

LONGLEY PARKWOOD SIXTH FORM COLLEGE

MINUTES of the meeting of the
CORPORATION
held on **8 DECEMBER 2010** at 5.00pm
at the College, Horninglow Road, Sheffield S5 6SG

Present: Doug Liversidge (Chair)
Omer Abdulqader
Kevin Clifford (Vice-Chair)
Nick Duggan
Margaret Ferris
Alan Hancock
Tom Jackson
Corrine Moss - from Minute 3
Mo Nisbet (Principal)
Carmel Page
Alastair Reid
Karen Squires
Paul White

In attendance: Dominic Harrex (Assistant Principal (Resources)) - from Minute 5
Sharon Langridge (Clerk to the Corporation)
Donald McLean (Vice-Principal (Student Engagement))

Apologies for absence were received from Dave Darwent, Alan Law, Jeremy Lonsdale, Steve Robinson and Mike Westerdale.

Action by

1 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2 **WELCOME**

The Chair welcomed everyone to the meeting and thanked them for attending given the poor weather conditions. He explained that he had asked the Principal to guide Governors through the key items of business as it had not been possible to circulate the majority of the papers in advance.

3 **MINUTES OF THE MEETING HELD ON 6 OCTOBER 2010**

The Minutes of the meeting held on 6th October 2010 were approved as an accurate record and signed by the Chair.

4 **MATTERS ARISING**

There were no matters arising which did not appear on the agenda for the meeting.

5 **PRINCIPAL'S REPORT**

The Principal presented her report. She informed Governors of the publication of

the Schools White Paper on 26th November and directed them to a summary of the key points which had been included in the report at Appendix 1. The implementation arrangements were not yet clear, but the publication of the Wolf Review in March 2011 might bring greater clarity. She highlighted the implications for the College's partner schools because of their diminished capacity to deliver history, geography and modern languages as many teaching departments had been dismantled. Governors acknowledged that some of the matters included in the White Paper could have a significant impact on the College; they also recognised that a lot of the individual measures appeared to run against the Government's espoused ethos and intentions. The timescale for implementation was likely to run into 2011-12.

The Vice-Principal explained that the Senior Management Team was very proud of the achievement made in reducing of the number of exclusions. However, attendance was an issue and the termination of Education Maintenance Allowances (EMAs) would have a significant effect. Many initiatives were being cancelled and there was very little in the way of transitional arrangements.

Governors discussed the proposed replacement of EMAs with Discretionary Learner Support. They were advised of a discrepancy in the funding methodology and allocation, which would put the College in a difficult position as 80% of its learners would fall within the 'disadvantaged' category but there would be significantly less financial support available for them. They recognised that this would be a major issue for students who relied upon this income for either themselves or their families.

Governors supported the position being taken by the College in relation to EMAs and agreed to raise the concerns identified when possible in relevant fora. They accepted the need to target the most disadvantaged learners. Learners within the City were acutely aware of the issue e.g. at the University of Sheffield.

Governors thanked the Principal for her report.

6 **MANAGEMENT ACCOUNTS**

The Assistant Principal presented the Management Accounts for the period to 31st October 2010. He drew Governors' attention to the potential for a slightly higher than forecast surplus due to the savings achieved because of the ongoing negotiations between the Sixth Form Colleges Forum and the trade unions on pay.

Governors discussed the catering service. They noted the action that had been taken to reduce cost of sales and agreed that this should be kept under review. The Assistant Principal and Estates & Operations Manager had been to visit another sixth form college and planned to implement a number of changes based upon what they had learned.

The Assistant Principal explained the anomalies relating to trade debtor and creditor days as a result of the cladding project.

The Governing Body accepted the Management Accounts.

7 **AUDIT COMMITTEE ANNUAL REPORT**

The Chair of the Audit Committee presented the annual report, which summarised the activity undertaken throughout the year. She advised Governors that the auditors intended to give a clean audit report in relation to the Financial Statements and Regularity. She highlighted the treatment of FRS17 which had resulted in a calculated surplus against pension liabilities and explained that this was based upon an actuarial valuation.

Governors noted that the auditors had been complimentary about the College's internal control systems. They acknowledged the caution provided about the potential impact of possible changes affecting the further education sector as a whole.

Governors noted that there had been a positive cash flow throughout the year and the improvement in the level of reserves.

Governors were pleased to receive the Audit Committee's annual report and **approved**:

- (a) the Financial Statements for 2009-10;
- (b) the Audit Findings Report;
- (c) the Financial Statements Audit letter of representation;
- (d) the Regularity Audit letter of representation;
- (e) the re-appointment of Baker Tilly LLP as Financial Statements Auditors and RSM Tenon as the Internal Audit Service for 2010-11.

8 **SELF ASSESSMENT REPORT (SAR)**

The Principal circulated copies of the SAR Executive Summary and apologised for having to table it. She talked Governors through the key aspects and explained the how the grading for 'Outcomes for Learners' related to the Common Inspection Framework criteria. The increase in this grade had led to an increase in the grade for 'Overall Effectiveness'. She cautioned that this grading might change in future years as although the Senior Management Team believed that the College showed exemplary performance in many areas, it was important to be aware that the external environment was continually changing.

Governors supported the continued focus on the College's widening participation mission and results. They acknowledged that the College could not afford to sit on its laurels, but needed to be continually working to improve its performance against comparable organisations.

The Principal sought permission to submit the draft SAR to the Young People's Learning Agency (YPLA) and to refer the completed document to the Curriculum & Quality Committee for detailed review and discussion. The Governing Body **approved** the submission of the draft SAR.

9 **NORTH EAST SHEFFIELD SCHOOLS TRUST**

The Principal presented the advice from the College's legal advisors on becoming a partner in the Trust. Governors noted that clarification was still

required on the process for becoming a partner. The Principal explained that Governors' views were being sought on whether they wished to give a mandate to progress negotiations and the College's involvement further.

Governors considered the intention to re-tender the contract for the College's legal advisors in the coming year. They noted that the existing contractor was considered to be experts in the field. They indicated that they would be willing to consider other companies as part of the tendering exercise.

Governors discussed the College's relationship with its partner schools which they wished to protect and develop further. They noted that the Head Teachers of the schools had recently met to discuss future working together and a proposal had been discussed about the possibility of those that were not an integral part of the Trust becoming associate members.

Governors acknowledged that there were resource implications for the College in becoming a partner but that its involvement would bring other benefits in strengthening relationships.

The Governing Body **approved** the College's involvement in the North East Sheffield Schools Trust and authorised the Principal to progress arrangements for becoming a partner.

10 **FINANCIAL MANAGEMENT CONTROL EVALUATION (FMCE)**

The Assistant Principal explained that the FMCE was being presented for Governors information as it had been approved and submitted to the YPLA for the 30th November deadline. He outlined the gradings and the contents of the improvement plan.

Governors noted the FMCE.

11 **FRAMEWORK FOR EXCELLENCE (FfE)**

The Assistant Principal presented the report on the FfE scores and grades for 2009-10 and explained that the data used was that from 2008-09.

Governors noted that changes continued to be made to the FfE, for example, it would not involve a Learner Views Survey in future. Other changes were anticipated in light of the Schools White Paper.

Governors noted the FfE summary for 200910.

12 **REPORTS/RECOMMENDATIONS FROM COMMITTEES**

(a) Curriculum & Quality Committee

Karen Squires presented the report from the meeting of the Curriculum & Quality Committee held on 17th November 2010. Governors noted that the proposed changes to the Complaints Policy would be presented to the next meeting for approval.

The Governing Body **approved** the following strategic priorities for 2010-11:

- Continue to focus on excellent outcomes for our students;
- Maintain financial stability for the College;
- Further develop strategies for engaging parents and communities;
- Develop more formal links with our partner schools.

(b) Resources Committee

The Chair presented the report of the meeting of the Resources Committee held on 24th November 2010 and outlined the recommendations made by the Committee.

Annual Health, Safety and Environmental Report

The Governing Body **approved**:

(a) the approach to review the membership make up of the Health & Safety Committee so that representation from across key areas was involved to ensure continuous improvement was supported; and that

(b) the Health & Safety Policy be re-affirmed with no changes.

Sickness & Ill-Health Policy

The Governing Body **approved** the proposed amendments to the Sickness Absence and Ill-health Policy.

(c) Audit Committee

Margaret Ferris reported on the meeting of the Audit Committee that had taken place earlier that day. Governors noted that the recommendations made by the Committee had been considered earlier in the meeting.

(d) Search, Governance & Remuneration Committee

The Chair reported on the meeting of the Search, Governance & Remuneration Committee held earlier that day and outlined the recommendations made by the Committee.

Governors noted that the performance reviews for Senior Post Holders had been postponed due to the poor weather and would be rescheduled in the New Year.

Governor Appointments

Governors considered the recommendations from the Committee in relation to appointments and the skills summary.

The Governing Body **approved** the re-appointment of Kevin Clifford, Margaret Ferris, Alan Hancock and Alan Law for a four -year term of office commencing from 12th December 2010 and noted that the Chair and Vice-Chair would meet

with the Principal and the Clerk to put together a formal proposal for consideration at the next meeting on terms of office.

13 **NOTES OF THE STRATEGIC PLANNING EVENT HELD ON 12 NOVEMBER 2010**

Governors received and noted the notes from the strategic planning event held on 12th November 2010. They were pleased that the event had received such a positive response.

14 **DATE OF NEXT MEETING**

Wednesday 23rd March 2011 at 5.00pm.

The meeting ended at 6.15pm.

Signed: (Chair)

Date: