

**LONGLEY PARK SIXTH FORM COLLEGE**

**MINUTES of the meeting of the  
LONGLEY PARK SIXTH FORM CORPORATION  
held on 8<sup>th</sup> July 2009 at 5.00pm  
in the College, Horninglow Road, Sheffield**

Present: Doug Liversidge (Chair)  
Omer Abdulqader  
Sahir Ali  
Nick Duggan  
Rob Ellis  
Margaret Ferris  
Chris Mallaband  
Mo Nisbet (Principal)  
Alistair Reid  
Steve Robinson  
Karen Squires  
Paul White

Observer: Mike Firth (Learning & Skills Council)

In attendance: Donald McLean (Vice-Principal)  
Linda Webster (PA to the Principal)  
Trevor Wray (Deputy Principal)

**Action**  
**Who By**

**1. APOLOGIES FOR ABSENCE**

Apologies had been received by the Clerk who was unfortunately not in attendance due to an accident. A full list of Governors' apologies would be presented to the next meeting.

**2. DECLARATION OF INTEREST**

There were no declarations of interest.

**3. MINUTES OF THE MEETING HELD ON 20<sup>TH</sup> MAY 2009**

The Minutes of the Meeting held on 20<sup>TH</sup> May were approved as an accurate record.

**4. MATTERS ARISING**

**(a) Widening Participation**

It was noted that the Chair had not spoken to Cllr Paul Scriven to date but was due to meet him on 21<sup>st</sup> July. The Principal reported that Cllr Scriven had attended the recent Any Questions event and was very impressed with the College.

**DL Jul '09**

**5. PRINCIPAL'S REPORT**

The Principal and Deputy Principal had met with Nick Duggan and Tony Tweedy from the Local Education Authority (LEA) to discuss the paper on Extending Choice which set out the provision for young people (14-19) across the city. The Principal reported that there was a diverse range of providers for post-16 and that the paper set out the principles for these. There was a local partnership in each part of the city with a lead provider who would review the post-16 provision. This

would ensure that all young people had a choice of provision and post-16 was being used as a tool for school improvement. The Principal was concerned that there were many ways of interpreting the paper and she could see some issues arising from this as what some of the schools thought was best might not always be the right choice and this could be difficult to manage. Steve Robinson stated that the paper could be read as encouraging schools to be independent.

The College had been approached to support Abbeydale Grange School as a partner. The Principal had agreed to this. Governors were advised that Chaucer, Firth Park and Fir Vale schools might be seeking Trust status. Steve Robinson suggested that the College could formalise relationships with these partner schools by becoming a partner in the Trusts. The Chair agreed that the College could look at supporting partner schools in more structured ways. The Principal confirmed that she would be looking at the College's relationships with its partner schools in the near future. The Chair felt that it would be key for the College to be the key post-16 provider. Nick Duggan did not feel that there was a significant need at the moment for additional post-16 provision (in terms of school sixth forms) as increased numbers of 16 year olds would not be coming through until 2020.

The Principal reported that discussions were taking place with the LEA with regard to securing the Millan Centre as additional space for the College. Discussions were also taking place with the local authority with regard to College involvement in the proposed new SHD Centre at Sheaf Training.

The Principal talked Governors through the student retention data. There had been no significant change from the last Principal's Report in terms of retention. 150 more applications for places in September had been received than in the previous year. A hold had therefore been put on interviewing external students who were now being placed on a waiting list. The Principal cautioned that students might have made multiple applications to various colleges and this might account for the increase in numbers. The College was now looking at group numbers for September.

Steve Robinson felt that the relationship that the College had with Chaucer and other partner schools had improved as 100% of his pupils had applied to colleges this year. Liaison events have been very successful.

The Next Step Longley event had been very successful with over 200 students taking part and all giving good feedback.

The Principal reported that she was continuing work which focused on success rates and was developing a number of initiatives around this. The College now had access through the Learning and Skills Improvement Service.

The Investors in People review had taken place on 23<sup>rd</sup> and 24<sup>th</sup> June. The Assessor, John Taylor, had spoken to 13% of staff to see if the College was meeting the liP standards. The Principal reported that there were 10 indicators. The Assessor had been very positive about these in his feedback to CMT earlier that day. The College's liP status had been reaffirmed.

Sahir Ali asked if exams would be available in January for all AS and A2 subjects. The Principal said that if subjects wanted to run January exams then they had had an opportunity to arrange this with their Directorate Management Teams.

## 6. PRESENTATION: CORPORATE MANSLAUGHTER

Robert Ellis gave a presentation on Corporate Manslaughter. Legislation had come

	<b>Action</b>	
<b>Who</b>		<b>By</b>

into effect on 6<sup>th</sup> April 2008 which made senior members of an institution liable for prosecution. The act applies a duty of care and the College was involved in activity that could potentially fall foul of the legislation. Governors considered how the College could manage these activities.

Governors agreed that the Corporation would need to take the legislation into account when reviewing the health and safety policy. He agreed to send all Governors a questionnaire to complete, and asked them to return these to him. The information would be used next year to update our health and safety systems. The Chair assured officers that the Corporation fully backed College management in making sure procedures were in hand to minimise the risk of injury. The onus was on management to ensure that all staff and students were safe when off site.

<b>RE</b>	<b>Asap</b>
<b>All</b>	<b>Asap</b>

## 7. **FRAMEWORK FOR EXCELLENCE**

The Deputy Principal tabled a paper on Framework for Excellence, the LSC mechanism measuring the performance of all providers against key indicators. This was assessed against learner views, financial health and learner destinations.

The LSC learner survey had been completed at the end of February. This was an on-line questionnaire and the College had been graded as Satisfactory. Learner destination was Good (this looked at the number of students who progressed onto Higher Education). The College was not required to conduct a survey of employee views to there was no score on this. Success rates and Retention were Satisfactory.

The College's financial health was Good with its highest score (Excellent) for value added. The Deputy Principal had not received any benchmarks from the LSC so it was difficult to gain a national comparison of the College's performance. Nick Duggan informed Governors that he had met with the Lead Inspector from OfSTED and, under the new inspection framework, Learner Voice was very important. Pilots were now operating in some sixth form colleges so it would be possible to benchmark these across the sector. Governors asked whether the responses were shared with learners. The Deputy Principal said that information was not provided on the answers to individual questions but that next year there would be two years worth of data so that comparisons could be made with other providers. A total of 806 students had participated in the Survey.

## 8. **LEARNER INVOLVEMENT STRATEGY**

It was reported that over the last two years peer assessments had been undertaken by NorVic (North East Sixth Form College Consortium). Visits to various sites had taken place. They had visited the College on 7<sup>th</sup> July and there had been very positive feedback.

The Vice-Principal reported that during 2008-09 the College had had a particular focus on Learner Voice. 40% of the student body had participated in the current college elections and 24 of these had been elected to the Student Council. It was agreed that all groups needed to take part in College life. The student panel were also involved in staff recruitment and Norvic was impressed with how involved students were. Partner school students were also involved in developing the College's current prospectus.

The 2009-10 action plan was to develop student representation and establish student focus groups. The College needed to ensure that it captured data on what was taking place and communicated this to staff and students. There were plans in development to further improve peer mentoring.

NorVic representatives had met 25 students and had been “bowled over” by their enthusiasm. Students said they felt listened to, valued and respected. NorVic were impressed with the scale of activity that was taking place. It was felt that this visit was timely as it helped the College to evaluate its Learner Involvement Strategy for 2008-09.

The Chair asked whether the College listened to staff as much as the students. The Principal said that a staff survey had been undertaken and that feedback was expected on this. She did feel that we need to find ways of giving feedback to staff. It was felt that staff discuss issues at team level and then these were fed through to CMT.

## 9. ANNUAL SAFEGUARDING REPORT

The Principal tabled a report for information which was to be sent to the LEA. As far as she was aware the College had a statutory obligation to return this to the LEA. There were some things which were important pre-16 but not as relevant for post-16.

Nick Duggan said that recent information from OfSTED was that CRB checks were vital for post-16 training providers. The Principal felt that whilst the College had work to do in terms of CRB changes it was ahead of other post-16 providers in terms of training staff on Safeguarding and other CRB issues.

