

**LONGLEY PARK SIXTH FORM COLLEGE**

**MINUTES** of the meeting of the  
**CORPORATION**  
held on **25 MAY 2010** at 5.00pm  
at the College, Horninglow Road, Sheffield S5 6SG

Present: Doug Liversidge (Chair)  
Omer Abdulqader  
Richard Allen  
Dave Darwent  
Nick Duggan  
Margaret Ferris  
Alan Hancock  
Tom Jackson  
Alan Law - from Minute 5  
Corrine Moss  
Mo Nisbet (Principal)  
Carmel Page  
Alastair Reid  
Karen Squires  
Paul White

In attendance: Dominic Harrex (Assistant Principal (Resources))  
Sharon Langridge (Clerk to the Corporation)  
Donald McLean (Vice-Principal (Student Engagement))  
Alison Megahy (Vice-Principal (Curriculum & Quality))

Apologies for absence were received from Kevin Clifford, Jeremy Lonsdale and Mike Westerdale.

**Action by**

**1 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**2 MINUTES OF THE MEETING HELD ON 23 MARCH 2011**

The Minutes of the meeting held on 23<sup>rd</sup> March 2011 were approved as an accurate record and signed by the Chair.

**3 MATTERS ARISING**

**Bank Resolutions (Minute 9)**

The Clerk reported that she had circulated an email to Governors explaining that there had been an inaccuracy with the interest figures quoted. The Assistant Principal (Resources) explained that the covering letter from the bank had included an incorrect figure, but said that the correct figure had been used in the loan documentation.

**4 RESIGNATION: STEVE ROBINSON**

The Principal informed Governors that the Department for Education had been

looking closely at schools that they considered to be weak. The North East Sheffield Schools Trust had collapsed following the withdrawal of Yewlands and the Department had therefore directed Chaucer to merge with Tapton School to form an academy, with the Head Teacher of Tapton becoming the Executive Head. Steve Robinson had left Chaucer on 6<sup>th</sup> May to work for the City Council on standards in education and as a consequence had resigned from the College's Governing Body because he held one of the two governor positions the College reserved for representation from its partner schools. Governors agreed that the Principal should approach the Heads of the partner schools to seek a replacement, either the Head or a member of the school's senior leadership team, but if a replacement was not forthcoming then an invitation to should be made to Steve as an educationalist to rejoin the Governing Body.

**MN Jun '11**

The Chair expressed his gratitude to Steve for his commitment to the College and for the personal assistance he had provided him. He agreed to write to Steve on behalf of the Governing Body.

**DL Jun '11**

## 5 **PRINCIPAL'S REPORT**

The Principal presented her report. She explained that although the Government was not intending to use the English Baccalaureate (E-Bacc) as an official measure this had not been effectively communicated. Young people, their parents and schools were therefore focusing on E-Bacc, which had by default had an impact on curriculum offers and Higher Education institutions' expectations.

Governors discussed the Wolf Report. There was some concern about the apparent pressure towards academic over vocational skills. They accepted that this reflected the headline coverage of the report and not the detail of the recommendations, however there did appear to be a level of naivety with some of the recommendations. They noted that most universities recognised that there were useful vocational qualifications and others that were not.

Governors acknowledged that many universities would not be looking at E-Bacc. They also recognised that the education sector was trying to plan ahead during a period of confusion and a lot of change.

The Assistant Principal (Resources) explained the various categories of academy that were now in existence. Governors discussed the reasons for schools becoming academies and the impact that this was likely to have on Local Education Authorities and the services that they provided. They recognised that there was a potential risk for the College as a result of the 'perceived' option for schools becoming academies to offer post-16 provision. They noted that students at some of its partner schools wanted to know what the change in status would mean for them and their future progression.

Governors noted that University Technical College (UTC) bid that had been made by Sheffield College. This was supported by both the University of Sheffield and Sheffield Hallam University. A potential location had been identified for the UTC on the Digital Campus site opposite Sheffield Station.

