 2003 at 5.00pm at The Straddle, Victoria Quays, Sheffield

- Present: Sir Hugh Sykes DL (Chair)  
Steve Farnsworth (Vice-Chair)  
Paul Ashdown (Principal)  
Alan Law  
John Markham  
Sheryl Roberts
- Observers: Keith Crawshaw (Sheffield City Council)  
Mike Firth (LSC)
- Advisor: Niall Wright (AA Projects) - from Minute 6
- In attendance: Sharon Langridge (Clerk to the Corporation)  
Mo Nisbet (Vice-Principal)  
Trevor Wray (Vice-Principal)

Apologies for absence were received from Kevin Clifford, John Leam, Philip Jones, Sally Robinson and Steve Robinson.

- |   |   | Action            |
|---|---|-------------------|
|   |   | Who            By |
| 1 | <b>DECLARATIONS OF INTEREST</b>   |                   |
|   | There were no declarations of interest.   |                   |
| 2 | <b>INTRODUCTIONS AND WELCOME</b>  |                   |
|   | Sir Hugh Sykes introduced John Markham and welcomed him to his first Corporation meeting.   |                   |
| 3 | <b>MINUTES OF THE MEETING HELD ON 1 JULY 2003</b>   |                   |
|   | The Minutes of the meeting held on 1 July 2003 were approved as an accurate record.   |                   |
| 4 | <b>MATTERS ARISING</b>  |                   |
|   | <b>Item 4(e)</b>  |                   |
|   | Paul Ashdown reported that the LSC had decided to support the Ecclesfield proposal and that the College would therefore look to work with them as positively as possible for the benefit of the students. |                   |
|   | <b>Item 9(b)</b>  |                   |
|   | Paul Ashdown confirmed that the revised governance structure would cover the action point regarding partnership working.  |                   |

5            **GOVERNANCE STRUCTURE**

Paul Ashdown outlined the proposed changes to the governance structure. He explained that the College required a structure that would meet its unique needs and make the most effective use of Governors' time.

Governors considered the proposal and the draft terms of reference in detail. Keith Crawshaw said that it would be useful to attach the delegation of authority to approve variations to the capital project to the terms of reference for the Finance & Property Committee.

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The Governing Body approved the revised governance structure. The Chair asked Governors to notify Paul Ashdown of the Committee(s) they wished to serve on. John Markham and Sheryl Roberts indicated that they would like to serve on the Personnel Committee.

6            **GIFTS AND HOSPITALITY POLICY**

The Governing Body received and approved the Gifts and Hospitality Policy.

7            **DESIGN AND BUILDING MATTERS**

**(a) Project Manager's Report**

Niall Wright presented the Project Manager's report. He informed Governors that developments on the atrium design would be presented to them in October/November. A detailed feasibility on the proposed media projection screen would be presented to the Finance & Property Committee for consideration.

Governors noted that tenders were being sought for technical assistance on the development of the College's IT Strategy.

Governors considered a presentation board on the lighting design proposals. They discussed the need for ease of maintenance and configuration. Local residents and the Planners would also need to be consulted in due course.

The Governing Body approved the design concept subject to approval of costings.

Niall Wright updated Governors on the tenders for M&E Services, cladding, roofing and glazing. Some further negotiation would be required but overall the tender returns were good news in terms of the budget contingency. Governors were assured that the tender specifications had taken account of acoustics and temperature issues.

Governors were advised of the ongoing negotiations with the City Council regarding the highways work and noted that AA Projects would be recommending to the Corporation that they appoint their own

engineers to undertake this work. They acknowledged that the works would have a significant impact on the contingency because of the additional cost.

## 8 PRINCIPAL'S PROGRESS REPORT

Paul Ashdown presented his report. He advised Governors that he was seeking a similar reduction in fees from the College's legal advisors to that agreed with the City Council.

Governors discussed the plans for the launch of the prospectus in October and agreed that the Millennium Galleries might be a suitable venue. The Management Team agreed to make enquiries.

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Governors noted that the College website was being developed and that a .ac.uk address was being sought in conjunction with the University of Sheffield.

The Chair queried whether the College would be involved in the pilots recommended in the Tomlinson Report to engage business in developing vocational qualifications. Steve Farnsworth confirmed that the City Council was working to ensure relations between schools and the business sector. Paul Ashdown explained that the College would initially be focusing on two levels of engagement; namely level 2 and 3 qualification design and business involvement in progression routes. Governors noted that employer engagement was one of the criteria for 3-year funding agreements with the LSC.

Governors discussed the lack of links between business and education and acknowledged the importance of raising aspirations and providing greater choice.

## 9 DRAFT FINANCIAL PLAN AND LSC EXCEPTIONAL SUPPORT 2004-07

Trevor Wray presented the draft financial plan.

The Chair asked what the estimated number of FTE students would be in 2007. Trevor anticipated that this would be in the region of 1100.

Governors noted an explanation of the revaluation reserve.

## 10 INTERNAL AUDIT REPORTS

The Governing Body received and noted the internal audit reports. They noted that these had now been signed off and congratulated the Finance Manager, Ann Weir, for the work put into to achieve the clear reports.

## 11 REPORT FROM THE AUDIT COMMITTEE

The Governing Body received and noted the report from the meeting of

the Audit Committee held on 30<sup>th</sup> July.

12 **BULLET POINTS FOR JULY/AUGUST**

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

Paul Ashdown advised the Governors that it was intended to start the recruitment process for the next tier of staff in October and that he would therefore be in contact early the following week to arrange the inaugural meeting of the Personnel Committee.

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13 **DATE OF NEXT MEETING**

8 October 2003 at 5.00pm, venue to be confirmed

Dates for future meeting:

25 November 2003 at 5.00pm, venue to be confirmed

The meeting closed at 6.55pm.

Signed: ..... (Chair)

Date: .....