## 10. RECOMMENDATIONS/REPORTS FROM COMMITTEE

### (a) Resources Committee

#### Fees Policy 2009-10

The Deputy Principal talked through the 2009-10 fees policy for approval. The Governing Body **approved** the Fees Policy for 2009-10.

#### College Policy and Procedure for Stress Management

The Deputy Principal circulated copies of a draft policy and procedure for stress management which was under review. He explained that a stress management group had been established which had made further recommendations so this document was for information only. The Chair asked for more statistics on staff as it was important that Governors were aware of records on health checks to monitor the situation with regard to stress. The Deputy Principal agreed to bring this forward to the next meeting.

#### LSC Funding 2008-09 and 2009-10/ Budget 2009-10

The Deputy Principal went through the planned College budget for 2009-10. The College was able to forecast a budget surplus for 2009-10 (and for all four years of its financial planning cycle). He thanked Mike Firth for his efforts with the LSC to fund as many students as possible next year although there would still be some students who were unfunded.

The funding target for 16-18 year old students in 2009-10 was 1,210 (up from 1,137 in 2008-09). It was envisaged that all students that were likely to be unfunded in 2009-10 (about 80) would be funded by 2010-11 and 2011-12. The funding for 19+ students had reduced as funding per student decreased and target student numbers fell.

The LSC learner responsive funding allocation for 2009-10 was currently £6,839m. The total income was £7,633m which was 3.2% higher than last year. Pay costs would rise by 6% next year due to incremental drift. There was a possible 2.3% annual cost of living pay award being negotiated by SFCF, which if accepted by the Corporation would be backdated to 1<sup>st</sup> September 2009. The Principal and Deputy Principal were looking at pay restructuring. Expenditure was expected to be £7,572m with a contingency of about £50,000. Finances would be very tight next year and budgetary controls were being put into place. Spend on capital items were currently estimated to be £63,000, although this might increase due to health and safety works needed in the LRC.

Governors queried how the College would manage to cover the cost of non-funded students. The Deputy Principal explained that the college was trying to manage over-recruitment and only allow movement between courses if there was a place available on the student's course of choice. The Principal said that a change of course could not be confirmed until the end of enrolment so that no student would be disadvantaged. The Chair asked about class numbers. The Principal explained that there were minimum and maximum numbers (although some courses would run on small numbers).

The Deputy Principal sought approval of the 2009-10 budget and delegated authority to the Chair to consider and approve the College's three year financial plan (as this must be returned to the LSC by 31<sup>st</sup> August.2009).

The Governing Body **approved**:

- (a) the 2009-10 budget; and
- (b) delegated authority to the Chair to consider and approve the Financial Plan 2008-12 for submission to the LSC and to report back at next meeting.

The Chair thanked the Deputy Principal for achieving a break-even budget given the current funding situation.

#### Management Accounts

The Governing Body reviewed the management accounts. They noted the budgetary restrictions that had been put in place and the revised year end projection. The Governing Body noted the management accounts for the period to 31<sup>st</sup> May 2009.

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

##### Governor Appointments

The Principal reported that prospective governors had been invited into College recently. They had been given a tour of the College and had an opportunity to meet some Governors. Since then, we have received two applications from very good candidates. The Principal had explained to these candidates that there were no current vacancies except for a Parent Governor. The Committee had recommended that the two candidates be co-opted to Corporation's Committee.

The Governing Body **approved** the co-option of Mark Feakins to the Curriculum & Quality Committee and Tom Jackson to the Resources Committee.

It was suggested that the date of birth not be placed onto the application form as it was felt that this was ageist. The form should be the same as we use for

personnel recruitment.

Governors noted that the Principal had received applications from two potential Parent Governors both of which were good candidates. She agreed to ask the Clerk to follow up on these.

Emeritus Governors

The Governing Body **approved** the recommendation that all former Governors should be invited to take up Emeritus Governor status and agreed that the Clerk should be asked to prepare a letter to send to retired Governors asking if they would be interested in becoming an Emeritus Governor upon her return to work.

**11. CHAIR'S ACTION**

To consider and approve the Financial Plan 2008-12.

**12. NEXT MEETING**

Wednesday 7<sup>th</sup> October 2009.

The meeting ended at 6.55pm.

Signed: ..... (Chair)

Date: .....