The Principal recorded her disappointment that there had been a dip in attendance and retention. However, she explained to Governors that the College's attendance levels were high for the sector.

Governors reviewed the information on disciplinaries and exclusions. They were advised by the Principal that she would be asking the Equality & Diversity Group to investigate and analyse the proportion of BME and male students involved in disciplinary cases and exclusions and identify actions that might be taken to address this.

The Principal advised Governors that the tuition fee issue was already having an impact on young people and their parents, and the choices they were making. They were informed by Paul White that the Department for Business, Innovation and Skills had only just begun to put out communication on tuition fees and how they would work. Effectively students would enjoy a better system from 2012. The universities would be beginning their own campaigns shortly to get the message across. However, they would not be able to publicise the support packages that were available as these would not be approved by the Office for Fair Access until 11<sup>th</sup> July. Governors accepted that the College would have work to do to ensure that young people were not deterred from particular progression routes.

Governors thanked the Principal for her report.

## **6 DEVELOPMENT PLAN 2011-14**

The Principal presented the draft Development Plan, which had also been considered by the Resources Committee. She explained that the retention and achievement data would need to be updated once the current information was available. Governors were assured that the Senior Management Team had a credible plan for English and Maths to replace the outgoing Adult Learning & Numeracy qualification. They were informed that some of the proposed changes to progress tutorials were driven by funding cuts, but that the majority were to improve the support package provided for students.

The Chair asked for a view on how the student intake had changed over the years since the College had first opened. The Principal said that it would be possible to do some analysis on point score at entry. On a more general level, she felt that the current student cohort was positive. The start of the year had been calm and students had settled in quickly. Governors noted that the number of students from the College's partner schools achieving 5 A\*-Cs had increased over the period in question. Governors noted that the progress tutorial package provided support for students and was intended to help young people become independent and independent learners.

Governors supported the proposals outlined in the draft Development Plan.

## **7 FUNDING UPDATE**

The Assistant Principal (Resources) reported on the proposals for the 16-19 Bursary, which was intended to replace Educational Maintenance Allowances. Consultation on the bursary had concluded on 20<sup>th</sup> May. It was intended that

the bursary would be locally managed by providers. The College was therefore working with Sheffield College and the City Council to develop a common approach to administering the bursary, including assessments and allocation of funds. Consultation with students was being conducted. Governors noted that it would be necessary to run a dual system for the next two years due to the rollover of existing EMA contracts. They were advised that there was no indication at this stage of the level of funding the College was likely to receive, although this would be substantially less than students had received under EMA. There was potential for competition and an increase in complaints with the bursary being administered locally rather than nationally especially as there was likely to be different eligibility criteria and allocation arrangements. The Assistant Principal (Resources) estimated that the College would need 1.5 full time equivalent posts to deal with administration of the bursary.

The Assistant Principal (Resources) outlined the income projections for funding from the Young People's Learning Agency and the Skills Funding Agency. Transitional protection would be provided and was intended to phase in the 12% cut in funding by 2014-15 gradually. The College had received an additional allocation as a result of the redistribution of EMA funds which would provide a slight increase in the budget for 2011-12. However, the crucial factor would be to ensure that student numbers were good for future years to allow time for planning and managing the budget to achieve the 2014-15 position. Governors were informed that a review of the funding methodology was planned and that consideration was also being given to the introduction of an equivalent to the pupil premium for post-16 education.

Governors noted that the College had been allocated in the region of £35,000 in capital funds for 2011-12, which would be used to maintain the fabric and appearance of the building.

Governors were pleased to note the improved position.

## 8 **QUALITY STRATEGY REVIEW**

The Vice-Principal (Curriculum & Quality) presented the proposed changes to the Quality Strategy as a result of the review. She explained that subject reviews would be brought forward to the summer to avoid the busy period at the start of the academic year.

Governors **approved** the Quality Strategy 2011.

