

LONGLEY PARK SIXTH FORM COLLEGE

**MINUTES of the meeting of the
RESOURCES COMMITTEE
held on 13 MAY 2009 at 5.00pm
at the College, Horninglow Road, Sheffield**

Present: Kevin Clifford (Chair)
Omer Abdulqader
Rob Ellis
Alan Law - to Minute 5
Doug Liversidge
Mo Nisbet (Principal)

In attendance: Janet Brown (Finance Manager)
Sharon Langridge (Clerk to the Corporation)
Donald McLean (Vice-Principal)
Trevor Wray (Deputy Principal)

**Action
Who By**

1 DECLARATIONS OF INTEREST

There were no declarations of interest.

2 MINUTES OF THE MEETING HELD ON 25 FEBRUARY 2009

The Minutes of the meeting held on 25th February 2009 were approved as an accurate record and signed by the Chair.

3 MATTERS ARISING

There were no matters arising.

4 EQUALITY & DIVERSITY REPORT

The Vice-Principal presented the Equality & Diversity Report. He stressed that equality and diversity formed the core of the College's ethos and was not therefore just a legal requirement. He advised Members of the new Equality Bill currently going through Parliament, which was seeking to introduce the Public Sector Equality Duty and would comprise of multiple strands: race, gender, disability, age, religion or belief, sexual orientation, pregnancy and maternity, and gender-reassignment.

Members discussed the activity that had been undertaken in this area, in particular relating to impact assessments and establishing the Equality & Diversity Steering Group. They accepted that the College sought to appoint a staff team that reflected the make-up of the local community it served. They noted that the composition of the teaching staff team was more representative of the community and that consideration was being given to how recruitment advertising might be improved or working with community groups might enable the development of a more representative cross-college staff team.

The Committee **recommended** to the Governing Body that:

- (a) the Equality & Diversity Action Plan be approved;
- (b) the terms of reference for the Equality & Diversity Steering Group be approved; and that
- (c) the priorities for the Steering Group in 2009-10 be approved.

Govs May '09

The Committee recorded its thanks to the Steering Group for the work done so far.

5 PRESENTATION: LSC FUNDING 2009-10/BUDGET 2008-10 UPDATE

The Committee agreed that this discussion should be treated as confidential at this time.

Refer to confidential Minutes.

6 DEVELOPMENT PLAN 2008-09

The Principal presented the draft Development Plan, which had been produced following a recommendation made by the OfSTED inspection team.

Members noted that the plan set out how the College's strategic objectives linked in with national drivers and the action planned to achieve them. They indicated that they were happy with the format of the plan.

The Committee **recommended** to the Governing Body that the Development Plan for 2008-09 be approved.

Govs May '09

7 MANAGEMENT ACCOUNTS

The Finance Manager circulated copies of the Management Accounts for the period to 31st March 2009 and apologised for their lateness as she had only recently returned from a sickness absence. She drew Members' attention to the overspend on pay and explained that these had been affected by long term sickness (pay and cover costs).

The Committee was advised that a year end deficit of £8,000 was being predicted in comparison to the budgeted surplus. A freeze had been placed on purchasing over the last month in an endeavour to manage costs. There were some additional funds to be received and it was hoped that the LSC might reduce the level of any funding claw back. The Financer Manager and Deputy Principal were aiming to achieve a breakeven position or better by the year end.

The Committee agreed that the Finance Manager should circulate the summary page of the Management Accounts to Members on a monthly basis.

JB May '09

The Committee **recommended** to the Governing Body that the Management accounts be noted.

Govs May '09

8 **REDUNDANCY AND CONTINUITY OF EMPLOYMENT POLICY**

The Deputy Principal presented the draft policy which had been revised to ensure that it was compliant with current legislation.

Members noted that the revised policy document provided a lot more clarity on the process and criteria. They agreed that the requirement for an employee to work their period of notice should be at the discretion of the employer as it would not always be appropriate for an individual to do so.

The Committee **recommended** to the Governing Body that, subject to the above amendment, the revised Redundancy and Continuity of Employment Policy should be approved.

Govs May '09

9 **INFORMATION LEARNING TECHNOLOGY (ILT) STRATEGY 2008-11**

The Deputy Principal presented the proposed ILT Strategy.

Members noted that the College had a student/computer ration of 2.5:1 and a staff/computer ration of 1:1. All projectors in classrooms had recently been replaced, which had cost less than purchasing replacement bulbs for the old machines.

Members supported the emphasis on ILT and concurred that the strategy should be reviewed on an annual basis as part of the strategic planning process.

The Committee **recommended** to the Governing Body that the ILT Strategy 2008-11 be approved.

Govs May '09

10 **PROPOSED MEETING SCHEDULE 2009-10**

The Committee considered the proposed meeting schedule and outline agendas and agreed that if any of the dates posed a problem for Members they should contact the Clerk who could then canvass for an alternative.

The Committee approved the proposed meeting schedule for 2009-10.

11 **PRODEMA BAQ CLADDING**

The Deputy Principal circulated copies of correspondence between Keir Northern and Prodema. He explained that a further legal opinion was being sought and that he and the Estates & Operations Manager would be consulting a specialist solicitor in the following week.

Members noted that there was a significant risk that Prodema might cease trading and that LSC funding was no longer available due to the national capital funding situation. In the meantime, the condition of the cladding continued to deteriorate.

Members agreed that consideration would need to be given to a face to face

meeting with the local agency or Prodema's head office.

The Deputy Principal agreed to keep Members informed of any developments.

TW Ongoing

12 INVESTORS IN PEOPLE

The Deputy Principal presented the report from the Personnel Manager. He outlined the process for the review scheduled for 24-25 June 2009.

Members acknowledged that 'Investors' was a recognisable award for recruitment purposes and good for research.

13 DATE OF NEXT MEETING

Wednesday 1st July 2009 at 5.00pm.

The meeting ended at 6.45pm.

Signed: (Chair)

Date: