

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the meeting of
CORPORATION
held on **26 MAY 2010** at 5.00pm
at the College, Horninglow Road, Sheffield S5 6SG

Present: Doug Liversidge (Chair)
Omer Abdulqader
Sahir Ali
Kevin Clifford (Vice-Chair) - to Minute 10
Dave Darwent
Margaret Ferris
Alan Hancock
Tom Jackson
Chris Mallaband
Mo Nisbet (Principal)
Carmel Page
Alastair Reid - to Minute 12(c)
Steve Robinson - to Minute 12(c)
Karen Squires

Observer: Simon Baddeley (Sheffield City Council)

In attendance: Sharon Langridge (Clerk to the Corporation)
Donald McLean (Vice-Principal)

Apologies for absence were received from Nick Duggan, Alan Law, Jeremy Lonsdale and Paul White.

Action by
Who When

1 **DECLARATIONS OF INTEREST**

Steve Robinson declared an interest in agenda item 6 as Chaucer Business & Enterprise College was involved in the trust arrangements.

2 **MINUTES OF THE MEETING HELD ON 2 MARCH 2010**

The Minutes of the meeting held on 2nd March 2010 were approved as an accurate record and signed by the Chair.

3 **MATTERS ARISING**

OfSTED Update (Minute 9)

The Principal advised Governors that contact had still to be made with Chaucer and Parkwood regarding safeguarding arrangements.

SJ Jun '10

The Clerk confirmed that CRB forms had been issued to Governors that had not yet been checked.

4 **MINUTES OF THE MEETING HELD ON 29 MARCH 2010**

The Minutes of the meeting held on 29th March 2010 were approved as an

Record and signed by the Chair.

5 **MATTERS ARISING**

Recommendations from the Recruitment Selection Panels (Minute 2)

The Principal reported that Dominic Harrex was due to take up post on 1st July and Alison Megahy on 1st September. Both would be coming in to do some work beforehand and they would both be attending the management and Governors' planning events.

6 **PRINCIPAL'S REPORT**

The Principal presented her report. She updated Governors on the 2010-11 funding allocations and the implications for the College for the future and stressed that there was a case to be fought in relation to 19+ funding. Governors acknowledged that all sectors were facing difficult times.

The Principal outlined the need for additional social and flexible learning space. Several possibilities were currently being tentatively explored with the City Council. Governors would be kept informed of progress.

The Principal highlighted the improvement in retention and attendance year on year. She confirmed that guidance was still awaited on whether the new administration would continue with Education Maintenance Allowances (EMA) and Adult Learning Grant (ALG) as this would have a major impact on young people studying with the College.

Governors were advised that there were now 1,171 applications in the system. Some analysis would need to be undertaken on 19+ numbers to identify the funding shortfall. Governors acknowledged that the College was finding it difficult to meet demand and would struggle to fulfil its widening participation mission. The College faced an extremely challenging year. Governors stressed the importance of the College's mission given the current financial climate and recognised that demand was likely to increase. They supported a proposal by the Chair to invite key local and national decision makers to visit the College to raise awareness of the issues it and its young people faced.

7 **CONSULTATION ON FORMAL TRUST ARRANGEMENTS WITH PARTNER SCHOOLS**

The Principal circulated copies of a consultation leaflet on the establishment of a National Challenge Trust called the 'North East Sheffield Schools Partnership'. She explained the tight timescale that had been faced by the City Council and the need for confidentiality early on in the process.

Governors were advised that the Principal had met with the Heads of the partner schools not involved with the proposal to assure them of the College's commitment and to reinforce the benefits of a close and meaningful working relationship.

Governors expressed concern that the proposal would add to an already heavy workload for the Executive. There was also the potential for the proposal to create a diversion from existing partnership arrangements. Chris Mallaband said that the Trust arrangement could be a great scheme for the College to be involved in as it offered the opportunity to build capacity in partnership and could also substantially benefit the young people of the area. The proposal provided an imaginative solution to the situation faced by schools placed in the National Challenge by the previous administration. He felt that the name of the Trust would provide a strong brand and it would therefore be crucial not to exclude other schools and academies in the area. He would therefore be enquiring about the potential for social partners to be involved.

Governors discussed whether there would be a risk to the College if the Trust arrangement should fail. The Principal said that there was a reputational risk, but this was equivalent to that associated with the failure of any one of the College's partner schools.

The Principal accepted that there was a capacity issue as the College would need to have a trustee on the Trust Board; this role would be taken on by the new Vice-Principal (Curriculum & Quality). The City Council's 'Extending Choice' strategy would also be resource intensive for the College.

The Principal agreed to report back to the next meeting on progress with the proposals.

MN Jul '10

8 **MANAGEMENT ACCOUNTS**

The Principal presented the Management Accounts for the period to 31st March 2010. She highlighted the fluctuations in income as a result of the payment profile from the Learning & Skills Council.

The Chair drew Governors' attention to the small surplus forecast for the year end. He stressed that the College was running close to budget and it was therefore important to ensure that it was financially sound. Efforts had been made to rein in expenditure in the year.

Governors noted the Management Accounts.

9 **QUALITY STRATEGY REVIEW**

The Principal presented the Quality Strategy and informed Governors that no amendments were being proposed.

The Governing Body therefore re-affirmed the Quality Strategy for 2010-11.

10 **FRAMEWORK FOR EXCELLENCE**

The Clerk informed Governors that the Framework for Excellence indicators had been due to be published in May. The information was not yet available and it was not therefore possible to provide a report at this time.

11 **QUALITY IMPROVEMENT PLAN**

The Principal presented the Quality Improvement Plan and explained that this incorporated action identified as part of the Self Assessment Report (SAR) process and post inspection plans. She highlighted areas that had been rated as either amber or red and provided an explanation for each item. In many cases there was only a single element still to be finalised or a decision had been taken not to proceed with a particular course of action.

The Governing Body noted the progress made against the Quality Improvement Plan.

12 **REPORTS/RECOMMENDATIONS FROM COMMITTEES**

(a) Audit Committee

Margaret Ferris reported on the meetings of the Audit Committee that had been held on 23rd March and 20th May 2010. She confirmed that the Internal Audit Service had completed its annual programme of work and that assurances had been provided on the controls upon which the College relied were effective.

Risk Registers

Governors considered the high level risks and those where changes had been made to the registers. They noted the action plans and residual risk scores for each item.

The Governing Body approved the Risk Registers 2010.

(b) Curriculum & Quality Committee

The Clerk reported on the meeting of the Curriculum & Quality Committee held on 28th April and outlined the recommendation made.

Student Discipline Policy

The Governing Body approved the Student Discipline Policy as amended.

(c) Resources Committee

The Chair reported on the meeting of the Resources Committee held on 12th May 2010.

The Principal circulated copies of an updated budget summary/3-year forecast and explained that the detailed budget would be presented for Governors consideration and approval at the next meeting. She talked Governors through the various elements of funding, highlighting the growth in number of 16-18 funded learners.

Governors were advised that there were already 64 19+ learners undertaking a Level 3 programme of study. It was estimated that at least 30

more offers had been made, so the majority of these learners would be unfunded. Governors accepted the need to focus on ensuring that the College received an increase in the Standard Learner Number (SLN) percentage for 19+ for future years.

Governors' attention was drawn to the reduction in the proposed pay cost area of the budget. This had been achieved by not renewing some temporary contracts where this was feasible and would not impact on service delivery.

Governors accepted that the current financial situation made projecting the future more difficult, but agreed that the action being taken was prudent. They said that they would like to see a greater contingency and stressed that monthly monitoring would be crucial.

13 **SAFEGUARDING TRAINING**

Governors noted the OfSTED briefing for Inspectors on safeguarding children. They agreed that it would be useful to include a training session at the forthcoming Strategic Planning Event on this area, based upon some case studies and a walk through of the College's procedures and processes.

14 **PROPOSED MEETING SCHEDULE 2010-11**

The Governing Body approved the proposed meeting schedule for 2010-11.

15 **DATE OF NEXT MEETING**

Thursday 15th July 2010 at 5pm.

The meeting ended at 6.40pm.

Signed: (Chair)

Date: