

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the 10th meeting of the
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION
held on 25 November 2003 at 5.00pm at the College site, Barnsley Road, Sheffield

Present: Sir Hugh Sykes DL (Chair)
Paul Ashdown (Principal)
Kevin Clifford
Steve Farnsworth (Vice-Chair)
John Leam
Philip Jones
John Markham - from Minute 3
Sally Robinson
Steve Robinson - from Minute 5(c)

Observers: Mike Firth (LSC)

In attendance: Sharon Langridge (Clerk to the Corporation)
Mo Nisbet (Vice-Principal)
Trevor Wray (Vice-Principal)

Apologies for absence were received from Sheryl Roberts.

Action
Who By

1 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2 **MINUTES OF THE MEETING HELD ON 8 OCTOBER 2003**

The Minutes of the meeting held on 8 October 2003 were approved as an accurate record and signed by the Chair.

3 **DRAFT COLLEGE DEVELOPMENT PLAN 2003-07**

Governors considered the draft development plan. Trevor Wray advised the Corporation that the LSC had proposed a number of minor amendments. He added that the student numbers looked good and that the widening participation factors were reasonable.

Paul Ashdown explained that the LSC required the plan as a basis of its contract with the College for funding. The plan contained commitments to enable the LSC to meet its targets.

Governors noted that limited progress had been made on transport links as it was difficult to influence service providers without any students. However, the LSC was keen for services to be introduced that served both the College and the Sheffield College's Hillsborough site.

Governors discussed the target for work placements. Paul Ashdown confirmed that the infrastructure was in place and that the teaching staff was experienced in finding work placements. One of the Directors of

Teaching & Learning would focus on employer links for two terms. He acknowledged that interaction with business was essential for the long term future of the College and said that this would begin to take place when the programme staff were in place.

Governors were aware of the potential for Modern Apprenticeships and the development of Foundation Degrees with the three largest employers in the City. They also accepted that private sector partners should be included.

The Governing Body approved the College Development Plan for 2003-07 as amended by the LSC.

4 **SECURITY DESIGN PROPOSALS**

Governors considered the security design proposal that had been prepared by Ellis Williams Architects (EWA). They noted that the proposal had yet to be costed.

Governors queried why a single proposal had been put forward as they had understood that EWA would present a number of options for consideration. Trevor Wray explained that EWA was looking for a steer from the Governing Body and had therefore submitted this idea earlier than promised. Governors agreed that they would prefer to receive the alternative options and consider them together.

The Governing Body was keen to avoid an institutional look and asked that consideration be given to breaking up fenced areas with planting. They also asked that enquiries be made of the planning department as to whether a more substantial boundary was required. Trevor Wray agreed to raise these issues with EWA at a meeting on 5th December.

TW

Dec '03

5 **RECOMMENDATIONS FROM COMMITTEES**

(a) Finance & Property Committee

The Governing Body considered the Committee's recommendation and approved the following amendments to the established delegation of authority for the authorisation of variances to the building project:

- £5,000 - £50,000 Principal, or designated deputy;
- over £50,000 any two Governor members of the Finance & Property Committee;
- All variances to be reported to the next meeting of the Finance & Property Committee.

(b) Personnel Committee

John Markham outlined the Committee's recommendations.

The Governing Body approved the proposed professional review and performance management policy.

John Markham informed Governors of the amendments that the Committee had proposed to the draft disciplinary procedure. The Governing Body supported the Committee's recommendation and approved the draft disciplinary procedure as amended.

The Governing Body approved the adoption of the SFCEF recommended pay settlement for 2003 of 2.9% effective from 1st September.

Paul Ashdown informed Governors that a joint association forum would meet once a term and would have an annual meeting with the Personnel Committee. The Governing Body agreed to recognise the following trade unions and to review recognition as and when necessary:

National Union of Teachers (NUT)
National Association of Schoolmasters and Union of Women Teachers (NASUWT)
Association of Teachers and Lecturers (ATL)
Unison.

(c) Curriculum & Quality Committee

The Governing Body approved the draft recruitment advertisement and application form, which had also been recommended by the Search, Governance & Remuneration Committee.

(d) Search, Governance & Remuneration Committee

Paul Ashdown reported on the meeting that had taken place earlier that day and outlined the Committee's recommendations.

The Governing Body approved the appointment Sheffield City Council as the Local Authority for local authority member nominations. They discussed appointing Sheffield First as the voluntary body for community member nominations. Sally Robinson was concerned about the public perception this could create. Paul Ashdown agreed to discuss the proposal with Sally Robinson outside of the meeting.

PA Dec '03

Paul Ashdown explained the situation regarding governor attendance and the proposal to contact those Governors with poor attendance records. The Governing Body approved this approach.

The Chair recognised the contribution made by Governors and thanked them for their attendance and time commitment.

The Governing Body approved the offer of part-time employment contracts to the Clerk and Finance Manager with effect from 1st January 2004 and delegated authority to the Principal to negotiate the terms and conditions of employment.

PA Dec '03

REPORTS FROM COMMITTEES

(a) Finance & Property Committee

Steve Robinson presented the report from the meeting of the Finance & Property Committee held on 15th October and gave a summary of the meeting held on 19th November.

Paul Ashdown advised Governors that the steel frame had now been completed and that the installation of the concrete slabs would be finished on time. Work on the external walls would begin in two weeks time. He added that he was confident that AA Projects and Kier had worked well to bring the building programme back on target.

(b) Personnel Committee

Governors received and noted the report from the meeting of the Personnel Committee held on 27th October.

(c) Curriculum & Quality Committee

John Leam presented the report from the meeting of the Curriculum & Quality Committee held on 10th November.

Paul Ashdown updated Governors on the Ecclesfield School proposal. He confirmed that the College would continue to develop its widening participation framework and would work with the School's new Head Teacher to develop a joint proposal to the LSC. Everyone concerned was keen to build bridges and improve the relationship. Governors asked how relations were progressing with the Sheffield College. Paul Ashdown reported that officers from both colleges met on a monthly basis and joint projects were being considered. The first of these would be the suggested bus route. There would be greater opportunity for collaboration in the future, for example with the development of common timetable blocks.

(d) Search, Governance & Remuneration Committee

Governors received and noted the oral report of the meeting held earlier that day.

BULLET POINTS FOR OCTOBER

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

Paul Ashdown reported that 50 places had now been offered and that there was a lot of excited interest from young people in the area. The number of offers was likely to increase substantially as Interviews with pupils of the partner schools began.

The Chair said that it would be useful for a more detailed Principal's report to be presented to future meetings and placed earlier on the agenda.

PA/SL Jan '04

8 **DATE OF NEXT MEETING**

28 January 2004 at 5.00pm, venue to be confirmed

Dates for future meetings:

- 8 April 2004 at 5.00pm, venue to be confirmed
- 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 6.30pm.

Signed: (Chair)

Date: