

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the 3<sup>rd</sup> meeting of the  
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION  
held on 29 January 2003 at 5.00pm at Parkwood High School

Present: Sir Hugh Sykes DL (Chair)  
Steve Farnsworth (Vice-Chair)  
John Bishop  
Kevin Clifford  
Margaret Ferris  
Philip Jones  
John Leam  
Sheryl Roberts  
Sally Robinson  
Steve Robinson

Observers: Keith Crawshaw (Sheffield City Council)  
Mike Firth (LSC)

Advisors: Dominic Williams (Ellis Williams Architects)  
Niall Wright (AA Projects)

In attendance: Sharon Langridge (Clerk to the Corporation)

Apologies for absence were received from Cllr Ibrar Hussein and Cllr Alan Law.

Action  
Who By

1 **WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone to the third meeting of the Governing Body and introduced Dominic Williams (Design Team), Niall Wright (Project Manager) and Sharon Langridge (Clerk to the Corporation).

2 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3 **MINUTES OF THE MEETING HELD ON 17 JANUARY 2003**

The Minutes of the meeting held on 17 January 2003, as amended to include the proposed addendum, were approved as an accurate record.

4 **DESIGN TEAM PRESENTATION**

Niall Wright updated Governors on the project status, project team appointments, procurement, planning and highways, and project costs. He explained that the project brief had been developed with the assistance of Liverpool Community College, who advised on the space that would be required to meet the curriculum content, and through visioning workshops with key stakeholder groups. The planning submission would be submitted to Sheffield City Council on 30 January, public consultation would take place in mid-February and planning

approval was anticipated by the end of April.

The development would be undertaken via the management contracting route because of the tight timeframe. Tender documentation would be sent out later in the week and demolition of the existing buildings was anticipated to commence in early March.

Dominic Williams gave a presentation on the design process. Keith Crawshaw advised that Sheffield City Council had higher specifications for lifts than those contained within the building regulations. Niall Wright agreed to consult the relevant office at the City Council for guidance.

NW      ASAP

Governors discussed the requirements associated with prayer rooms, the location of meeting and office space and the design materials to be used. They agreed that the front of the building needed to be very distinctive and make a statement, whilst being welcoming and inviting. Niall Wright and Dominic Williams agreed to look at what could realistically be achieved within the budget.

NW/DW      ASAP

Governors considered the capacity on the site for creche and sporting facilities. They acknowledged that the level of need would have to be gauged and the amount of provision within the area established.

Governors debated vehicle access, car parking and the associated problems. They agreed that the College would need to adopt a 'good neighbour' policy and a transport plan. They accepted that these potential problems could not be resolved at this time and that a creative solution should be sought during the development period.

Governors stressed the importance of keeping the consultation promises made to the local community and agreed that this should take the form of a presentation of the Governing Body's proposals. The process would need to involve schools, community groups and local residents, both in the immediate vicinity and in the wider catchment area, using a combination of presentations at meetings, display materials and leaflets.

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## **ADULT PROVISION AND CHILDCARE ISSUES**

### **(a) Adult Education**

John Bishop presented a briefing paper on the provision of adult education. It was noted that the Lifelong Learning Partnership meeting referred to in the report was Brightside and Shiregreen and not Shiregreen and Burngreave as stated.

The Governing Body agreed that the College needed to demonstrate its commitment to adult education and have a clear vision about its role. It was essential to respond to community needs and to work in collaboration with other providers.

Mike Firth advised that adult provision would need to make money and

focus on section 97 qualifications.

### **(b) Childcare Provision**

John Bishop presented a report on childcare provision by the College. He explained that an unregistered creche would be of limited or no value. There was also an issue about space, which could impact on the level of special needs provision. He recommended that the College work with the Local Education Authority to develop local childcare provision that could be accessed by students and the local community.

Sheryl Roberts cautioned that this was an issue that would not go away, as it was a major issue for the local community. John Bishop assured the Governors that there would be childcare facilities available for students at the College, but it was not clear at this stage where these would be located.

Steve Farnsworth confirmed that the City Council would pull together area reviews on childcare, special needs provision, sports facilities and adult provision and would work with the College on these issues.

SF

Apr '03

## **6 FINANCIAL ISSUES**

### **(a) Financial Management and Audit Systems**

Governors received and noted the report from John Bishop on financial management and audit systems.

### **(b) Budget/Spending Profile**

Governors received and noted the report from John Bishop on the budget and spending profile.

Mike Firth advised that there was scope for re-forecasting as with any budget and confirmed that he had sent a copy to Alistair Grindley at LSC National Office to ensure that there had been no omissions.

## **7 PROJECT SUB-COMMITTEE REPORT**

John Bishop circulated a report on the Project Manager and Design Team fees. He explained that the fee structure had had to be revised because of the move from Design & Build to Management Contracting. Alistair Grindley at LSC National Office had advised that the revised fees were reasonable.

The Governors accepted this advice and approved the revised fee structure.

## **8 PRINCIPAL'S REPORT**

John Bishop presented his report. He informed the Governors that he had had a very positive meeting with two representatives of the