## 9 **MANAGEMENT ACCOUNTS**

The Assistant Principal (Resources) presented the Management Accounts for the period to 30<sup>th</sup> April. He highlighted the additional allocation from the Skills Funding Agency of £28,570, which meant that the College's overall allocation almost matched the level of funding it would have achieved if all of its 19+ students had been funded. He drew Governors' attention to the overspend on exams and said that the Senior Management Team intended to review the approach to January exams and resits.

Governors were informed that a more detailed report on catering would be

presented to the next meeting of the Resources Committee. The Estates & Operations Manager and Catering Manager were reviewing performance over the course of the year to try and understand the current position. They would be looking at competitors in the area, talking to students about why they were not using the cafe and visiting other providers to see if there were lessons that could be learned. Ice cream sales had been introduced for the first time at the beginning of the week and seemed to be proving popular.

Governors were pleased to note that the Assistant Principal (Resources) and the finance team had good control of the College's finances. They recorded their thanks to the Finance Manager and her team for their recent efforts.

Governors noted the Management Accounts.

## 10 **SAFEGUARDING UPDATE**

The Vice-Principal (Student Engagement) presented his report. He informed Governors that the Vice-Principal (Curriculum & Quality) and Assistant Principal (Resources) had completed their safeguarding training and were now part of the College's safeguarding team.

Governors were pleased to note the relationships being developed with external agencies and that work would be done to establish protocols for working with these agencies. Alan Hancock informed Governors that South Yorkshire Police was keen to have an increased presence. The Vice-Principal (Student Engagement) said that students had found this very reassuring following the recent incidents.

Governors noted the update on safeguarding activity.

## 11 **FRAMEWORK FOR EXCELLENCE MONITORING**

The Chair informed Governors that there was nothing to report on this item at the current time.

## 12 **STRATEGIC PLANNING EVENT**

The Chair reminded Governors that the strategic planning event was taking place on Friday 17<sup>th</sup> June at the College and encouraged everyone to attend, especially in light of the current changes.

## 13 **REPORTS/RECOMMENDATIONS FROM COMMITTEES**

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

Nick Duggan reported on the meeting of the Curriculum & Quality Committee held on 4<sup>th</sup> May 2011. He said that the Committee had been pleased to note the relationships being developed with external agencies and had received a useful presentation from one of the Directors of Teaching & Learning on subject reviews and changes that had been made to achieve improvements.

Noted that the Committee had approved revised policies on Behaviour

Management and Exams.

**(b) Resources Committee**

The Assistant Principal (Resources) presented the report of the meeting of the Resources Committee held on 11<sup>th</sup> May 2011. Governors noted that approval had been given to develop a business case for changing the College's security arrangements.

The Assistant Principal (Resources) advised Governors that the National Union of Teachers (NUT) was balloting its members on strike action on 30<sup>th</sup> June in relation to pensions. He explained that the College would remain open and seek to operate as usual to avoid as much disruption as possible.

**(c) Audit Committee**

Margaret Ferris presented the report of the meeting of the Audit Committee held on 19<sup>th</sup> May. Governors noted that the Committee had received internal reports on HR (absence management) and governance (sector changes); and had also approved an Anti-Bribery Policy for the College.

14 **MEETING DATES 2011-12**

Governors **approved** the meeting schedule for 2011-12.

15 **CHAIR'S ACTION**

The Chair reported that he had used Chair's action to authorise the implementation of the 0.75% pay award for teaching staff, Directors and Senior Post Holders. Governors ratified this action.

The Chair informed Governors that he and the Vice-Chair had met with the College's NUT representative and a branch officer following receipt of a letter setting out some concerns he had regarding implementation of some of the College's HR policies. They had concluded that the matters were operational and he had therefore written to advise the representative of this and encourage him to continue a dialogue with College management.

16 **DATE OF NEXT MEETING**

Wednesday 13<sup>th</sup> July 2011 at 5.00pm.

The meeting ended at 6.50pm.

Signed: ..... (Chair)

Date: .....