

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the meeting of the  
RESOURCES COMMITTEE  
held on 25 FEBRUARY 2009 at 5.00pm  
at the College, Horninglow Road, Sheffield

Present: Kevin Clifford (Chair)  
Rob Ellis  
Alan Law - to Minute 9  
Mo Nisbet (Principal)

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

Apologies for absence were received from Omer Abdulqader and Doug Liversidge.

Action  
Who By

1 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2 **MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2008**

The Minutes of the meeting held on 26<sup>th</sup> November 2008 were approved as an accurate record and signed by the Chair.

3 **MATTERS ARISING**

**(a) Presentation: Capital Project Feasibility Study (Minute 3(a))**

The Deputy Principal informed the Committee that there would be a presentation to the Corporation at its meeting on 4<sup>th</sup> March. The search had been narrowed to two sites and AA Projects and Seven Architecture were in discussions regarding planning with the City Council.

**(b) Cross College Staff Pay (Minute 3(c))**

The Deputy Principal reported that some second stage appeals still had to be resolved and that these would be heard during the week commencing 2<sup>nd</sup> March.

4 **MANAGEMENT ACCOUNTS**

The Finance Manager presented the Management Accounts for the period to 31<sup>st</sup> January 2009. She outlined the variances between the budget and the actual year to date position and explained that these were a result of budget profiling, teacher cover costs and examination costs. The Committee noted that restrictions had been imposed on purchase orders and that meetings were being held with budget holders regarding the remainder of the financial year. Members were informed that although many budgets were front loaded, they had not been profiled accordingly.

Action was therefore being taken to manage the situation and it was being closely monitored. Members were assured that budgets were set equitably. They recommended that consideration be given to introducing incentives and restrictions as a result of budget performance.

The Committee discussed the use of suppliers. The Deputy Principal explained that fewer local suppliers were used because of the consortium negotiated purchasing arrangements. Greater emphasis was placed on best value, for example, negotiations had recently been conducted to move to a three year contract for gas and electricity when the existing contract concluded in May, which would provide a surety of the budget over the period of the contract and was considered worth paying a premium.

Members' attention was drawn to the reduction in catering cost of sales and increase in income. They noted that a lot of work had been done in relation to stock control and that consideration was now being given to income profiling.

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

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## 5 VISITS, TRPIS AND OFF SITE ACTIVITY POLICY

The Principal circulated a revised version of the policy. She explained that the proposed changes related to access to activities, clarification on parental/carer consent, updating of out of hours contacts, contingency arrangements for transport, permits and vehicle details, and emergency procedures.

Members considered the need for governor approval and agreed that this should relate to approval of the proposed activity subject to confirmation that the Principal had ensured that appropriate measures had been taken i.e. that the right questions had been asked of the right people. They also agreed that the first two sentences of the section entitled Governors/Principal in Appendix A should be deleted as they referred to the policy itself.

Members recommended that the policy make clear that anyone driving students would need to have the relevant business use insurance cover.

The Committee **recommended** that the policy, as amended, should be referred to the Curriculum & Quality Committee for consideration.

C&Q Apr '09

## 6 MANAGEMENT OF VIOLENCE AND AGGRESSION AT WORK POLICY

The Committee considered the proposal to introduce a policy on screening and searching students for offensive weapons. The Principal emphasised that any such policy would need to cover the College's statutory power to search and the situations in which that power would be invoked. The Committee supported this recommendation and that the College should use the resources available to it and its community knowledge to develop its approach.

Members noted that incidents of physical restraint or intervention with force

would need to be recorded under forthcoming legislation. The College would therefore need to be clear about at what point an incident became reportable i.e. when it involved physical contact.

The Committee noted that a draft policy document would be brought back to a future meeting.

## 7 RACE EQUALITY POLICY AND ACTION PLAN

The Committee considered the Race Equality Policy and the proposed action plan for 2008-09. They noted that the policy sat alongside the College's other equality duties on disability and gender.

The Principal drew attention to a number of inaccuracies in the document relating to names and titles and agreed to amend these.

The Committee **recommended** to the Governing Body that the Race Equality Policy and Action Plan 2008-09 be approved as amended.

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## 8 BUSINESS CONTINUITY PLAN REVIEW

The Committee considered the revised Business Continuity Plan. They were supportive of the proposed desktop training exercise for the College Management Team and Cross College Managers being held on 18<sup>th</sup> March. They noted that the training would be piloted with a group of Public Services students in advance of this.

Members noted that the final document would be brought back to a future meeting for approval. They emphasised the need for the document to remain live and recommended that consideration be given to highlighting the key factors that would impact on the College's business. They supported building on links with the City Council and partner schools. It was also suggested that it might be worthwhile producing flashcards for certain groups of staff.

RE Mar '09

Members discussed the impact of potential pandemics and other key dependencies affecting the student body.

## 9 SICKNESS ABSENCE AND ILL HEALTH POLICY AND PROCEDURE

The Principal outlined the proposed changes to the policy and procedure to clarify reporting arrangements. She explained that there would be a need for staff training and that arrangements for this were in hand. The changes had been supported by the Joint Association Forum and the College Management Team.

Members discussed the use of the 'Bradford Index' in monitoring sickness absence. The index used a formula for calculating a score based on the number of absences and length of absence. Members also considered self certification in relation to Statutory Sick Pay and sickness absence in relation to annual leave.

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

Sickness Absence and Ill Health Policy and Procedure be approved.

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10 **DATE OF NEXT MEETING**

Wednesday 13<sup>th</sup> May 2009 at 5.00pm.

The meeting ended at 6.35pm.

Signed: ..... (Chair)

Date: .....