

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the meeting of the
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION
held on 26 May 2004 at 5.00pm at The Straddle, Victoria Quays, Sheffield

Present: Sir Hugh Sykes (Chair)
Paul Ashdown (Principal)
Kevin Clifford
Steve Farnsworth (Vice-Chair) - from Minute 4
Margaret Ferris
Alan Law
John Leam - from Minute 7(a)
John Markham - from Minute 4
Sheryl Roberts - from Minute 3(b)
Steve Robinson

Observer: Mike Firth (LSC) - from Minute 4

In attendance: Sharon Langridge (Clerk to the Corporation)
Mo Nisbet (Vice-Principal) - from Minute 3(b)
Trevor Wray (Vice-Principal) - from Minute 3(b)

Apologies for absence were received from Sue Jackson.

Action
Who By

1 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2 **MINUTES OF THE MEETING HELD ON 8 APRIL 2004**

The Minutes of the meetings held on 8th April 2004 were approved as an accurate record and signed by the Chair.

3 **MATTERS ARISING**

(a) Principal's Report (Minute 3)

Paul Ashdown informed Governors that the newsletter for potential students would be distributed on 1st June 2004. This would be used as the basis for a press release on the development of the College. Copies of the newsletter would also be sent to Governors.

(b) Tender Specification for Legal Services (Minute 5)

The Chair advised Governors that invitations to tender had been issued to six firms of solicitors with a submission date of 25th June 2004. Margaret Ferris had offered to serve on a panel with the Principal, Vice-Principal, Finance Manager, HR Consultant and the Clerk to review the submissions on 29th June and receive presentations from the short listed firms on 22nd July. A recommendation on the firm to be appointed as the College's legal advisors would then be made to the Governing Body meeting on 27th July

2004.

(c) Search, Governance & Remuneration Committee (Minute 6(b))

Paul Ashdown confirmed that the Clerk had written to the Vice-Chancellor of the University of Sheffield to seek a replacement for Professor Phil Jones. No response had yet been received, so Paul agreed to follow this up.

PA Jun '04

4 PRINCIPAL'S REPORT

Paul Ashdown gave an oral report on activity since the last meeting.

Governors were advised that planning permission had been received for the highways work. Planning permission was awaited for the security fencing.

Governors noted that a further recruitment advertisement had been placed in the 27th May edition of the Sheffield Star for teaching and non-teaching posts. An away day had been held on 25th May with staff currently in post and this had enabled the Team to identify the amount of work that had to be done.

Paul thanked Governors for their contribution at the strategic planning event and confirmed that copies of the notes and presentations would be circulated the following week.

Governors were informed that there were now 815 students registered on the database. A decision had therefore been taken to only offer firm places where there were spaces available on courses.

Mo Nisbet reported that two pupils from each of the partner schools were involved in a focus group with Diva looking at proposals for the 2005-06 prospectus. The focus group had provided clear indications of what the young people wanted and did not want, which formed the basis of the proposal developed by Diva. Governors considered the proposal and example artwork and agreed they were very exciting. They noted that a feedback meeting with Diva was to take place on 27th May and that costs would be discussed. The Governing Body supported the Principal's view on the importance of investing in the prospectus and agreed that it was good to continue developing new ideas as the current prospectus had been very well received.

5 APPOINTMENT OF STAFF GOVERNOR

The Clerk to the Corporation outlined the process for seeking nominations for the first staff governor appointment. She explained that a single nomination had been received and that a ballot had not therefore been necessary.

The Governing Body approved the appointment of Sue Jackson, Student Services Manager, as staff governor for a period of office ending on 30th June 2005.

6 GOVERNANCE PERFORMANCE INDICATORS

Governors considered the draft performance indicators. The Chair explained that he had asked the Clerk to include some additional columns to the table identifying the action required, by whom and comments on progress.

SL Jun '04

The Governing Body approved the proposed governance performance indicators.

7 RECOMMENDATIONS FROM COMMITTEES

(a) Personnel Committee

Sheryl Roberts outlined the recommendations from the meeting of the Personnel Committee held 17 May 2004. Governors considered the policy documents in details.

The Governing Body approved the:

- (a) Sickness and Leave of Absence Policy;
- (b) Capability Procedure; and the
- (c) Policy on the Recruitment of Ex-Offenders.

John Markham explained the proposed framework for the performance element of senior post holders' salaries. Governors noted that whilst simple the framework would allow for awards of no increment, single or multiple increments.

The Governing Body approved the salary framework for senior post holders.

The Governing Body approved the performance plan for the Clerk to the Corporation and noted that the Chair and the Principal would undertake the performance review.

(b) Curriculum & Quality Committee

John Leam presented the recommendations from the meeting of the Curriculum & Quality Committee held on 10th May 2004. Governors discussed Educational Maintenance Allowances (EMAs). They acknowledged that the means tested payments of up to £40 per week, which were linked to attendance, would provide a good incentive.

The Governing Body approved the:

- (a) Observation of teaching and Learning Procedure, as amended; and
- (b) the policy framework for an Inclusive Learning Culture as a working document to be finalised by October 2004.

PA Oct '04

Paul Ashdown circulated copies of draft documentation on the student discipline framework being developed with staff. He explained that once

completed the framework would be presented to the Governing Body for approval.

Paul outlined the proposed process and the involvement of Governors. Governors agreed that reference should be made in the student contract to the high level of commitment of study that would be expected of students and also that an expectation of student support to the commitments in the contract should be included to the statement that the disciplinary procedure would be directed towards students who did not conform. Reference should also be made to the pre-disciplinary process and records that would be kept by the College.

(c) Finance & Property Committee

Steve Robinson presented the recommendations from the meetings of the Finance & Property Committee held on 22nd April and 19th May 2004. Governors considered the tendering process for the catering contract and the summary assessment of the tender submissions. They acknowledged that Mellors were more student centred.

The Governing Body approved that subject to the usual financial checks that Mellors go forward to the preferred supplier stage for final detailed negotiations.

Trevor Wray reported on the classroom furniture tender and informed Governors that Greshams were offering the best quality and value. Governors viewed some furniture samples. Officers recommended that Greshams be taken forward to the preferred supplier stage.

The Governing Body approved that Greshams be taken forward to the preferred supplier stage of the tendering process for the classroom furniture tender.

Governors were advised that the library stock and textbook tender process had yet to be completed.

Governors considered the revised budget and five-year financial forecast. They noted that this would not be the College's official financial plan, which was for three years and would be submitted to the Governing Body and the LSC. They acknowledged that exceptional support funding significantly enhanced the financial position. The Chair said that it would be useful to see the assumptions that had been made and Trevor Wray agreed to copy these to Governors.

TW Jun '04

The Governing Body approved the revised budget.

8

UPDATE ON GOVERNOR RECRUITMENT

Sheryl Roberts declared an interest as an employee of OFFER.

Paul Ashdown confirmed the appointment of OFFER and outlined the programme of meetings, dissemination events and advertising that had

been agreed. He accepted that the arrangements had taken longer than anticipated, but stressed that it was important to have a robust recruitment process that attracted the right candidates. Governors supported OFFER's role as clearing house for applications and the role of the Governing Body in short-listing and interviewing.

9 BRIEFING ON STUDENT SERVICES

Paul Ashdown apologised that the briefing would need to be deferred to a future meeting due to Sue Jackson's absence because of illness. He explained that it was proposed to include short briefings on key topics for each meeting of the Corporation.

Governors discussed the timing and location of meetings. They agreed that for the meantime the current arrangements should continue. However, they noted that consideration would need to be given to the quoracy of the Search, Governance & Remuneration Committee and Corporation meetings on 27th July, as John Leam and Steve Robinson would be on holiday.

PA/SL Jun '04

Kevin Clifford informed Governors that he had spoken to the Chief Executive of the NHS Trust who was very keen to establish a link with the College. Kevin agreed to provide Paul Ashdown with contact details following the meeting.

KC May '04

10 PROJECT MANAGER'S REPORT

Trevor Wray presented the Project Manager's report for April and May 2004. Governors noted that the project was back on track and that AA Projects were confident that they would handover a "snaggable" building in late August or early September. Trevor confirmed the contingency arrangements that had been agreed to deal with any delay.

Governors were advised that an application would be made to the City Council to extend the working restrictions on site to later in the evening. Alan Law had offered his assistance in this matter.

Governors discussed the additional security costs and were concerned about the cost of CCTV, however, they accepted that there had been no further security breaches.

The Governing Body congratulated AA Projects and Kier Northern on the progress that had been made.

John Markham asked whether handover arrangements would be in place in the case of soft overlapping and Health & Safety. Trevor Wray confirmed that the arrangements would be developed with the Clerk of Works and the College's Facilities Manager.

Governors agreed that early enrolment would make a public statement and supported enrolment dates close to the GCSE results day.

11 **SLIDE SHOW: COLLEGE BUILDING**

Governors viewed a brief slide show on the College building.

12 **DATE OF NEXT MEETING**

Tuesday 27th July 2004 at 5.00pm at the College site.

The meeting ended at 6.45pm.

Signed: (Chair)

Date: