

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of a meeting of the  
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION  
held on 29 September 2004 at 5.00pm  
at the College, Horninglow Road, Sheffield

Present: Sir Hugh Sykes (Chair)  
Omer Abdulqader - from Minute 5  
Paul Ashdown (Principal)  
Clare Burnell - from Minute 2  
Kevin Clifford  
Steve Farnsworth (Vice-Chair) - from Minute 2  
John Gamble  
Ali Ghalib  
Sue Jackson  
Steve Robinson - from Minute 5  
Karen Squires  
Prof Paul White

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

Apologies for absence were received from Margaret Ferris, Alan Law, John Leam and Mo Nisbet (Vice-Principal).

		Action
		Who      By
1	<b>APPOINTMENT OF BUSINESS GOVERNOR</b>	
	The Governing Body approved the appointment of Clare Burnell as a business governor for an initial term of four years.	
2	<b>WELCOME AND INTRODUCTIONS</b>	
	The Chair welcomed everyone to the meeting and introduced Omer Abdulqader, Clare Burnell, John Gamble, Ali Ghalib and Paul White. He informed Governors of John Markham's resignation and sought their views on approaching Doug Liversidge, a successful businessman and former chair of the local LSC, about joining the Governing Body as a Business Governor. Governors were aware of Mr Liversidge's commitment to and enthusiasm for the College and therefore supported this proposal.	HS      Oct '04
3	<b>DECLARATIONS OF INTEREST</b>	
	There were no declarations of interest.	
4	<b>MINUTES OF THE MEETING HELD ON 27 JULY 2004</b>	
	The Minutes of the meeting held on 27 <sup>th</sup> July 2004 were approved as an accurate record and signed by the Chair.	

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## MATTERS ARISING

### Personnel Committee (Minute 5(d))

Paul Ashdown advised Governors that the Sixth Form Colleges Forum (SFCF) had confirmed the 2.5% pay award for teaching staff and the College had implemented the increase for the September pay round. The Governing Body noted that a decision was still awaited on the pay award for support staff.

### Search, Governance & Remuneration Committee (Minute 5(e))

Governors agreed that a dinner should be arranged following the meeting on 23<sup>rd</sup> November to enable them to get to know one another.

PA/SL Oct '04

### Curriculum & Quality Committee (Minute 7(b) 26.5.04)

Paul Ashdown informed Governors that a number of documents related to the inclusive learning culture would be presented to the Curriculum & Quality Committee at its meeting on 18<sup>th</sup> October.

### Briefing on Student Services (Minute 9 26.5.04)

Governors noted that Paul Ashdown had still to arrange the meeting with the Chief Executive of the NHS Trust.

### Bullet Points for March (Minute 8 9.4.03)

Paul Ashdown felt that the connection with Burngreave New Deal needed to be renewed and agreed to liaise with Clare Burnell on how to proceed.

PA Oct '04

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## PRINCIPAL'S PROGRESS REPORT

Governors considered the Principal's report on activity during August and September.

Paul Ashdown circulated copies of some analyses on the student intake. Governors discussed whether there were comparators with other local providers and acknowledged that the most likely comparators would be with partner schools. Paul White offered to bring some 2001 census data on the area to the next meeting.

PW Nov '04

Governors' attention was drawn to the high number of students requiring pre-GCSE maths and English.

Governors queried the enrolment position for the following year with the opening of The Sheffield College's new Hillsborough site. Paul Ashdown confirmed that enrolment for the current year had reflected the modelling that had been undertaken and that this should be the case in future years. He agreed to keep Governors advised and to keep the position under review.

Governors agreed that it would be useful to know the percentage of the partner schools' cohort who were now students of the College. Paul agreed to provide this information for the next meeting and informed Governors that a post code analysis would also be undertaken.

PA Nov '04

Paul reported that 'in principle' planning had been received for the fence along Barnsley Road and that design solutions were being discussed for the main entrance. He explained that there were issues about safety and security, and added that it was essential that the College was able to protect its students, staff and property. Governors recognised the impact that an insecure environment could have on retention. Paul outlined the worst case scenario if a suitable solution could not be achieved in that the College would have to be closed until it could be made secure. Governors unanimously supported this position. They acknowledged the importance of making the building appealing and attractive, but not at the cost of security. They also accepted that there were cost implications associated with alternative solutions.<sup>1</sup>

Governors congratulated Paul and the staff team for opening on time and on the enrolment figures, which were stunning.

## 7 APPOINTMENTS TO COMMITTEES

Governors considered the report from the Clerk to the Corporation.

The Governing Body approved the appointment of:

- (a) Ali Ghalib to the Curriculum & Quality Committee and Human Resources Committee;
- (b) John Gamble to the Finance & Property Committee;

and agreed that Omer Abdulqader, Clare Burnell, Karen Squires and Paul White should be appointed to the Committee of their choice with effect from the current meeting cycle for ratification by the full Corporation at the next meeting.

## 8 RECOMMENDATIONS/REPORTS FROM COMMITTEES

### (a) Finance & Property Committee

Trevor Wray drew Governors' attention to the claim to carry forward £73,000 of funding from the LSC and the additional bank accounts that were to be opened. He also provided an update on the building, informing Governors that the remainder of the external cladding should be fitted by mid-October and that the building should be water tight for the first time by the end of the week.

Governors noted that legal advice was being sought on the costs that could not be recovered by the main contractor from the roofing subcontractor that had gone into bankruptcy.

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<sup>1</sup> An agreed solution has now been reached with the Planners for the Barnsley Road elevation. Negotiations continue on a design solution for the main entrance.

Steve Robinson outlined the recommendations from the meeting of the Committee held on 15<sup>th</sup> September. Governors were advised that the proposed Fees Policy for 2004-05 would currently only affect one student. They also noted that the Committee had agreed to keep the Financial Regulations as a standing agenda item to ensure that they remained a live, working, user-friendly document.

The Governing Body approved the:

- (a) Fees Policy for 2004-05;
- (b) Financial Regulations; and
- (c) the Anti-fraud Policy and Plan.

#### **(b) Human Resources Committee**

Paul Ashdown reported on the meeting held on 13<sup>th</sup> September and presented the recommendations that had been made by the Committee relating to the Data Protection Policy, continuous service dates for staff and the email and internet policy. Governors approved the amendments to the Data Protection Policy. They also supported and approved the recommendation regarding continuous service dates. They were conscious that the HR policies being adopted by the College could have cost implications and recommended that these be kept under review. Governors were also aware that inappropriate use of email and the internet was one of the biggest causes of disciplinary action. Governors approved the Email and Internet Policy.

#### **(c) Audit Committee**

Governors were informed by the Clerk that the meeting of the Audit Committee had been cancelled at short notice due to the lack of a quorum. She explained that the Governing Body needed to approve the letter of engagement for the financial statements auditor to enable the year end audit to be completed and the College's financial statements submitted to the LSC by 31<sup>st</sup> January.

Governors considered the letter of engagement and the internal audit reports on strategic planning and financial control. They were pleased to note that the internal audit reports were clear and agreed that this would be a good position to maintain.

The Governing Body approved the letter of engagement appointing RSM Robson Rhodes for the financial statements audit 2003-04.

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#### **STUDENT RECOGNITION**

Paul Ashdown informed Governors that a student of the College had given life saving first aid to a woman on a bus. Governors agreed that Paul should write to the student on behalf of the Governing Body and that she should be recommended for College Colours. They also asked that consideration be given to notifying the local press provided that this was acceptable to the student.

PA Oct '04

