

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the meeting of the  
RESOURCES COMMITTEE  
held on 22 OCTOBER 2008 at 5.00pm  
at the College, Horninglow Road, Sheffield

Present: Kevin Clifford (Chair)  
Rob Ellis  
Mo Nisbet (Principal)

Advisor: Matthew Hirst, AA Projects - to Minute 2

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

Action  
Who By

1 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2 **PRESENTATION: CAPITAL PROJECT FEASIBILITY STUDY**

The Committee welcomed Matthew Hirst from AA Projects, who was leading on the feasibility study which had been approved at the last Corporation meeting. Matthew gave a presentation on the purpose and methodology of the feasibility study and the proposed programme. He explained that the College had one of the highest overall utilisation figures that he had seen as a result of its high utilisation of teaching space.

Members were advised that approval in principle of an application would earmark capital funding for the project and that this should be honoured by the Learning & Skills Council's successor. Sheffield City Council was very aware that the College was at capacity and had been involved in discussions to explore possible options to increase capacity.

Members accepted that a multi-use space would provide opportunities as there was currently insufficient space for student support activities and social space. Any expansion would need to be based upon reasonable growth and to future-proof the College for 2 to 3 years post completion.

The Committee agreed that it would be useful to have a detailed discussion at the forthcoming strategic planning event. They thanked Matthew for his presentation.

3 **MINUTES OF THE MEETING HELD ON 2 JULY 2008**

The Minutes of the meeting held on 2<sup>nd</sup> July 2008 were approved as an accurate record and signed by the Chair.

4        **MATTERS ARISING**

**Financial Plan/Budgeted Income and Expenditure 2008-09 (Minute 6)**

Members noted that the College had exceeded its student recruitment target.

5        **HEALTH, SAFETY AND ENVIRONMENTAL REPORT 2007-08**

The Committee considered the annual Health, Safety and Environmental Report.

Members noted that the College encouraged the reporting of accidents and incidents in order address potential problems and that this approach had led to a reduction in the number of major accidents and incidents. They felt it would be useful to be able to identify the number of individuals involved in incidents to highlight particular trends or problems. There was a brief discussion on RIDDOR reportable incidents.

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

- (a) the Health, Safety and Environmental Policy be approved; and that
- (b) the Health, Safety and Environmental Report 2007-08 be noted.

**Govs      Dec' 08**

6        **VISITS, TRIPS AND OFF-SITE ACTIVITY POLICY**

The Principal presented the revised policy and explained that the College had a policy of not making additional payments to staff accompanying students on visits, trips and off-site activity. Criteria were therefore being proposed to recompense staff.

A query was raised about the implementation of control measures, such as risk registers. It was agreed that the Principal would discuss detailed queries outside of the meeting with the Estates & Operations Manager.

**MN/RE      Dec '08**

Members stressed that a Governor needed to sign off on visits, trips and activities and therefore needed to be clear what they were signing for.

The Committee asked that a further review of the policy be undertaken and that it be brought back to a future meeting for approval.

**MN          Mar '09**

7        **MANAGEMENT ACCOUNTS**

The Deputy Principal presented the management accounts for the period to 30<sup>th</sup> September 2008.

The Committee noted that catering was now on track. However, there was some concern that consortium purchasing savings were being affected by increased costs, for example fuel and energy. It was hoped that cost reductions could be achieved.

Members were advised of the FRS17 position following an actuarial valuation by South Yorkshire Pension Authority. This had been adversely affected by life expectancy and the number of years service transferred into the scheme producing a substantial deficit.

The Committee recommended that the Governing Body note the management accounts.

Govs Dec '08

8 **NUT CORRESPONDENCE**

The Principal informed the Committee of a letter to the Chair of the Corporation from the Acting Chief Officer of the NUT regarding the SFCF salary negotiations. The NASUWT and ASCL had accepted the SFCF offer of 2.45% and outvoted the NUT. The SFCF, as the national negotiating body of Sixth Form Colleges, was seeking to clarify the NUT's position as they appeared to be looking to circumvent the national framework.

The Committee agreed that the Principal should take no action in response to the letter from the NUT.

9 **DATE OF NEXT MEETING**

Wednesday 26<sup>th</sup> November 2008 at 5.00pm.

The meeting ended at 6.40pm.

Signed: ..... (Chair)

Date: .....