

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the 11th meeting of the LONGLEY PARK SIXTH FORM COLLEGE CORPORATION

held on 25 February 2004 at 4.30pm at the Chaucer Community School, Wordsworth Avenue, Sheffield

Present: Sir Hugh Sykes DL (Chair)
Paul Ashdown (Principal)
Steve Farnsworth (Vice-Chair) - from Minute 4
Alan Law
John Leam
John Markham
Sally Robinson
Steve Robinson - from Minute 4

Observers: Keith Crawshaw (Sheffield City Council) - to Minute 11
Mike Firth (LSC) - from Minute 5

In attendance: Sharon Langridge (Clerk to the Corporation)
Ann Weir (Finance Manager) - from Minute 4
Trevor Wray (Vice-Principal) - from Minute 4 to Minute 11

Apologies for absence were received from Kevin Clifford, Margaret Ferris, Mo Nisbet and Sheryl Roberts.

		Action
		Who By

1 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2 **MINUTES OF THE MEETING HELD ON 25 NOVEMBER 2003**

The Minutes of the meeting held on 25 November 2003 were approved as an accurate record and signed by the Chair.

3 **MATTERS ARISING**

Recommendations from Committees: Search, Governance & Remuneration

Paul Ashdown reported on initial discussions with the Open Forum for Economic Regeneration (Offer) who were putting together a costed proposal for open and inclusive process for recruiting new Governors. A detailed report would be presented to the meeting of the Search, Governance & Remuneration Committee on 8th April.

4 **PRINCIPAL'S PROGRESS REPORT**

Governors considered the Principal's progress report. He advised them that there was good news concerning the highways works as the City Council had transferred the traffic light upgrade to the bus lane upgrading programme.

The Governing body noted that appointments had been made to the five

Deputy Director of Teaching & Learning posts, the CIS Manager and one ILT Lead Teacher. Paul reported that over 600 application packs had been sent out in response to the advertisement in the TES for teaching posts. He added that an HR Consultant had been appointed on a temporary basis to assist with the workload.

Paul advised the Governors that the 650th student offer letter had been issued that day, so the College looked to be on its way to achieving its target intake. It was not clear at this stage however how many students would also have offers from other colleges.

Governors were informed that two companies were through to best and final offer for the College's IT contract - RM and European Electronique. Both companies were able to deliver the contract and both were within budget.

Paul reported on a meeting with the new Head Teacher at Ecclesfield who did not wish to pursue the previous Head's proposal. It had therefore been agreed that a bid would be made to the Learning & Skills Council (LSC) for a collective project for vulnerable pupils involving the seven partner schools and the College.

Paul informed Governors that John Korzeniewski, the Executive Director of the local LSC, had been appointed as Regional Director for the North West and would therefore be leaving South Yorkshire.

5 **COMMITTEE MEMBERSHIP**

Governors considered the proposed changes to membership of the Finance & Property and Special Committees.

Paul Ashdown explained that a replacement would also need to be found for Alan Law on the Audit Committee, as he was no longer eligible to serve having joined the Finance & Property Committee. The Governing Body agreed that new appointments following the proposed recruitment campaign would be asked to serve on the Audit Committee. They also agreed to consider potential candidates for co-option to Corporation Committees and to supply the Clerk to the Corporation with contact details.

The Governing Body approved the deletion of the Chair of the Corporation from the composition of the Finance & Property Committee and the Special Committee.

6 **SENIOR POST HOLDER REMUNERATION**

Paul Ashdown presented the comparative data that had been collated. He proposed that a working group be established to consider the information in detail and prepare a recommendation for the meeting of the Search, Governance & Remuneration Committee on 8th April.

The Governing Body supported this proposal and agreed that John

Markham and Sheryl Roberts should form the working group.

7 **AUDIT COMMITTEE ANNUAL REPORT**

Governors received the Audit Committee's annual report and noted the recommendation to approve the annual financial statements.

8 **RECOMMENDATIONS FROM COMMITTEES**

(a) Audit Committee

Ann Weir presented the report from the Audit Committee meeting held on 10th December. The Clerk advised Members that Chair's action had been taken to sign off the financial statements in order to meet the LSC's submission deadline.

The Governing Body approved the financial statements and annual report and ratified the Chair's action. They received and noted the internal audit annual report and approved the internal audit annual plan for 2003-04.

Ann informed the Governing Body that the external auditors had requested a higher fee for the additional work that had been undertaken. The full cost of this would bring the total to £8,200, but they were willing to discount it to £6,000. Trevor Wray explained the problems that had been encountered in ratifying expenditure that had been made by the LSC and transferred to the College's books. He therefore endorsed the request for a higher fee on a one-off basis. Governors were concerned about this situation as they considered it to be bad practice. They sought assurance that this was not a ploy and queried how the price being charged compared with other tenders that had been received. They accepted that situation was unusual because of the developmental nature of the College and agreed to delegate authority to Trevor Wray and Ann Weir to negotiate a reduced fee with RSM Robson Rhodes, not to exceed £6,000.

TW/AW

Mar '04

(b) Personnel Committee

John Markham presented the report from the meeting of the Personnel Committee held on 12th January.

Governors queried how confidential information would be treated under the publication scheme. Paul Ashdown explained that it was standard good practice to restrict confidential items to a minimum, but that access would not be given to such items.

The Governing Body approved the:

- (a) Equality & Diversity Policy
- (b) Equality & Diversity Statement
- (c) Race Equality Policy
- (d) Freedom of Information Act Publication Scheme.

(c) Curriculum & Quality Committee

John Leam presented the report from the meeting of the Curriculum & Quality Committee held on 19th January.

Governors noted the problems that partner schools were experiencing with the Connexions service delivered by Sheffield Futures in Sheffield. They acknowledged the potential for loss of resources including the Transitions Tutors.

Paul Ashdown stressed the importance of continuing to work with the partner school Heads and the need to shop around for the College's provision to students. He proposed contacting the LSC to look at the possibility of continued funding for the Transition Tutors integrated with 14-19 work. Mike Firth confirmed that the LSC was currently scoping for 3-year Objective 1 funding.

Governors were pleased that the partnership with the local schools was working and supported the combined approach.

Paul Ashdown explained that John Slater from Sheffield Hallam University had been invited to attend the Committee meeting as a potential co-optee. Governors agreed that Mr Slater would bring additional expertise to the Curriculum & Quality Committee and approved his co-option.

(d) Finance & Property Committee

Steve Robinson presented the report from the meeting of the Finance & Property Committee held on 21st January.

The Governing Body considered and approved the recommendation that Ellis Williams Architects be given a simple brief for the next stage to amend option 1 of the security design options to introduce a straight fence.

9

FINANCE, REVENUE AND CAPITAL REPORT

Ann Weir circulated the report, which she introduced. She thanked Mike Firth for his assistance in securing the interim LSC funding.

Ann advised the Governors that the revenue arrangement was working well and that an offsetting arrangement had been put in place for the current account balance.

Governors noted that the cash flow balance was behind. The explanation from AA Projects related to four major packages, which had yet to be signed off on site. Mike Firth explained that the LSC worked closely to the profile agreed for capital projects and stressed that the next two valuations would be crucial. Paul Ashdown accepted this point and that everyone involved had a responsibility for keeping capital spend under close scrutiny.

Ann informed Governors that she would prepare a re-profiled budget for presentation to the Finance & Property Committee based upon a detailed funding plan from April. Governors were reassured that this would address variances created by the staffing profile being brought forward and that sufficient funding was available. Mike Firth added that the LSC would use the revised budget as an annex to the grant letter.

AW Apr '04

The Governing Body questioned the level of expenditure on project fees. Ann reported that this matter had been raised with AA Projects and they were aware of the need to bring expenditure into line with the profile.

Governors considered the cash flow forecast in detail and noted that this would become more sophisticated over time. They agreed the importance of budgeting for a surplus and were advised that extended projections had been prepared by Trevor Wray that predicted a surplus.

10 **MARKETING**

Paul Ashdown circulated a report on the outcome of the tendering process. He asked for approval from the Governing Body to continue to work with Diva and accepted the need for Governor involvement for longer term arrangements.

The Governing Body approved the appointment of Diva Creative Limited as the College's nominated supplier of marketing materials for a trial period of 12 months to be reviewed in February 2005.

MN Feb '05

11 **PROJECT MANAGER'S REPORT**

Governors considered the project executive report to January/February.

Paul Ashdown informed Governors of the security problems on site over the past two weekends and the level of damage incurred. He explained that steps were being taken to build a full security fence around the site and that the College was working with the City Council and the Police. The Governing Body accepted that there were local anti-social behaviour problems and that it was essential for the College to manage the situation and prevent a pattern being established. They endorsed the action taken to improve security and asked Paul to establish with Kier Northern an appropriate mark of the College's commiseration to send to the injured security guard.

PA Mar '04

12 **REGIONAL GOVERNOR NETWORK MEETING**

The Governing Body noted the details of the Association of Colleges' regional governor network meeting planned for 23rd March.

8 **DATE OF NEXT MEETING**

8 April 2004 at 5.00pm at The Straddle, Victoria Quays, Sheffield.

Dates for future meetings:

26 May 2004 at 5.00pm, venue to be confirmed

27 July 2004 at 5.00pm, venue to be confirmed

29 September 2004 at 5.00pm, College

23 November 2004 at 5.00pm, College

The meeting closed at 6.20pm.

The Clerk to the Corporation agreed to notify Governors separately if dates of future meetings were amended.

SL Ongoing

Signed: (Chair)

Date: