

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the 6th meeting of the
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION
held on 21 May 2003 at 5.00pm at Parkwood High School, Penrith Road, Sheffield

Present: Sir Hugh Sykes DL (Chair)
Steve Farnsworth (Vice-Chair) - from Minute 4(a)
John Bishop (Interim Principal)
Kevin Clifford
Alan Law
John Leam
Sheryl Roberts
Sally Robinson
Trevor Skelton

Observers: Paul Ashdown (Principal Designate)
Mike Firth (LSC) - from Minute 4 (a)
Mo Nisbet (Vice-Principal Designate)
Trevor Wray (Vice-Principal Designate) - from Minute 5(a)

In attendance: Sharon Langridge (Clerk to the Corporation)

Apologies for absence were received from Ibrar Hussain, Margaret Ferris, Philip Jones and Steve Robinson.

		Action
		Who By
1	DECLARATIONS OF INTEREST	
	Kevin Clifford declared an interest as a Governor of Ecclesfield School.	
2	INTRODUCTIONS AND WELCOME	
	Sir Hugh Sykes introduced Paul Ashdown, Mo Nisbet and Trevor Wray and welcomed them to the meeting.	
3	MINUTES OF THE MEETING HELD ON 9 APRIL 2003	
	The Minutes of the meeting held on 9 April 2003 were approved as an accurate record.	
4	MATTERS ARISING	
	Item 7	
	John Bishop confirmed that copies of the two appointees' applications had been sent to all Governors who had not been involved in the selection process.	
	Item 8	
	An update was not available for Governors on the mapping exercise being undertaken by Steve Farnsworth.	SF Jul '03

Item 9

John Bishop advised the Governors that Sheffield City Council had granted planning permission and that the LSC's Capital Committee had approved the revised capital submission. Archaeologists were now on site and their activity was being managed by AA Projects because of the cost implications. A number of additional items had been discovered during the demolition phase, which had incurred additional costs.

(a) Risk Management Plan

The Governing Body received and approved the Risk Management Action Plan and Progress Report.

(b) Risk Register

The Governing Body received and approved the Risk Register.

(c) Disaster Recovery Plan

The Governing Body received and approved the draft Disaster Recovery Plan.

(d) Ground-breaking Ceremony

John Bishop reported that a date had still to be agreed for the ground-breaking ceremony. Sir Hugh Sykes agreed to speak to David Blunkett direct.

HS Jun '03

(e) Mission

John Bishop proposed that Paul Ashdown and his team should be given an opportunity to work on the mission over the next 1-2 months.

PA Jul '03

(f) Logo

John Bishop advised Governors that the consultation/competition on the design of the College's logo was now underway and that the first batch of entries had been received.

(g) Vice-Principal Start Dates

Both appointees would be in post by the beginning of September and transitional arrangements had been agreed with their respective employers in the interim period.

(h) Governors' Liability Insurance

John Bishop informed the Governing Body that Zurich Municipal had provided a quote for £2 million of cover for a premium of £1,000. Governors agreed that this quote was reasonable. Sir Hugh Sykes reminded the Governors of their duty of care, which could not be insured

against.

5

DESIGN/BUILDING MATTERS

(a) Approval of Finishes

Steve Farnsworth presented the architects' display boards and samples of the prodema lignum cladding. The Governors noted that the consensus of the site meeting on 13th May was that the paler colour would be a little incongruous and that consideration had to be taken of the impact on people living in the vicinity. They discussed the possibility of wider consultation, but accepted that there was insufficient time because of the building schedule. They also considered the potential problems of vandalism and graffiti.

The Governing Body agreed that the darker finish should be used.

Steve Farnsworth drew the Governors' attention to problems that had arisen with some local youths and rubble from the site. John Bishop agreed to raise this matter with AA Projects.

JB

May '03

(b) Authorisation of Variances in the Building Project

John Bishop outlined the options available to the Governing Body regarding the authorisation of variances. The Governors agreed that parameters needed to be established for authorising expenditure and that a summary of all variances would need to be included in the monthly Project Manager's report.

The Governing Body approved the following delegated authority limits:

- (a) Up to £500 EWA (Architects) can issue instructions subject to not exceeding an agreed monthly draw down figure of £5,000.
- (b) £500 - £5,000 AAP can authorise variation, subject to not exceeding an agreed monthly draw down figure of £20,000.
- (c) £5,000 - £20,000 Principal, or designated deputy, plus any one Governor member of the Project Sub-Committee
- (d) Over £20,000 Project Sub-Committee.

(c) Project Manager's Report

John Bishop presented the Project Manager's report. Governors noted that Sir Hugh Sykes had agreed to write to the Chief Constable regarding Police involvement in the design security.

HS

May '03

The Governing Body agreed that a schedule of dates needed to be established for meetings of the Project Sub-Committee and that Minutes of the meetings should be circulated to all Governors.

Governors discussed the opportunity for community involvement in producing public art for the College. They agreed that a commitment should be made to work with local schools and the community over the

next 3 years, and also to work in collaboration with The Sheffield College.

The Governing Body supported a proposal that the Project Sub-Committee be asked to produce a brief for the public art. John Bishop agreed to notify EWA of the Governors' decision.

PSC/JB Jun '03

John Bishop advised the Governors that Sheffield City Council would require a financial contribution from the College for items within its remit, such as highway access improvements and a pedestrian crossing. Governors expressed concern about the speed drivers used coming downhill on Barnsley Road and how this might be addressed. John Bishop agreed to raise this issue with AA Projects.

JB Jun '03

Governors noted that Paul Ashdown, Mo Nisbet and Trevor Wray were already looking at the use of ICT. Steve Farnsworth reported on the work being undertaken by RM Consulting on IT infrastructure and also the City Council's discussions with Tribal. Paul Ashdown confirmed that these would be borne in mind when the College tendered for its MIS system.

6 RECOMMENDATIONS FROM THE FINANCE & GENERAL PURPOSES COMMITTEE

(a) Interim Financial Regulations

The Governing Body approved the Interim Financial Regulations and agreed that the Principal and Finance Manager should be required to produce a comprehensive set of Financial Regulations based on the recently published Chartered Institute of Public Finance Accountants (CIPFA) model prior to the College becoming fully operational.

PA/AW Jun '04

(b) Financial Progress Report and Revised Budget 2002-03

The Governing Body noted the financial position as at 31 March 2003 and approved the probable out-turn as at 31 July 2003 as the revised budget for the year.

(c) Provision of Payroll Service

The Governing Body approved the procurement of payroll services from Liberata (Sheffield) on the terms and conditions outlined, subject to an annual review of the quality of the service provision.

7 ECCLESFIELD: LETTER

John Bishop circulated copies of the response he had received from the Head Teacher of Ecclesfield School. He advised the Governors that he had a meeting with The Sheffield College the following day and proposed to discuss with them their views on the Ecclesfield proposal and the way forward. They would jointly seek information from the school on the proposed curriculum.

Governors agreed that the proposal provided an opportunity to work collaboratively with Cluster H and Cluster A schools. They confirmed their view from the previous meeting that Paul Ashdown and his team should take up the investigation and develop a collaborative approach. It was important to ensure that there were open discussions between the College and the schools. Paul supported this position, as he wanted the College to work with all of the schools to develop an innovative, varied and hopefully radical curriculum offer.

Mike Firth said that the school would need to specify the type of provision it intended to provide to avoid direct competition and identify the relevant funding streams. As this was a strategic issue for the LSC, he agreed to raise the matter with local colleagues.

MF Jun '03

8 GOVERNOR TRAINING

The Governing Body noted the proposed dates for the finance training sessions. John Bishop asked the Governors to notify him if there were particular issues that they would like to be covered in the training. Details of the programme for the two sessions would be issued in due course.

Govs Jun '03

9 REPORT FROM THE FINANCE & GENERAL PURPOSES COMMITTEE

The Governing Body received and noted the report of the Finance & General Purposes Committee meeting held on 30 April.

Governors discussed the costs of the consultation exercise and agreed that this was not an issue for the College as the costs had been incurred prior to its incorporation and that the City Council would need to approach the LSC.

10 BULLET POINTS FROM APRIL

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

11 DATE OF NEXT MEETING

1 July 2003 at 5.00pm, venue to be confirmed.

John Leam advised the Governors that Parkwood High School would not be available as a venue for meetings over the coming year due to a refurbishment programme.

Dates for future meetings were agreed, as follows:

- 19 August 2003 at 5.00pm, venue to be confirmed
- 8 October 2003 at 5.00pm, venue to be confirmed
- 25 November 2003 at 5.00pm, venue to be confirmed

The meeting closed at 6.55pm.

Signed: (Chair)

Date: