

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the 5th meeting of the
LONGLEY PARK SIXTH FORM COLLEGE CORPORATION
held on 9 April 2003 at 4.00pm at The Straddle, Victoria Quays, Sheffield

Present: Sir Hugh Sykes DL (Chair)
Steve Farnsworth (Vice-Chair) - from Minute 9
John Bishop (Interim Principal)
Kevin Clifford - from Minute 6
Margaret Ferris
Sally Robinson
Trevor Skelton - from Minute 5

Observer: Keith Crawshaw (Sheffield City Council)
Mike Firth (LSC) - from Minute 6
Paul Ashdown (Principal Designate)

In attendance: Sharon Langridge (Clerk to the Corporation)

Apologies for absence were received from Philip Jones, Alan Law, John Leam, Sheryl Roberts, Steve Robinson.

Action
Who By

1 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2 **MINUTES OF THE MEETING HELD ON 12 MARCH 2003**

The Minutes of the meeting held on 12 March 2003 were approved as an accurate record.

3 **CODE OF CONDUCT**

The Governing Body received and approved the Code of Conduct, which had been considered in detail at the Strategic Planning Event held on 20 March.

4 **CODE OF ETHICS**

The Governing Body received and approved the Code of Ethics for Corporation Members, which had been considered in detail at the Strategic Planning Event held on 20 March.

5 **POST-16 DEVELOPMENTS: ECCLESFIELD**

The Governing Body noted that Kevin Clifford was a Governor of Ecclesfield School and would have declared an interest, but was not present at the meeting for this item.

Governors considered the proposal from the Head Teacher of Ecclesfield School regarding provision for vulnerable students. John

Bishop outlined the discussion held earlier in the day with members of the selection panel. Their suggested way forward was to discuss with the Head Teacher ways of working with the school in relation to vulnerable students, but which involved the other schools in the area who would also have vulnerable students within their cohort. Contact should also be made with the LSC to establish their position in relation to the Ecclesfield proposal. A recommendation could then be made to the July Corporation meeting on the process for establishing a cross-agency debate involving the schools, LEA, LSC and the College.

PA

Jul '03

The Governing Body supported the proposed course of action.

6 **NOTES OF THE STRATEGIC PLANNING EVENT HELD ON 20 MARCH 2003**

The Governing Body received and noted the notes of the strategic planning event. John Bishop reported that further work was being undertaken on the draft Equal Opportunities Policy and the Mission.

Governors considered a display board on the revised design and noted that it had been well received at a recent public meeting. Arrangements were currently being made for the architects and the Project Manager to visit a development where Prodema Lignum cladding had been used.

Keith Crawshaw advised that the planning process seemed to be progressing smoothly.

7 **RECOMMENDATION FROM SELECTION PANEL: APPOINTMENT OF VICE PRINCIPAL**

Paul Ashdown advised the Governing Body that five candidates had been interviewed by a panel of Governors (Steve Farnsworth, Steve Robinson and John Bishop) and Paul Ashdown in the first round, as one candidate had withdrawn his application at a late stage. In addition to the interview each candidate gave a presentation based upon an achievement that they were proud of and completed a written exercise. Two candidates were then invited to continue to the second round; Trevor Wray, Vice Principal of Wilberforce Sixth Form College, and Mo Nisbet, Head of Faculty at York College. The candidates were very different characters, but complementary. Following a long discussion the panel of Governors for the second round (Sir Hugh Sykes, Steve Farnsworth, John Leam, Sally Robinson, Steve Robinson and John Bishop) and Paul Ashdown decided that they wished to appoint both candidates.

John Bishop confirmed that the spending profile provided for two appointments to be made in January 2004. One of the posts had been brought forward because of the amount of work to be done. There was sufficient capacity within the profile to bring forward the second post and this would be beneficial for the College.

The recommendation of the selection panel that appointment to the

second Vice Principal post be brought forward from January 2004 and that Trevor Wray and Mo Nisbet be appointed as Vice Principal, from a date to be confirmed, was agreed unanimously.

The Governors further agreed that the second post of Vice Principal should be a designated senior post.

John Bishop agreed to circulate copies of the two appointees' applications to all Governors who had not previously received them for the selection process.

JB Apr '03

8 BULLET POINTS FOR MARCH

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

John Bishop reported on the appointment of 18 Learning Assistants by Burngreave New Deal for Communities, which could prove to be beneficial for adult and community education and therefore for the College as a provider of progression routes. Governors recommended that consideration be given to look at opportunities with Burngreave for undertaking New Deal activity through the College.

JB/PA Ongoing

Keith Crawshaw advised the Governing Body that Steve Farnsworth was currently mapping out the initiatives that were in operation in the area. This could provide an opportunity for the College to make links with other community groups.

9 MATTERS ARISING

Item 3 (Item 4 from 29 January)

John Bishop reported that he and Keith Crawshaw had visited Don Valley Stadium for the meeting with Sheffield International Venues. The meeting had proved very positive and there appeared to be sufficient capacity, which would dovetail with the needs of the College. There were also potential opportunities for links with the Concord Fitness Suite, such as staff exchanges and management training.

Keith Crawshaw outlined the 'Fitness Unlimited' programme offered by Sheffield International Venues, which enabled access to all of their facilities. He believed that the College could negotiate an arrangement to subsidise membership of this programme for students.

Item 8(a)

John Bishop confirmed that a date had still to be finalised with David Blunkett's office for the ground-breaking, which would allow for the maximum publicity.

In relation to the VAT issues, John Bishop informed the Governing Body that the consultant's report had still to be received, but that negotiations

were currently taking place between the Department for Education and Skills and the Treasury about the application of VAT on education buildings. With regard to VAT in the case of 10% or more fee-paying students attending the College, this was not considered to be an issue as the level of fee paying students could be managed. However, as a precaution, provision for VAT had been included in the capital proposal submitted to the LSC.

John Bishop advised the Governing Body that the majority of issues regarding the draft lease for the site had been resolved with the City Council. Only one issue remained, which was the City Council's requirement for the College to have a guarantor. Alastair Grindlay at LSC National Office was seeking the advice of the Council's solicitor to establish whether LSC could act in this capacity.

The Governing Body noted that Kier Northern had been selected as the management contractor, subject to detailed contract negotiations, following interviews of the three contractors that had submitted the lowest tenders. It was anticipated that the appointment would be finalised within the next one to two weeks.

The Governing Body was informed that capital proposal was proceeding to the national stage and would be considered by the LSC's National Capital Committee on 17 April. John Bishop had arranged to brief the relevant officers at LSC. He explained the apparent increase in costs contained within the proposal, which had resulted from fixtures, fitting, equipment and Information Technology having been omitted from the base costs and the provision for VAT.

Governors discussed the need for variations to the scheme to be controlled by the Corporation and agreed that monthly meetings of the Project Steering Group should be introduced. Levels of delegated authority to the Principal and the Project Steering Group should also be established. The Project Steering Group could then report back to each Corporation meeting and copies of the Project Manager's monthly progress reports sent to all Governors. John Bishop agreed to make the necessary arrangements.

JB Apr '03

Item 12

John Bishop confirmed that the police had been consulted during the design process and that contact would be made with the local division throughout the development stage. Sir Hugh Sykes and Kevin Clifford advised that there were specialist officers that worked with design teams on new projects and recommended that contact be made with them as soon as possible.

EWA Apr '03

10

DATE OF NEXT MEETING

21 May 2003 at 5.00pm to be held at Parkwood High School.

Dates for future meetings were agreed, as follows:

1 July 2003 at 5.00pm, Parkwood High School
19 August 2003 at 5.00pm, Parkwood High School
8 October 2003 at 5.00pm, Parkwood High School
25 November 2003 at 5.00pm, Parkwood High School

The meeting closed at 4.45pm.

Signed: (Chair)

Date: