

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the meeting of the
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION
held on 3 OCTOBER 2005 at 5.00pm
at the College, Horninglow Road, Sheffield

Present: Doug Liversidge (Chair)
Paul Ashdown (Principal)
Clare Burnell
Kevin Clifford (Vice-Chair)
Lauren Dent McShane
Nick Duggan - from Minute 7
Sarah Draper
Rob Ellis
Ali Ghalib
Sue Jackson
Karen Squires
Paul White

Observer: Mike Firth (Learning & Skills Council)
Mischa Lewis (Chair of Student Representatives)

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

Apologies for absence were received from Omer Abdulqader and Alan Law.

Action
Who By

1 **APPOINTMENT OF STAFF GOVERNORS**

The Chair informed Governors that over the course of the summer the Clerk had written to all members of staff inviting nominations for the three staff governor positions. Only three nominations were received and accordingly no ballot was necessary. Therefore Rob Ellis, Ali Ghalib and Sue Jackson are proposed for appointment as staff governors for a term of four years.

The Governing Body approved the appointment of Rob Ellis, Ali Ghalib and Sue Jackson as staff governors for a term of four years effective from 3rd October 2005.

2 **WELCOME AND INTRODUCTIONS**

The Chair welcomed Sarah Draper and Rob Ellis to their first Corporation meeting.

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4 **APPOINTMENT OF VICE-CHAIR**

The Chair advised Governors that Kevin Clifford had expressed his interest in becoming Vice-Chair. Unless other nominations were forthcoming he proposed the appointment of Kevin. The nomination was seconded by Clare Burnell.

The Governing Body approved the appointment of Kevin Clifford as Vice-Chair of the Corporation.

5 **MINUTES OF THE MEETING HELD ON 13 JULY 2005**

The Minutes of the meeting held on 13th July 2005 were approved as an accurate record and signed by the Chair.

6 **MATTERS ARISING**

14-19 White Paper (Minute 5, 11 May 2005)

The Principal informed Governors that the White Paper had no significant implications for the College.

Finance & Property Committee (Minute 10(d), 11 May 2005)

The Principal confirmed that he had responded to the request from the City Council and had asked for further information. A response was awaited.

7 **PRINCIPAL'S REPORT**

Governors considered the Principal's report. He advised Governors that Lord Adonis had agreed to meet with representatives from the College at the House of Lords in November and would report back on the outcome.

The Principal outlined possible strategies for the future and explained that none of the options were risk free.

Governors accepted that changing the timetable would increase the capacity for teaching. However, there was concern that such changes would mean that the Wednesday afternoon enrichment activity could not be protected and that this could lead to opposition as it was valued by students. They were assured that the ethos of the timetable would not change and that teaching across the week would become more likely.

The Governing Body discussed rationalising the curriculum offer. Governors had concerns about the negative impact that this could have on take-up and engagement from the partner schools. They noted that further analysis was required in order to establish the application position and whether individual courses were viable. The decision would be based upon applications from the schools on the curriculum offer in the prospectus.

Governors were advised that capital funding from the Learning & Skills Council was not guaranteed and if it was approved would only be between

5% and 35% of the project costs. The College would therefore need to raise the remainder.

The Governing Body agreed that officers should develop the proposed strategies for detailed discussion by the relevant Committee and that final recommendations should be presented to the next meeting.

SMT Dec '05

Governors considered the potential for growth. They acknowledged that there would be internal growth from the roll forward in addition to the potential for external growth.

The Principal confirmed that he was willing to consider any suggestions for improving service levels to students, but stressed that there were no easy options available that would increase social space.

8 RECOMMENDATIONS AND REPORTS FROM COMMITTEES

(a) Human Resources Committee

Ali Ghalib outlined the recommendations from the meeting of the Human Resources Committee held on 8th September.

Annual Health & Safety Report

The Governing Body approved the revised Health & Safety Policy and appointed Sheryl Roberts as the College's nominated link Health & Safety Governor.

Pay Policy: Proposed Amendment

The Governing Body approved the amendment to the College's Pay Policy to increase the level of hours per week from 37 to 40.

(b) Audit Committee

Kevin Clifford presented the recommendations from the meeting of the Audit Committee held on 26th September. He drew attention to the issue regarding information security and explained that there was an ongoing debate with the auditors about the level of risk; although Bentley Jennison had indicated at the meeting that they were likely to reduce this from fundamental to significant.

Appointment of Chair

The Governing Body approved the appointment of Margaret Ferris as Chair of the Audit Committee.

Internal Audit Reports

The Governing Body noted the internal audit annual report and the individual underlying assignment reports.

Audit Needs Assessment Update and Periodic Plan

The Governing Body accepted the audit needs assessment update and periodic plan.

9 **APPOINTMENTS TO COMMITTEES**

The Governing Body approved the appointment of Sarah Draper to the Curriculum & Quality Committee and Rob Ellis to the Audit Committee.

10 **CHAIR'S ACTION SINCE THE MEETING ON 13TH JULY 2005**

The Chair reported on his consent for the disposal of fixed assets, namely:

(a) the old Café furniture (purchase value £7500; book value £5000 - as assets are depreciated over 3 years) to Mellors, the College's existing catering contractors. Unfortunately, as used catering furniture lost value very quickly, the disposal was for one tenth of the book value, but storage would have cost in the region of £500+ a week, and there was insufficient space to store it in College.

(b) the picnic tables in the courtyard: these were only ever planned as a temporary solution, and cost less than £2000. As no offers were received on the open market these had been given away.

Governors noted that both sets of furniture had been purchased in good faith before the College opened, but had proved unsuitable to meet the actual needs of the College.

11 **DATE OF NEXT MEETING**

Wednesday 14th December 2005 at 5.00pm.

The meeting ended at 6.10pm.

Signed: (Chair)

Date: