

# LONGLEY PARK SIXTH FORM COLLEGE

## MINUTES of the meeting of the LONGLEY PARK SIXTH FORM COLLEGE CORPORATION held on 8 April 2004 at 4.30pm at The Straddle, Victoria Quays, Sheffield

Present: Sir Hugh Sykes DL (Chair)  
Paul Ashdown (Principal)  
Kevin Clifford  
Steve Farnsworth (Vice-Chair)  
Margaret Ferris  
Alan Law - from Minute 3  
John Markham  
Sally Robinson  
Steve Robinson

Observers: Mike Firth (LSC) - from Minute 6

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

Apologies for absence were received from John Leam, Mo Nisbet and Sheryl Roberts.

Action  
Who By

### 1 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 2 MINUTES OF THE MEETING HELD ON 25 FEBRUARY 2004

The Minutes of the meeting held on 25 February 2004 were approved as an accurate record and signed by the Chair.

### 3 PRINCIPAL'S REPORT

Governors considered the Principal's progress report. He circulated details on student applications and explained that the subject breakdown had been based on 70% of the applications received so far. A discussion ensued on the curriculum offer and Governors acknowledged that some subjects would not be sustainable if numbers remained low. They were advised that the College could staff 600 students in year 1 should this prove necessary.

Paul circulated copies of the teaching staff profile. Governors noted that good staff had been attracted from general Further Education as the College could offer better terms and conditions.

Trevor Wray informed Governors that the building was now 2-3 weeks ahead of the anticipated position following the earlier delays. Classrooms were now becoming evident as the partitioning work got underway.

Governors felt it would be useful to share good news about the

College with the community as there was currently a vacuum. They were also aware that Sheffield College was putting out regular stories. Governors were advised that a newsletter was in the process of being produced.

#### **4 CHAIR'S ACTION: INFORMATION COMMUNICATION TECHNOLOGY (ICT) SYSTEMS**

Paul Ashdown outlined the use of Chair's action to let the ICT contract.

Trevor Wray explained the change of partner from Mondas to Capita on the basis that they offered the best product with reasonable data transferability capability. He assured Governors that European Electronique provided the best value solution and were an exciting company to work with.

Governors were informed that the College Information Systems Manager would take up post on 19<sup>th</sup> April and had been involved in the recruitment of a Database Manager. The Network Engineer post would be advertised as part of the next recruitment round.

Governors ratified the letting of the ICT contract to European Electronique Ltd (partnering with Capita Ltd) on the basis of their Best And Final Offer submission and that contract negotiations proceed.

#### **5 TENDER SPECIFICATION FOR LEGAL SERVICES**

Governors considered the draft tender specification for legal services. They noted that an invitation to tender would be sent to law firms with experience in the further education sector as well as the College's existing legal advisors.

The Governing Body approved the tender specification for legal services.

#### **6 RECOMMENDATIONS FROM COMMITTEES**

##### **(a) Personnel Committee**

John Markham outlined the recommendations from the meetings of the Personnel Committee held on 15<sup>th</sup> and 29<sup>th</sup> March. Governors noted that the Search, Governance & Remuneration Committee had supported the recommendations regarding senior post holder remuneration, disciplinary and grievance procedures, policy on the remuneration of holders of senior posts and the process for the appraisal and development of senior post holders.

Governors noted that a performance plan for the Clerk and a salary framework for the performance element of senior post holders remuneration would be presented to the next meeting of the Search, Governance & Remuneration Committee. They were also informed that senior post holder objectives would be linked to the strategic plan and

reviewed every six months.

The Governing Body approved that:

(i) the Sixth Form Colleges' Employers Forum annual pay settlement should be applied to all posts including senior post holders and that the 2003 pay settlement of 2.9% be applied to senior post holders with effect from 1<sup>st</sup> September 2003.

(ii) confirmation of the satisfactory completion of the Principal and two Vice-Principal's probationary periods be given as a matter of urgency;

(iii) the Vice-Principals' salaries be increased to 73.1% of the Principal's salary backdated to 1<sup>st</sup> January 2004 in line with the 2004 sixth form college differential at the median figure;

(iv) the draft Disciplinary and Grievance Procedures for senior post holders be approved;

(v) the policy on the remuneration of senior post holders and the process for the appraisal and development of senior post holders be approved; and that

(vi) the interim performance plans for Paul Ashdown, Mo Nisbet and Trevor Wray be approved; and that (a) the review by the Vice-Chair of the Corporation of Paul Ashdown's plan and (b) the review by the Chair of the Personnel Committee and the Principal of Mo Nisbet and Trevor Wray's plans be endorsed.

Governors considered the policy documents that had been recommended by the Personnel Committee and approved the:

- (a) Health and Safety Policy
- (b) Off Site Activity Policy
- (c) Data Protection Policy
- (d) Public Information Disclosure Policy and Procedure
- (e) Joint Association Forum and Staff Charter.

#### **(b) Search, Governance & Remuneration Committee**

Governors considered the report on Membership Proposals. They agreed that if recruitment could begin quickly new appointees would be able to participate in the forthcoming strategic planning event, which would provide a useful induction for them.

The Governing Body approved:

(i) the adoption of the Open Forum for Economic Regeneration (OFFER) as the nominating body for community governors to use their good offices for the identification of appropriate community governors;

(ii) that OFFER be appointed to manage the recruitment process for 2

business and 1 community governors;

(iii) the membership of the Corporation be altered by the addition of a further (2<sup>nd</sup>) staff governor;

(iv) that two staff governors be elected for periods of office ending on 30<sup>th</sup> June 2005, with effect from the 19<sup>th</sup> April and 1<sup>st</sup> July 2004; and that

(v) one business governor place will normally be allocated to a member from Sheffield University.

Governors noted that the Committee had considered draft governance performance indicators. These would be circulated with the Minutes and presented for approval at the next meeting of the Governing Body.

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The Governing Body approved the proposal to extend the remit of the Audit Committee to include a role in auditing quality procedures and policies and agreed that the Committee's terms of reference be amended accordingly.

## 7 PROJECT MANAGER'S REPORT

Trevor Wray presented the Project Manager's report to February/March. Governors were informed that there was a lot more additional CCTV cameras and a secure stockade around the development. He drew attention to some party wall issues and reported that the major activity on site was partition work, cabling for power and data.

Governors discussed operational reserves and capital expenditure. They noted that cash flow should be ahead of profile over the next few months.

## 8 REPORTS FROM COMMITTEES

### (a) Audit Committee

Governors received and noted the report from the meeting of the Audit Committee held on 2<sup>nd</sup> March 2004.

### (b) Personnel Committee

Governors received and noted the reports from the meetings of the Personnel Committee held on 15<sup>th</sup> and 29<sup>th</sup> March 2004.

### (c) Finance & Property Committee

Governors received and noted the report from the meeting of the Finance & Property Committee held on 17<sup>th</sup> March 2004.

### (d) Curriculum & Quality Committee

Governors received and noted the report from the meeting of the

Curriculum & Quality Committee held on 22<sup>nd</sup> March 2004.

**(e) Search, Governance & Remuneration Committee**

Governors received an oral report on the meeting that had taken place earlier that day.

**9 DFES REVIEW OF GOVERNANCE**

The Clerk to the Corporation outlined the arrangements for the governance consultation events being organised by the Department for Employment and Skills and confirmed that governors would be kept advised of developments. Paul Ashdown stressed that governors would be very welcome to attend one of the consultation events.

**10 STRATEGIC PLANNING EVENT**

The Clerk to the Corporation informed governors that it was intended to begin the strategic planning event at 5pm on Friday 14<sup>th</sup> May with a presentation from Emer Clarke, Director of Programmes, LSC South Yorkshire. This would be followed by dinner and John Korzeniewski the LSC's Executive Director would be joining governors. There would be two sessions on Saturday 15<sup>th</sup> May concluding with lunch.

**11 FAREWELL**

The Chair thanked Sally Robinson for her contribution to the work of the Governing Body and wished her well for her move to Cornwall.

**12 DATE OF NEXT MEETING**

Wednesday 26<sup>th</sup> May 2004 at 5.00pm. The meeting would be preceded by a tour of the College site commencing at 4.00pm.

Signed: ..... (Chair)

Date: .....