

# LONGLEY PARK SIXTH FORM COLLEGE

**MINUTES** of the meeting of  
**CORPORATION**  
held on **15<sup>TH</sup> JULY 2010**  
at the College, Horninglow Road, Sheffield S5 6SG

Present: Doug Liversidge (Chair)  
Kevin Clifford (Vice-Chair)  
Dave Darwent  
Nick Duggan - from Minute 4  
Margaret Ferris  
Alan Hancock  
Tom Jackson  
Mo Nisbet (Principal)  
Karen Squires

In attendance: Sharon Langridge (Clerk to the Corporation)  
Donald McLean (Vice-Principal)

Apologies for absence were received from Omer Abdulqader, Sahir Ali, Alan Law, Chris Mallaband, Carmel Page, Steve Robinson, Paul White and the Assistant Principal (Dominic Harrex).

**Action by**  
**Who      When**

1      **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2      **MINUTES OF THE MEETING HELD ON 26 MAY 2010**

The Minutes of the meeting held on 26<sup>th</sup> May 2010 were approved as an accurate record and signed by the Chair.

3      **MATTERS ARISING**

**(a) OfSTED Update (Minute 3)**

The Principal reported that the Student Services Manager had made contact with Chaucer and Parkwood regarding safeguarding arrangements.

**(b) Consultation on Formal Trust Arrangements with Partner Schools (Minute 7)**

The Principal would give an update as part of her report which appeared later on the agenda.

4      **PRINCIPAL'S REPORT**

The Principal circulated copies of her report and apologised for having to table it.

Governors were advised that the Governing Bodies of the schools involved in the formal trust arrangements had met to consider a draft Memorandum

of Understanding. However, there had been queries as to whether the draft would meet financial requirements and the Governing body of Firth Park was meeting again on 19<sup>th</sup> July to look amended statements.

Governors accepted that this was the only option for the three schools concerned to avoid intervention. Nick Duggan reported that the City Council supported the trust arrangement.

The Principal reported that there had been a positive meeting of the Heads of the 7 partner schools on 12<sup>th</sup> July where it had been agreed that they wished to strengthen their partnership with the College. It was becoming more apparent that collaborative working across the City was the way forward. It was proposed that a meeting be held with the partner schools and the City Council in late September to consider the opportunities. Governors would be kept informed on progress.

Governors considered the draft Memorandum. They noted that the document required further work and that the Principal would circulate copies as soon as the document was further developed. They agreed that it was important that the trust arrangements did not impact on the College's strategic mission and recognised that there might be opportunities for efficiency savings that could be achieved in partnership.

The Principal outlined some of the national changes. At the present time it was unclear about the relationship between the Department for Education and the Department for Business, Innovation and Skills. Raising participation remained a target, but not raising the age of participation. There was a continuing focus on academies, with an emphasis on strong autonomous providers and the introduction of 'converter' academies. The commissioning framework and funding methodology were under review. There was also an indication that OfSTED might be slimmed down which would have implications for benchmarking, the level of assurance provided and the consistency of measures across providers. Governors accepted that it was an extremely fluid picture at the present time.

The College continued to lobby at a high level regarding its 19+ funding and was being assisted in this by officers at the Young Peoples Learning Agency (YPLA). Governors accepted that there was the potential for more young people wanting to remain at college because of the employment situation. The Principal said that consistency of funding would benefit the College.

Governors were pleased to note the improvements in retention and attendance. The Principal highlighted the UCAS situation and explained that Sheffield Hallam University was likely to have little need for clearing as it was very tight for places. Governors acknowledged that this could lead to an extremely flawed system as many universities were already anti re-sit applicants and anyway there would be no funding for re-sits.

The Principal informed Governors of a number of notable achievements. One learner's internship under the UKCAF programme had been extended. 1,664 young people had visited the College during the creative show and

liaison events. A former student had graduated from Sheffield Hallam University with a first class honours degree. A student that had originally come to the area as part of the Burmese Support Programme, with no English, had achieved top marks in her national diploma. Governors agreed that these success stories needed to be publicised and should be particularly brought to the attention of Dr Sonia Sharp, Executive Director of the Children's & Young People's Services.

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## 5 FINANCIAL PLAN/BUDGET

The Principal presented the draft financial plan and budget. She circulated three replacement pages for the schedules attached to the financial plan and explained that these related to the financial health grade. These had been amended, as there were four areas in which the College performed consistently well and it was not therefore able to moderate its scores. Even factoring in the sensitivity analysis it still achieved a grading of 'good'.

Governors discussed the pay position They noted that in some areas of the public sector consideration was being given to restricting progression as well as cost of living restrictions. The Principal confirmed that no information had been received from the Sixth Form Colleges' Forum in relation to incremental freezes. Governors accepted that the level of core funding would eventually determine the position.

Governors recognised that plans were only as good as the basic assumptions used to determine them.

The Vice-Chair advised Governors that the financial plan and budget had been considered in detail by the Resources Committee and was recommended for approval. He drew Governors' attention to the revised loan facility from the Co-operative Bank for the cladding project of £300,000. **It was Resolved** that arrangements be made to borrow the sum of £300,000 from The Co-operative Bank plc to be taken by way of a Loan upon the terms as to interest and repayments already notified in writing by The Co-operative bank plc to the College.

The Governing Body approved the Financial Plan 2010-13 for submission to the YPLA and Sheffield City Council and the Budget for 2010-11.

## 6 FRAMEWORK FOR EXCELLENCE

The Clerk reported that a decision had still to be taken regarding the publication of Framework for Excellence (FfE) gradings. Responsibility for FfE currently lay with the Skills Funding Agency and it was anticipated that publication would take place in the autumn.

## 7 MANAGEMENT ACOOUNTS

The Principal presented the Management Accounts for the period to 31<sup>st</sup> May 2010. She explained that the projected surplus was still on target.

Governors noted that the adverse variance on non-pay expenditure related

to utility bills, which were higher than anticipated due to cost increases and the bad weather experienced earlier in the year. They were pleased to note a healthier position on catering.

Governors' attention was drawn to the improving ratios in May compared to March because of the income payment profile.

The Governing Body noted the Management Accounts.

## 8 **ANNUAL SAFEGUARDING REPORT**

The Principal circulated copies of the Annual Safeguarding Report. She explained that the pro forma was very schools focused and therefore not entirely relevant to the College. As discussed at the strategic planning event she intended in future to provide Governors with more of a narrative.

The Principal talked Governors through each section of the report and detailed the processes that were in place to ensure the safety of the young people in the College's care. She also outlined the proposed action to be taken in each area.

Governors noted that in future regular reports on safeguarding would be presented to the Curriculum & Quality Committee. They agreed the Governing Body response and approved the annual report for submission to the City Council.

## 9 **RECOMMENDATIONS/REPORTS FROM COMMITTEES**

### **(a) Resources Committee**

The Vice-Chair reported on the meeting of the Resources Committee held on 5<sup>th</sup> July and outlined the recommendations that had been agreed.

#### Fees Policy 2010-11

The Governing Body approved the Fees Policy for 2010-11.

#### Investors in People

Governors considered the assessor's report and the proposed action plan. They discussed the costs associated with accreditation and acknowledged that given the current economic position, many organisations might need to consider whether they could afford to continue with future reviews. There were also costs in staff time and resources. They accepted that there was an argument for working to the Standard but not seeking accreditation. Governors needed to be aware of the commercial reality.

Governors were pleased to note that the Principal had found the report useful in the College's evaluation.

The Governing Body accepted the Investors in People Feedback Report and approved the action plan.

### Equality & Diversity Action Plans

The Governing Body received and noted the updated action plans.

### College Charter

The Governing Body approved the College Charter as amended.

### Draft Data Protection policy

The Governing Body approved the draft Data Protection Policy.

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

The Vice-Chair reported on the meeting of the Search, Governance & Remuneration Committee that had taken place earlier that day and outlined the recommendations that had been made.

### Governance Performance Indicators

The Governing Body noted the Governance Performance Indicators.

### Skills Audit

Governors agreed that the Clerk should issue a reminder to those who had not yet returned their completed skills audit form to do so as soon as possible. They acknowledged that there was a good spread of skills and experience across the Corporation.

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The Governing Body noted the skills audit summary.

### Governor Training

The Vice-Chair proposed that in addition to the areas listed in the report that safeguarding training be added. Governors supported this proposal.

The Governing Body approved the proposed Governor Training for 201-11 as amended.

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### **REVIEW OF CONFIDENTIAL ITEMS**

The Clerk presented the report detailing issues that had been classified as confidential. Governors considered the items and agreed that until the cladding project had been completed the reports and Minutes should continue to be treated as commercially sensitive.

Governors discussed whether certain personnel issues also needed to be maintained as confidential. They agreed that although they wished to be as transparent as possible there was an argument to support this decision at this time. They also recognised that some information would have to be provided in the event of a Freedom of Information request.

The Governing Body approved the declassification of items 1, 4, 6, 8 and 9 and that the classification of confidential be maintained for items 2, 3, 5, 7, 10, 11 and 12.

11 **CHAIR'S ACTION**

Governors were advised that the cladding material had arrived in the Country and been checked by the Estates & Operations Manager. Contracts for the replacement project were good to go. The College's bank had been provided with assurances that it had required and a formal offer for the revised loan finance of £450,000 was anticipated to arrive early the following week. However, in order for the sub-contractor to begin cutting the cladding material for installation it had been necessary to utilise Chair's action to authorise work to commence.

The Governing Body ratified the action taken by the Chair on its behalf.

The Chair informed Governors that he had invited Cllr Colin Ross, the Cabinet Member for Children's & Young People's Services, to visit the College the following week and would report back to them on the outcome of the visit.

12 **CHRIS MALLABAND**

Governors recorded their thanks for Chris Mallaband's contribution to the work of the Corporation since September 2007. They acknowledged that he had been a great ally to the College and extremely supportive to the Principal. The Chair agreed to write to Chris on the Governing Body's behalf.

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The Principal reported that an approach had been made to Chris' replacement about becoming a member of the Corporation.

The Chair stressed that he would also like to develop relations between the Governing Body and the Governing Bodies of the partner schools. The Principal agreed to raise this with the Heads at the meeting proposed for late September.

**MN Sep '10**

13 **DATE OF NEXT MEETING**

Wednesday 6<sup>th</sup> October 2010 at 5.00pm.

The meeting ended at 6.35pm.

Signed: ..... (Chair)

Date: .....