

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the meeting of the  
RESOURCES COMMITTEE  
held on 21 MAY 2008 at 4.00pm  
at the College, Horninglow Road, Sheffield

Present: Alan Law (in the chair)  
Rob Ellis  
Mo Nisbet (Principal)

In attendance: Janet Brown (Finance Manager) - to Minute 8  
Sharon Langridge (Clerk to the Corporation)  
Trevor Wray (Deputy Principal)

Apologies for absence were received from Clare Burnell, Ali Ghalib, Doug Liversidge and the Personnel Manager.

Action  
Who By

1 CHAIR

In the absence of the Chair it was agreed that Alan Law should chair the meeting.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF THE MEETING HELD ON 27 FEBRUARY 2008

The Minutes of the meeting held on 27<sup>th</sup> February 2008 were approved as an accurate record and signed by the Chair.

4 MATTERS ARISING

There were no matters arising.

5 CONFIDENTIAL MINUTES OF THE MEETING HELD ON 27 FEBRUARY 2008

The Confidential Minutes of the meeting held on 27<sup>th</sup> February 2008 were approved as an accurate record and signed by the Chair.

6 MATTERS ARISING

There were no matters arising.

7 MANAGEMENT ACCOUNTS

The Finance Manager presented the management accounts for the period to 30<sup>th</sup> April 2008. She explained that it was unlikely that the catering service would achieve a breakeven position by the end of the year due in part to an initial increase in cost of sales as a result of consortium

purchasing. However, gross profit was expected to increase.

The Committee was advised that the level of cash on site had increased significantly which posed a security risk. Increased insurance cover had been put in place but transit of cash posed a risk to staff. The Finance Manager therefore wanted to introduce a cash collection service on a twice weekly basis. Costs would be in the region of £18 per collection.

The Committee **recommended** to the Governing Body that a secure cash collection/delivery service be established with The Co-operative Bank Plc.

Govs May '08

The Finance Manager informed Members that changes needed to be made to the authorised signatories for the College's bank accounts, to remove the former Principal from the list and to add the new Vice-Principal and the Vice-Chair. She also sought authority to apply for a College credit card.

The Committee **recommended** to the Governing Body that the changes to the list of authorised signatories and the application for a College credit card be approved.

Govs May '08

Members noted that with the increase in cash levels the existing safe in the Finance office was proving to be too small. The Committee therefore agreed the purchase of a larger safe.

The Committee **recommended** to the Governing Body that the Management Accounts be received and noted.

Govs May '08

## 8 DEVELOPMENT PLAN

The Deputy Principal apologised that the plan was still very much a draft as the information awaited from the Learning & Skills Council had still not arrived. He was therefore seeking approval for the format and layout of the plan. Targets would be brought to the next meeting for Members' consideration.

Members noted that the College's maximum target for 16-18 recruitment was 1,137 based on the student numbers achieved in the current year. A key risk for the College would be achieving its recruitment targets.

The Committee agreed that if the Learning & Skills Council required the plan to be submitted before the date of the next meeting, its current deadline was set for 30<sup>th</sup> June, then Chair's action should be taken.

## 9 EQUALITY AND DIVERSITY REPORT

The Committee was advised that the only alteration being proposed to the College's Equality & Diversity Policy was the inclusion of the Equality Act 2006 to the list of legislation.

The Committee noted that the Equality & Diversity celebration week had been extremely well received and it was therefore intended to run this on

an annual basis.

The Committee **recommended** to the Governing Body that the revised Equality & Diversity Policy be approved.

Govs May '08

10 **DRAFT SICKNESS ABSENCE AND ILL-HEALTH AND LEAVE OF ABSENCE POLICIES**

The Deputy Principal explained that more comprehensive policies were being proposed to take account of legislative changes that had been made over the past couple of years.

The Committee agreed that staff and staff representatives should be consulted on:

- (a) Sickness Absence and Ill-Health Policy and Procedure; and
- (b) Leave of Absence Policy.

CB Jun '08

11 **PROPOSED MEETING SCHEDULE 2008-09**

The Committee approved the proposed meeting schedule for 2008-09.

12 **ICT REPLACEMENT**

The Deputy Principal presented the report from the Network Manager. He explained that as the College was part of the Crescent Purchasing Consortium, which had gone through an extensive tendering process to ensure best value, he was seeking the Committee's approval to purchase on the basis of quotations rather than conduct an individual tendering exercise. The Committee supported this course of action.

Members accepted that the consortium purchasing route provided protection for the College. They discussed whether there would be the potential to recover any costs on disposal, but acknowledged that this would relate very much to the condition of the equipment at the time.

The Deputy Principal raised the matter of staff laptops and said that the College would like to look at replacing the existing equipment through the Crescent Purchasing Consortium with fixed PCs at a capital cost of approximately £40,000. One option for disposal of the existing equipment would be to offer staff the opportunity to purchase their laptop for a nominal sum.

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

- (a) student laptop replacement; and
- (b) staff laptop replacement

on the basis of quotes obtained via the Crescent Purchasing Consortium be approved.

Govs May '08

13      **DATE OF NEXT MEETING**

Wednesday 2<sup>nd</sup> July 2008 at 5.00pm.

The meeting ended at 4.55pm.

Signed:            ..... (Chair)

Date:              .....