

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the 9<sup>th</sup> meeting of the  
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION  
held on 8 October 2003 at 5.00pm at the College site, Barnsley Road, Sheffield

Present: Sir Hugh Sykes DL (Chair)  
Paul Ashdown (Principal)  
Steve Farnsworth (Vice-Chair) - from Minute 3  
John Leam - from Minute 8(b)  
Philip Jones  
John Markham  
Sheryl Roberts  
Sally Robinson  
Steve Robinson - from Minute 8(b)

Observers: Mike Firth (LSC)

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

Apologies for absence were received from Kevin Clifford and Trevor Wray (Vice-Principal).

Action  
Who By

1 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2 **MINUTES OF THE MEETING HELD ON 19 AUGUST 2003**

The Minutes of the meeting held on 19 August 2003 were approved as an accurate record.

3 **MATTERS ARISING**

**Ecclesfield Proposal (Minute 4)**

Paul Ashdown reported on a meeting with John Korzeniewski of the LSC. Governors noted that the Ecclesfield proposal had become a matter of principle for the other local schools.

The Governing Body was advised that Paul Ashdown had been invited to become an associate governor by Hinde House School.

**Governance Structure (Minute 5)**

Sally Robinson asked what progress had been made on Governor recruitment. The Clerk reported that she had prepared a draft advertisement as requested by the Curriculum & Quality Committee and would be presenting this to the next meeting for the Committee's approval.

## **Principal's Progress Report (Minute 8)**

Paul Ashdown confirmed that the City Council's legal costs had now been paid. He advised Governors that he would be looking to re-tender for legal advisors for the College as Martineau Johnson were proving to be extremely expensive.

Paul outlined the difficulties that had been experienced in establishing the College's web site and the action taken to address them.

### **4 VARIATION TO THE BUILDING PROJECT**

Paul Ashdown reported on the tender for the cladding package, which had come in £100,000 over budget and explained the urgency to approve the cost variation and proceed with letting the contract. The Finance & Property Committee had given leave to proceed and ratification of this decision was now required.

The Governing Body ratified the decision taken by the Finance & Property Committee.

Steve Farnsworth queried whether anything had been lost in the negotiations on the M&E contract. Paul Ashdown said that some green sustainable elements had been sacrificed but nothing that would impact on the students. He would keep the situation under review throughout the contract.

### **5 IT CONTRACT**

Paul Ashdown outlined the tendering procedure for the IT contract and the reason for the urgency in approving the appointment. He confirmed that the contract would only be signed if approved by the Governing Body. Governors noted that there was a possibility of a future conflict of interest as RM Consulting were part of the RM Plc group who might wish to tender for the supply of IT systems and equipment.

Governors supported a recommendation from the Chair that expert advice should be sought to verify RM Consulting's proposals.

The Governor Body ratified the decision to appoint RM Consulting as IT Design partner at a cost of £59,375.

### **6 DELEGATION OF AUTHORITY**

The Clerk outlined the proposed delegation arrangements for the Corporation and its Committees to enable urgent business to be dealt with in a timely manner between meetings and also to avoid the quoracy difficulties experienced at recent meetings.

The Chair stressed the importance of consulting all Governors on matters of principle. Paul Ashdown concurred with this position and said that the proposed arrangements allowed for maximum flexibility.

The Governing Body approved the proposed delegated authority arrangements.

## 7 PROPOSED ACCORD WITH THE SHEFFIELD COLLEGE

Paul Ashdown presented the draft accord and advised Governors that the local Board of the Sheffield College had approved it and were recommending its adoption by the College's Governing Body.

Governors indicated that the accord provided a good baseline but acknowledged that it would need to be developed and agreed that it should be reviewed annually and taken forward.

The Governing Body approved the proposed accord with the Sheffield College.

## 8 RECOMMENDATIONS FROM COMMITTEES

### (a) Curriculum & Quality Committee

The Governing Body considered the Committee's recommendation and approved the revised terms of reference for the Curriculum & Quality Committee.

### (b) Personnel Committee

Sheryl Roberts outlined the recommendations of the Personnel Committee. Governors noted that the terms and conditions of employment were nationally agreed by the Sixth Form Colleges Employers Forum.

The Governing Body approved the proposed employment framework and in particular that:

- (a) the Sixth Form Colleges Employers Forum (SFCEF) terms and conditions of employment;
- (b) the draft contract; and
- (c) the Staff Code of Conduct

be adopted.

Governors discussed the proposed staffing structure, organisation of ancillary functions and line management arrangements. They supported a proposal from Steve Robinson that the College should link in with the LEA for Foreign Language Assistants.

The Governing Body approved the proposed staffing structure and key job descriptions for teachers, teaching and learning team leaders and the Student Services Manager.

Paul Ashdown informed Governors that there was a very strong field of applicants for the Directors of Teaching and Learning posts, whilst only

three applications had been received for the Student Services Manager post. Interviews would be held over the following two weeks.

## 9 **MARKETING AND LIAISON UPDATE**

Mo Nisbet presented her report on marketing and liaison activity, and circulated examples of the logo, copies of the prospectus and invitations to the prospectus launch on 22<sup>nd</sup> October.

John Leam informed Governors that the liaison with schools was very effective and it was clear that a lot of hard work was going on. Paul Ashdown said that the team would be willing to work with other schools but were clear that their priority was the partner schools. Governors agreed that it was important not to deter children living in the catchment area but attending school elsewhere. Paul confirmed that there would be plenty of opportunities through press and media advertising.

## 10 **REPORTS FROM COMMITTEES**

### **(a) Curriculum & Quality Committee**

John Leam presented the report from the meeting of the Curriculum & Quality Committee held on 1<sup>st</sup> September.

Steve Farnsworth informed Governors that the LEA was able to provide supplementary funding for a virtual learning environment and that he believed that the College could place itself in an envious position. The Chair asked if Governors would find it useful to have a workshop on the use of IT in the College. It was agreed that this would be arranged once the new staff were in post.

PA/TW

Jan '04

Governors discussed the issue of TUPE transfers in relation to The Sheffield College. They accepted that a case could be brought but were assured by Mike Firth that such a case would be unlikely to succeed as there had been no transfer of economic activity.

### **(b) Personnel Committee**

Sheryl Roberts presented the report from the meeting of the Personnel Committee held on 11<sup>th</sup> September.

Paul Ashdown advised Governors that the College had been admitted into both the Teachers and local government pension schemes.

### **(c) Finance & Property Committee**

Steve Robinson presented the report from the meeting of the Finance & Property Committee held on 17<sup>th</sup> September.

Governors noted that Kier Northern and AA Projects had put an action plan into place to bring forward other work because of a delay with the flooring. Paul Ashdown reported that a sensible way forward had also

been agreed with the City Council for works on the junction and that the negotiations were continuing regarding the traffic lights.

The Governing Body was clear that it was still awaiting security design ideas from Ellis Williams Architects (EWA) that would make the College accessible but secure. Paul Ashdown agreed to follow this matter up with EWA.

PA Oct '03

#### **(d) Logo Working Party**

Governors received and noted the report of the meeting of the Logo Working Party held on 2<sup>nd</sup> September.

The Governing Body agreed that the working party could now be wound up.

### **11 UNIVERSITY LINKS**

Paul Ashdown informed Governors that the senior management team was working very positively with the University of Sheffield and Sheffield Hallam University. The College was seeking to become an associate college of Sheffield Hallam. Paul had been invited by the University of Sheffield to become an honorary lecturer. Possible options regarding compact agreements were being investigated and links had been made with the Education Department at the University of Sheffield.

Governors supported developing meaningful links between the College, universities and employers. Paul Ashdown outlined a programme he wished to develop to provide progression from school to college to university through to graduate employment. The Governing Body endorsed this proposal and agreed that funding should be sought for a dedicated post to take this forward. Steve Farnsworth agreed to provide Paul with information on potential sources of funding.

SF/PA Oct '03

### **12 BULLET POINTS FOR AUGUST/SEPTEMBER**

The Governing Body received and noted the bullet points on activity during August and September.

### **13 ECCLESFIELD SCHOOL**

John Leam expressed concern that the LSC had been misinformed about support for Ecclefield's proposal, as neither the local School Head Teachers nor this Governing Body supported it. Governors agreed that a line needed to be drawn under this situation as it was beginning to undermine coherence in the North East of the City.

Mike Firth said that he would make enquiries as to what had been agreed with the school. He explained that if the LSC was to fund this provision then a post-16 provider would need to be used as a conduit.

MF Oct '03

The Governing Body agreed that Paul Ashdown should contact The

Sheffield College to seek agreement to a joint approach to Ecclesfield. He should also contact Kevin Clifford to explain the Colleges' position before approaching the school.

PA

Oct '03

14 **SFCEF PAY AWARD**

Paul Ashdown informed Governors that the Sixth Form Colleges Employers Forum (SFCEF) had recommended a 2.9% pay award for teaching staff.

15 **AUDIT REQUIREMENTS**

Paul Ashdown notified Governors that the external auditors would require each of them to complete and FRS8 declaration.

16 **NORTH WEST CLUSTER**

Paul Ashdown advised the Governing Body that the Heads of the North West cluster schools were interested in the provision being offered by the College and were committed to making information available to their pupils. He explained that support for extending bus routes would require a commitment from the Corporation.

The Governor Body supported this development in principle.

17 **DATE OF NEXT MEETING**

25 November 2003 at 5.00pm, venue to be confirmed.

Dates for future meetings:

28 January 2004 at 5.00pm, venue to be confirmed

8 April 2004 at 5.00pm, venue to be confirmed

26 May 2004 at 5.00pm, venue to be confirmed

27 July 2004 at 5.00pm, venue to be confirmed

29 September 2004 at 5.00pm, College

24 November 2004 at 5.00pm, College

The meeting closed at 7.00pm.

Signed: ..... (Chair)

Date: .....