

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of a meeting of the
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION
held on 23 November 2004 at 5.00pm
at the College, Horninglow Road, Sheffield

Present: Sir Hugh Sykes (Chair)
Paul Ashdown (Principal)
Clare Burnell
Kevin Clifford
Steve Farnsworth (Vice-Chair) - to Minute 10(a)
Margaret Ferris
John Gamble - from Minute 6
Ali Ghalib
Sue Jackson - from Minute 6
John Leam
Doug Liversidge - from Minute 2
Karen Squires
Prof Paul White

Observer: Mike Firth (LSC)

In attendance: Sharon Langridge (Clerk to the Corporation)
Donald McLean (Director of Teaching & Learning)- to Minute 6
Mo Nisbet (Vice-Principal) - from Minute 6
James Staniforth (Director of Teaching & Learning) - to Minute 6
Trevor Wray (Vice-Principal)

Apologies for absence were received from Omer Abdulqader, Alan Law, Sheryl Roberts and Steve Robinson.

		Action
		Who By
1	APPOINTMENT OF BUSINESS GOVERNOR	
	The Governing Body approved the appointment of Doug Liversidge as a business governor for an initial term of four years.	
2	WELCOME AND INTRODUCTIONS	
	The Chair welcomed everyone to the meeting and invited them to introduce themselves.	
3	DECLARATIONS OF INTEREST	
	There were no declarations of interest.	
4	MINUTES OF THE MEETING HELD ON 29 SEPTEMBER 2004	
	The Minutes of the meeting held on 29 th September 2004 were approved as an accurate record and signed by the Chair.	

5 **MATTERS ARISING**

(a) Principal's Progress Report (Minute 6)

Governors agreed that the student intake data should be taken as part of the Principal's Progress Report which appeared later on the agenda.

(b) Transition Tutors Job Specification (Minute 3(b) 27.7.04)

Consideration of this item was deferred until Mo Nisbet joined the meeting.

(c) Lettings Policy (Minute 6 27.7.04)

Governors were advised that the proposed arrangements were a holding position to enable the College to manage the process carefully and that there was no intention to go out to commercial lettings. The Governing Body supported this position and approved the proposed interim arrangements.

(d) Inclusive Learning Culture (Minute 7(b) 26.5.04)

Paul Ashdown explained that rather than bring a raft of policy documents back to the Governing Body he had instead invited members of staff to give presentations to Governors, as this would make the documents more meaningful and reflect the real situation.

6 **PRESENTATION: TUTORIALS**

Donald McLean and James Staniforth gave a presentation on the tutorial programme (copy of slides attached).

Governors considered the amount of time given to tutorial sessions each week. They discussed the pastoral care of students and noted in particular the links between partner schools, Student Services and the transition tutors. There were also reciprocal arrangements and mechanisms with visits to schools and involving student ambassadors.

7 **MATTERS ARISING: MARKETING (Minute 10 25.2.04)**

Mo Nisbet circulated copies of a tabled report and the 2005-06 prospectus.

Governors noted that Diva Creative worked well with the College and were very responsive.

8 **PRINCIPAL'S PROGRESS REPORT**

Information on the student cohort by postcode and partner school was circulated and the census data from Paul White. Governors agreed that this information should be included on the agenda for the next meeting so that everyone had an opportunity to consider it in advance.

Governors were updated on the arrangements for the formal opening

ceremony. They noted the intention to run the normal programme as far as possible and therefore minimise disruption to students. The Governing Body gratefully accepted the donation of two gifts from Doug Liversidge to be presented during the ceremony.

9 **MATTERS ARISING: TRANSITION TUTORS JOB SPECIFICATION
(Minute 3(b) 27.7.04)**

Mo Nisbet presented the report on the new transition tutor programme. John Leam said that this was an excellent programme which was crucial to the success of the partnership with partner schools and it was essential therefore that it was funded. Governors noted that there was a combination of factors impacting on funding relating to the ESF stream and accepted that it would be necessary to forward plan for alternatives to be put in place for when the ESF funding ceased.

10 **RECOMMENDATIONS/REPORTS FROM COMMITTEES**

(a) Curriculum & Quality Committee

Mo Nisbet presented the recommendations from the meeting of the Curriculum & Quality Committee held on 18th October.

Governors considered the proposed College Charter and discussed the need to have a clear link between this and the staff charter. They agreed that it was important for students to recognise that in dealing with staff they had responsibilities as well as rights came with responsibilities. Paul Ashdown drew attention to the two-way process with students on expectations at the beginning of the academic year.

Governors were informed about the Strategic Area Review (StAR) process being conducted by the LSC and how skills needs for the Country were being co-ordinated. The information collected for the StAR in the South Yorkshire area was currently out to consultation and Colleges would be required by the LSC to produce a three year plan early next year setting out how they planned to address the priorities that had been identified. It was agreed that the Governing Body would need to have a detailed debate once the LSC priorities were issued.

Governors noted that the LSC was currently consulting on funding for adult provision from 2006 onwards. Paul Ashdown assured the Governing Body that this had been anticipated and that the College's provision would therefore be within the framework. He agreed to circulate copies of the Adult & Community Education prospectus with the Minutes of the meeting.

PA Dec '04

The Governing Body approved the:

- (a) College Charter;
- (b) Student Representation Constitution;
- (c) Procedure for Student Rewards;
- (d) Adult & Community Education Strategy; and

(e) the draft Drugs Policy.

(b) Finance & Property Committee

Governors noted the report of the meeting of the Finance & Property Committee held on 20th October.

Trevor Wray informed Governors that Kier Northern's final settlement position had now been received and outlined the College's financial situation and the range of available options to fund the overspend. The LSC had been informed and a decision on additional financial assistance was awaited from the national Capital Committee which was meeting that day. Trevor explained that the College had to anticipate that the additional students it had recruited in excess of its targets would not be funded at the full level.

Governors discussed the benefits and problems associated with financial category C status and accepted that it indicated that the College in a vulnerable position. They agreed that the Governing Body should be provided with regular updates on the situation.

TW Ongoing

(c) Search, Governance & Remuneration Committee

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

The Chair drew attention to the reports on Governor Attendance and Governance Performance Indicators. He requested Governors engagement and flexibility; and thanked them for their commitment. Governors were pleased to note progress to date. They supported a proactive approach by the Clerk to ensure that the required action was taken so that the College would not be open to criticism in this area.

The Governing Body approved that:

- (a) a cost of living increase of 2.5% be awarded to senior post holders backdated to 1st September 2004 in line with that paid to other College staff;
- (b) the Vice-Chair of the Corporation lead on appraisals for the four senior post holders; and that
- (c) a special meeting of the Search, Governance & Remuneration Committee be held on 12th January 2005 to consider any incremental awards for senior post holders following appraisal.

11

DATE OF NEXT MEETING

Wednesday 12th January 2005 at 5.00pm.

The Chair reminded officers that tabled papers were not acceptable as a general rule and that papers should be issued in advance of meetings.

The meeting ended at 6.40pm.

Signed: (Chair)

Date: