

# LONGLEY PARK SIXTH FORM COLLEGE

## MINUTES of the inaugural meeting of the LONGLEY PARK SIXTH FORM COLLEGE CORPORATION held on 20 November 2002 at 5.15 pm at Parkwood High School

Present: Sir Hugh Sykes DL (Chair)  
Steve Farnsworth (Vice-Chair)  
John Bishop  
Cllr Ibrar Hussein (part)  
Professor Philip Jones  
Councillor Alan Law  
John Leam  
Sheryl Roberts  
Sally Robinson  
Steve Robinson

Observers: Martin Igoe (DfES)  
Keith Crawshaw (Sheffield City Council)  
Mike Firth (LSC)  
Les Davies (LSC)  
Ian Gardner (Acting as Clerk to the Corporation)

Apologies for absence were received from Margaret Ferris.

		Action	
		Who	By
1	<b>Appointment of:</b>		
	(a) Chair Sir Hugh Sykes: nominated by Sally Robinson seconded by John Leam		
	Sir Hugh then took the Chair.		
	(b) Vice Chair Steve Farnsworth: nominated by Steve Robinson seconded by Sheryl Roberts		
2	<b>Agreement that:</b>		
	The Governing Body will be its own appointing body.		
3	<b>(a) Appointment of Clerk to the Corporation:</b>		
	Ian Gardner agreed to act as Clerk to the Corporation for this first meeting – the Governing Body agreed.		
	John Bishop explained that despite interviewing 2 candidates for the post of clerk, neither was able to accept.		
	John Bishop will be in touch with the Association of Clerks & Registrars to see if an Agency in the area can fulfil that role for the first six months and will contact local FE Colleges to ask if they have any recently retired senior member of staff who may be interested.	JB	Dec '02

**(b) Appointment of Interim Principal:**

Copies of John Bishop's CV distributed to Governing Body members.

Governing Body approved the appointment unanimously.

Formal induction planned for 25 November.

Needs to talk to Heads early on: meeting scheduled for 9 December.

4 **Future Size of Corporation:**

It was agreed that this should be 16, including 6 business governors.

It was also agreed that arrangements be made for parents and potential students to attend meetings as observers, by invitation, prior to September 2004.

5 **Appointment of Additional Members of the Corporation:**

(a) Kevin Clifford, Nurse Director, Sheffield Teaching Hospitals and Margaret Ferris, PKF were approved as Governors.

(b) Steve Farnsworth to approach Trevor Skelton of Multipart UK.

(c) 9 Governors had been appointed by the Secretary of State, including Alan Law and Sheryl Roberts.

(d) 4 members from the community had been considered, including Alan Chapman and Malcolm Cumberbatch, for whom there was currently no place available on the Corporation.

Steve Farnsworth will look to involve them in some way.

6 **Appointment of Search Committee:**

It was agreed that this should be:

Sir Hugh Sykes  
Steve Farnsworth  
Councillor Alan Law  
Professor Philip Jones

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7	<p><b>Agreement that the Search Committee propose a draft Committee Schedule and Membership:</b></p> <p>John Bishop to circulate draft structure and suggested Terms of Reference to Members to feed back comments to the Search Committee.</p> <p>Probably to include:</p> <p>Finance &amp; General Purposes Committee Remuneration Committee Curriculum Committee Audit Committee</p> <p>And incorporate the sub-committees already agreed by the Steering Group i.e. Curriculum Sub-Committee, University Access Sub-Committee, Business &amp; Employer Sub-Committee.</p> <p>Comments to be sent to John Bishop for Search Committee consideration.</p> <p>[Councillor Ibrar Hussein joined the meeting at this point]</p> <p>Secondary Heads wish to be involved in the development of the curriculum, especially with the actual Principal.</p> <p>It was also pointed out that it is important that the community feel some involvement in curriculum planning.</p> <p>Also proposed were:</p> <p>(i) a discussion to agree a College vision, probably as a single agenda item once the Principal has been appointed;</p> <p>(ii) linked to this was the need to articulate the governing principles relating to the curriculum;</p> <p>(iii) the need for the Design Team to have discussions with schools and community groups.</p>	JB	4/12/02
		Members	20/12/02
		Members	tba '03
		Members	Jan '03
		Design Team	Dec '02
8	<p><b>Appointment of Legal Advisors:</b></p> <p>Agreed to appoint Martineau Johnson for a period of one year and then subject to tender.</p>		
9	<p><b>Appointment of Project Managers:</b></p> <p>John Bishop ran through the reasoning for appointing AA Projects through the Selection Panel.</p> <p>Niall Wright, Project Manager, to be invited to a future Corporation</p>		



	<p>Sir Hugh offered to visit the college of the person selected to see him/her in situ before finalising the appointment - Governing Body accepted his offer. Quality of Principal appointment is crucial. The Governing Body agreed that they must get the right person even if they have to go back to square one.</p> <p>Sir Hugh to be involved in the second day interviews.</p> <p>Discussion on the involvement of students - possible visit to a school, if it will fit in the programme.</p> <p><b>Action Points:</b></p> <p><b>All members - to notify John Bishop of their availability for 13<sup>th</sup> and 14<sup>th</sup> January</b></p> <p><b>Sir Hugh - to visit college between 14<sup>th</sup> and 17<sup>th</sup> January</b></p> <p><b>Governors - meeting on 17 January to make an appointment of the Principal</b></p>		
12	<p><b>Appointment of Bankers:</b></p> <p>Agreed to look to appoint the Co-operative Bank for one year and then go to tender.</p>	JB	12/12/02
13	<p><b>Approval of College Seal:</b></p> <p>Acquisition approved.</p>	Members	20/12/02
14	<p><b>Matters for Noting:</b></p> <p><b>Minutes of the Steering Group Meeting of 23 October</b></p> <p>(i) John Bishop to fix meetings with Sir Hugh and Chairs of Governing Bodies of Cluster A &amp; H, possibly after the new Principal's appointment, and TSC Chair of Governors</p> <p>(ii) 9 December am at Firth Park – to include envisioning meeting for design</p> <p>(iii) Ian Gardner / Steve Farnsworth confirmed that the transfer of land leases is proceeding to plan</p> <p>(iv) Value of land – needs to be agreed between SCC &amp; LSC (AG)</p>	HS	Jan '03
15	<p><b>Interim Principal's Report:</b></p> <p>(i) The issue of appointment of Marketing Consultants to raise the profile, generate interest etc was raised. It was felt that the focus should be on current Y9, Y10 students but that we should wait on planning approval in February 03 before agreeing any major campaign, since this would determine the September 2004 opening date.</p>	JB	25/11/02
		JB	ASAP
		SCC	ASAP
		JB	Feb '03

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|---|----|---------|
| (ii) Alan Law agreed to hold informal discussions on the Highways issues.                               | AL | Dec '02 |
| (iii) Keith Crawshaw will talk to John Mothersole to help speed the land transfers through.             | KC | Dec '02 |
| (iv) Sheryl Roberts will use the Learning North Newsletter to publicise the College.                    | SR | Dec '02 |
| (v) A Communications Strategy – John Bishop to pursue.  | JB | 29/1/03 |
| (vi) It was pointed out that meeting the SW School Heads should be included in John Bishop's induction. |    |         |
| (vii) Project Steering Group meeting scheduled for 28 November.   |    |         |
| (viii) John Bishop tabled a paper on lists of policies/procedures to be drawn up in due course.         |    |         |

16 **Dates of Meetings:**

Agreed as tabled. 17<sup>th</sup> January meeting to be at 4.00pm at Parkwood High, for one hour.

**Items 17-20 were noted**

Les Davies indicated that Phil Hepburn could offer some LSC assistance on audit.

**Any other business:**

Councillor Ibrar Hussein indicated that Fir Vale Primary School would like a College Governor to join their Governing Body. No-one was currently available. John Bishop to write to Head.

JB Dec '02

The meeting closed at 7.00pm.

**Date of next meeting(s):**

Friday 17<sup>th</sup> January 2003 at 4.00pm, Parkwood High School  
 Wednesday 29<sup>th</sup> January 2003 at 5.00pm, Parkwood High School

Signed: ..... (Chair)

Date: .....