

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of a meeting of the  
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION  
held on 2 MARCH 2005 at 5.00pm  
at the College, Horninglow Road, Sheffield

Present: Sir Hugh Sykes (Chair)  
Omer Abdulqader  
Paul Ashdown (Principal)  
Clare Burnell  
Kevin Clifford - from Minute 2  
Lauren Dent-McShane  
Steve Farnsworth (Vice-Chair)  
Margaret Ferris  
Sue Jackson  
John Leam  
Doug Liversidge  
Prof Paul White

Observer: Mike Firth (LSC)

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

Apologies for absence were received from John Gamble, Ali Ghalib, Alan Law, Mischa Lewis, Steve Robinson, Sheryl Roberts and Karen Squires.

Action  
Who By

1 APPOINTMENT OF STUDENT AND PARENT GOVERNORS

The Governing Body approved the appointment of Lauren Dent-McShane as student governor for a term of one year and confirmed observer status for the Chair of the student representatives, Mischa Lewis. Lauren then introduced herself to the rest of the Governing Body.

The Clerk informed the Governing Body that Tina Hohn had not written to accept appointment as the parent governor and had also not responded to the consultation regarding the day, timing and location of meetings. Governors accepted that attempts would need to be made to identify alternative candidates and agreed that this should form part of the plans being developed by the Principal to engage parents.

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2 SUCCESSION PLANNING

The Chair informed Governors of Steve Farnsworth's resignation and explained that this would be his last meeting. He thanked Steve on behalf of the Governing Body for his contribution and said that the College had been very lucky to have had his involvement. Governors wished Steve well for the future.

The Principal explained that Steve's departure created a vacancy for a

Local Authority Governor. Sheffield City Council had nominated Nick Duggan as a replacement for Steve and the Search, Governance & Remuneration Committee was recommending his appointment. Governors noted that Nick was the lead officer on 14-19 issues for the City Council and was well respected by the schools within the City.

The Governing Body approved the appointment of Nick Duggan as a Local Authority governor for a term of four years.

The Chair advised Governors of his intention to resign later in the year and reported that John Leam would be leaving as Head Teacher of Parkwood High School in the summer and would therefore also be resigning.

The Principal outlined the needs of the College in terms of leadership of the Governing Body. He explained that the College was facing a time of dramatic educational change, real challenges in terms of audit requirements, its role within the community as a set of communities and ensuring that people felt that the College was a part of the community.

Governors discussed the possibility of appointing a Vice-Chair as Chair Designate. The Clerk advised that this would not be in line with the Instruments and Articles of Government as the Chair and Vice-Chair had to be appointed by the full Governing Body.

The Governing Body supported the recommendation of the Search, Governance & Remuneration Committee that Governors who were interested in serving in this capacity should be asked to put their names forward for the Vice-Chair vacancy in advance of the May meeting, when an appointment would be made by the Governing Body.

The Governing Body noted that the College would be holding a celebration at the end of the year and that a presentation would be made at that event to Governors that had left during the year.

The Chair reported that John Markham was recovering from his period of ill health and had asked to be kept informed about College life.

### 3 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

### 4 **MINUTES OF THE MEETING HELD ON 12 JANUARY 2005**

The Minutes of the meeting held on 12<sup>th</sup> January 2005 were approved as an accurate record and signed by the Chair.

### 5 **MATTERS ARISING**

#### **Appointment of Parent and Student Governors (Minute 2)**

The Clerk informed the Governing Body that the consultation on the day, timing and location of meetings had confirmed that Governors were content

with the existing arrangements. The Governing Body therefore agreed to continue with its current meeting arrangements.

## 6 PRINCIPAL'S PROGRESS REPORT

Governors considered the Principal's report on activity during January and February.

Lauren Dent-McShane reported on the fund-raising day held by students in aid of tsunami victims, which had raised £850. Governors were pleased that the event had been so successful.

Governors acknowledged the potential 'Hillsborough' effect on student recruitment and were reassured that the partner schools considered Longley Park to be their college.

Governors discussed the attendance figures. There was some concern that unauthorised absences were high. They were reassured that the College's authorised absence arrangements were very stringent as they did not allow self-certification and evidence had to be provided to substantiate any absence. They noted that there were also a number of strategies in place which indicated an improving curve, such as involving parents/guardians. Attendance was also much higher for students on the full Education Maintenance Allowance (EMA).

Governors acknowledged that moving to college was a big transition for some students as many schools did not create independent learners. They therefore required some support.

Governors accepted that the figures provided a bald picture and that there were a number of strands that needed to be unravelled. They agreed that it would be useful to have the overall attendance figures and felt it was important to celebrate students with 100% attendance and recognise their achievement. The Principal agreed to provide a report at the end of term on attendance and associated issues, including the impact of the partial exam fee charging for poor attendance.

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Governors noted that the Principal would prepare a briefing paper for the next meeting on the implications of the 14-19 Education and Skills White Paper for the College. He would also arrange for copies of the Edexcel briefing to be circulated. He drew attention to the proposals for establishing Children's Trusts and explained that Sheffield was a pathfinder area. He was therefore keen for the College to become involved at the developmental stage and would present a report to Governors in due course.

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## 7 RECOMMENDATIONS/REPORTS FROM COMMITTEES

### (a) Human Resources Committee

Governors considered the recommendations from the meeting of the Human Resources Committee held on 27<sup>th</sup> January.

The Governing Boding approved the:

- (a) Learning and Development Policy;
- (b) revised Disciplinary Procedure;
- (c) revised Grievance Procedure;
- (d) Redundancy Policy and Procedure subject to consultation with the recognised trade unions;
- (e) Lone Working Policy; and the
- (f) revised Staff Code of Conduct.

#### **(b) Curriculum & Quality Committee**

Governors received and noted the report of the meeting of the Curriculum & Quality Committee held on 31<sup>st</sup> January.

#### **(c) Audit Committee**

Governors considered the recommendations from the meeting of the Audit Committee held on 9<sup>th</sup> February.

The Governing Boding approved the risk registers.

The Clerk informed Governors that interviews of prospective financial statements auditors were being held on 8<sup>th</sup> March. In order to progress with the appointment, delegated authority was requested for the Governor members of the selection panel, Margaret Ferris (Chair of Audit Committee) and Kevin Clifford, to approve the appointment. Ratification of the decision would then be sought at the next meeting of the Governing Body.

The Governing Body approved delegated authority for the appointment of financial statements auditors to Margaret Ferris and Kevin Clifford.

#### **(d) Finance & Property Committee**

The Clerk outlined the recommendations from the meeting of the Finance & Property Committee held on 23<sup>rd</sup> February.

The Governing Body approved:

- (a) the Learner Support Fund Policy; and
- (b) that an unsecured overdraft facility of £250,000 be established with the College's bankers for a 0.5% arrangement fee at an interest rate of 1% over base rate.

#### **(e) Search, Governance & Remuneration Committee**

The Principal outlined the recommendations from the meeting of the Search, Governance & Remuneration Committee held earlier that day.

The Governing Body approved the:

- (a) Policy on Governor Training;

