

LONGLEY PARK SIXTH FORM COLLEGE

**MINUTES of a meeting of the
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION
held on 7 OCTOBER 2009 at 5.00pm
at the College, Horninglow Road, Sheffield**

Present: Doug Liversidge (Chair)
Omer Abdulqader
Sahir Ali
Kevin Clifford (Vice-Chair)
Nick Duggan
Margaret Ferris - to Minute 8
Alan Hancock
Tom Jackson
Mo Nisbet (Principal)
Carmel Page
Alastair Reid
Karen Squires - to Minute 6
Paul White - from Minute 5

In attendance: Sharon Langridge (Clerk to the Corporation)
Donald McLean (Vice-Principal)
Trevor Wray (Deputy Principal) - from Minute 4

Apologies for absence were received from Alan Law, Chris Mallaband and Steve Robinson.

Action by

1 DECLARATIONS OF INTEREST

There were no declarations of interest.

2 MINUTES OF THE MEETING HELD ON 8 JULY 2009

The Minutes of the meeting held on 8th July 2009 were approved as an accurate record and signed by the Chair.

3 MATTERS ARISING

Presentation: Corporate Manslaughter (Minute 6)

The Clerk had circulated the questionnaire provided by the Estates & Operations Manager. Governors indicated that they had found the questionnaire difficult to complete and therefore requested that the Estates & Operations Manager be invited back to a future meeting with an update and to assist Governors to complete the questionnaire.

SL/RE Dec '09

4 PRINCIPAL'S REPORT

The Principal presented her report. She talked Governors through the examination results, progression to Higher Education, student recruitment and the start to the year.

The Chair queried whether evidence could be produced to demonstrate the impact that the College had had on achievement and progression rates in the area. The Principal said that it was not possible to directly attribute the increasing numbers to the College and that she would like to follow up the report commissioned by the Sixth Form Colleges Forum in 2006 on the impact of the College. Information could also be sought from the Universities and Aim Higher Co-ordinators. Governors agreed that it would be useful to follow-up on former students who were now completing the HE studies.

The Principal invited Sahir Ali to tell Governors about a visit by a group of students to Lambeth Palace to meet future faith leaders. Sahir explained about the 'Faith in Leadership' programme and the training undertaken by students. The Principal said that she was very proud of the students that had taken part,

5

GOVERNOR APPOINTMENTS

The Clerk to the Corporation informed Governors of the staff governor nomination process. Four nominations had been received for the three positions. One nominee had withdrawn at the last moment due to evening teaching commitments. The three remaining nominees were therefore put forward for appointment. Governors noted that all three candidates were teaching staff and asked the Senior Management Team to look at ways of ensuring that cross-college staff felt represented. Governors were assured that efforts had been made to attract cross-college candidates but without success.

The Governing Body approved the appointment of Max Caley, Dave Darwent and Jeremy Lonsdale for a term of office of four years.

The Clerk introduced Carmel Page and Tom Jackson who had applied to become Governors. Carmel was proposed to fill the parent governor vacancy and Tom as an Independent Governor to replace Annette Sundaraj, who was taking some time out to complete work related studies.

The Governing Body approved:

(a) the appointment of Carmel Page as Parent Governor for a term of one year;

(b) the appointment of Tom Jackson as an Independent Governor for a term of four years; and

(c) the appointment of the new Governors to the following Committees:

Audit

Max Caley

Curriculum & Quality

Jeremy Lonsdale

Carmel Page

Resources

Dave Darwent
Tom Jackson.

6

RETENTION, ACHIEVEMENT AND SUCCESS/OFSTED SUMMARY COLLEGE PERFORMANCE REPORT

The Deputy Principal introduced the OfSTED summary college performance report, explaining that this was purely a statistical report based upon historical information. Governors noted that there was no clear definition of a 'widening participation' college for benchmarking purposes and the twelve colleges placed in this category provided a very small sample to work from. The acknowledged that the information also did not take account of value added. He highlighted a number of flaws in the data and assured Governors that these were being raised with the statisticians at OfSTED.

Governors were informed that a further report would be presented to the Curriculum & Quality Committee once it had been possible to 'unpack' all of the equality performance data.

TW Jan '09

The Deputy Principal talked Governors through the retention, achievement and success information. He drew attention to the improvement in success rates in 2008-09 by the level of programme. Discussions were taking place with the College Management Team on the action required to address programmes where success rates had not improved. A further report would be presented to the Curriculum & Quality Committee.

TW Oct '09

The Principal explained that national drivers and the College's widening participation mission had created a gap with national benchmarks. The College therefore had to be better than anyone else in order to be 'average'. She confirmed that the College's data had been validated by OfSTED during the inspection earlier in the year.

Governors recognised that the data demonstrated that the College was a learning organisation and that action had been taken to address perceived problems and progress had subsequently been made as a result. They also acknowledged that data of this kind would never show where young people were starting from, for example the data covered a period when the College's partner schools achievements were lower. They accepted that detailed internal analysis would lead to action and that the Supporting Learning Better and associated strategies were to be implemented across the board.

7

NUMBERS AND PLANNING

The Deputy Principal informed Governors that 2009-10 enrolment numbers showed a shift to Level 3. The College was now the most ethnically diverse in the Yorkshire and Humberside region with over 40 different languages being spoken. A five percent increase in White British students reflected the increased recruitment from Yewlands, Chaucer and Ecclesfield.

Governors acknowledged that the closure of Abbeydale Grange could impact

on the College's recruitment in future.

8 **LOCAL AUTHORITY PAPER 'EXTENDING CHOICE, PERSONALISING THE OFFER'**

The Chair informed Governors that he had met with Councillor Paul Scrivens from the City Council and believed that he understood the College's mission.

The Principal outlined the changing landscape as a result of the Apprenticeships, Skills, Children and Learning Bill and the associated Machinery of Government changes. She stressed that there were a number of key points for the College such as the governance implications and the relationship with partner schools because of institutional values. Governors accepted that additional provision would need to be financially viable and quality assured.

Nick Duggan believed there would be a decade of development. He cautioned that the potential for chaos needed to be avoided and said that the new framework was still being developed with city-wide provision being favoured.

The Principal advised Governors that she intended to convene a meeting with partner schools to consider the Local Authority's paper and look at current provision.

Governors discussed the need to encourage positive press coverage of good news stories, as they were conscious of the sector's vulnerability to negative coverage.

The Chair indicated that the College should grasp the opportunity to be the lead provider for the local learning partnership. He believed that the changes would provide positive opportunities for growth.

Governors said that they would view progress of the changes with interest.

9 **FINANCIAL MANAGEMENT AND CONTROL EVALUATION**

Consideration of this item was deferred until the next meeting.

10 **ANNUAL GOVERNANCE REPORT 2008-09**

The Clerk to the Corporation presented the annual governance report and drew Governors' attention to the recommendations contained within it.

The Governing Body:

- (a) accepted the composition of the Corporation for the Academic Year 2009-10 or until the composition needed to be amended;
- (b) considered and noted the attendance information contained in the report;
- (c) re-affirmed the Attendance Policy;
- (d) re-affirmed or approved the revised Terms of Reference for Corporation Committees as amended;
- (e) confirmed the Corporation Committee structure;

- (f) approved the membership of Corporation Committees;
- (g) noted the calendar of meetings for the Academic Year 2009-10;
- (h) approved the revised Standing Orders;
- (i) agreed that the process of up-dating the Register of Interests and Declaration of Eligibility remain on an annual cycle, managed by the Clerk to the Corporation;
- (j) agreed that the Corporation should continue to receive termly progress reports on the Governance Performance Indicators for 2009-10;
- (k) agreed that management information should continue to be sent to Governors by the Clerk on a regular basis;
- (l) noted the development activity undertaken in 2008-09; and
- (m) agreed that the Clerk to the Corporation continue to present an Annual Governance Report at the first Corporation meeting of each academic year.

11

RECOMMENDATIONS/REPORTS FROM COMMITTEES

(a) Audit

Governors considered the report of the meeting held on 24th September 2009 and the recommendations put forward by the Committee.

Financial Services Auditors' Audit Strategy

The Governing Body approved the Financial Statements Auditors' Audit Strategy.

Internal Audit Annual Report

The Governing Body approved the Internal Audit Annual Report.

Strategy for Internal Audit

The Governing Body approved the Internal Audit Strategy for 2009-10.

(b) Resources

The Clerk reported on the recommendations from the meeting of the Resources Committee held on 30th September.

Management Accounts

The Deputy Principal outlined the FRS17 position and explained its impact on the College's Balance Sheet.

The Governing Body noted the Management Accounts for the period to 31st July 2009 and agreed and agreed that a note should be added to the College's financial statement to clarify the Corporation's position.

Hot Work Permit System

The Governing Body approved the amended Hot Work Permit System.

Travel and Subsistence Claims and Policy for Driving on College Business

Governors were advised that the mileage rate payable on over 10,000 miles per annum should read 25 pence in line with Her Majesty's Revenue and Customs guidelines.

The Governing Body approved the Travel and Subsistence Claims and Policy for Driving on College Business as amended.

Discretionary Support Funds

The Governing Body approved the Discretionary Support Fund Policy for 2009-10.

Draft Financial Regulations

The Governing Body approved the draft Financial Regulations be adopted as a working document.

12 **DATE OF NEXT MEETING**

Wednesday 9th December 2009 at 5.00pm.

The meeting ended at 7.05pm.

Signed: (Chair)

Date: