

LONGLEY PARK SIXTH FORM COLLEGE

MINUTES of the meeting of the  
RESOURCES COMMITTEE  
held on 26 NOVEMBER 2008 at 5.00pm  
at the College, Horninglow Road, Sheffield

Present: Kevin Clifford (Chair)  
Rob Ellis  
Alan Law - from Minute 3  
Doug Liversidge  
Mo Nisbet (Principal)

In attendance: Clare Blacow (Personnel Manager)  
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 **MINUTES OF THE MEETING HELD ON 22 OCTOBER 2008**

The Minutes of the meeting held on 22<sup>nd</sup> October 2008 were approved as an accurate record and signed by the Chair.

3 **MATTERS ARISING**

**(a) Presentation: Capital Project Feasibility Study (Minute 2)**

The Deputy Principal informed the Committee that AA Projects had selected Atisreal as their agent to identify potential local development sites. Members noted that AA Projects would be making a presentation to the Corporation at its meeting on 10<sup>th</sup> December based on their analysis of need related to the curriculum provision.

The Chair advised the Committee that colleagues from the Sheffield Teaching Hospitals Trust were due to meet with Sheffield City Council on 3<sup>rd</sup> December to discuss partnership working.

**(b) Visits, Trips and Off-Site Activity Policy (Minute 6)**

The Committee noted that the Principal had met with Rob Ellis and that a revised policy document would be presented to a future meeting for consideration.

**(c) Cross College Staff Pay**

The Deputy Principal reported that Cross College staff had been consulted on the proposed changes and the majority had signed up to them. Six appeals had been received in relation to job families and six on gradings.

The gradings panel was being reconvened with the intention of concluding the appeals by 5<sup>th</sup> December. The pay changes would hopefully be implemented in the December pay round and backdated to 1<sup>st</sup> September 2008.

#### 4 **MANAGEMENT ACCOUNTS**

The Finance Manager presented the management accounts for the period to 31<sup>st</sup> October 2008. She confirmed that the pay settlement for teaching and support staff had been implemented.

Members noted that the announced reduction in VAT should have a positive impact on the College's financial position.

The Deputy Principal drew attention to the higher than budget cost of sales on catering. The Finance Manager explained that this related to increases being passed on by suppliers. The position would be kept under review and considered along with the range of provision in the café, pricing and student perception.

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

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#### 5 **ANNUAL HR REPORT**

The Personnel Manager presented the annual HR report.

Members noted that the Sixth Form Colleges Forum was the only source of benchmarking information on turnover.

Members discussed sickness absence levels. They accepted that long-term sickness skewed the figures and therefore recommended that long-term sickness be fined as two weeks or above and be reported separately. The Personnel Manager agreed to adopt this system for future reports.

The Committee was happy that the staff profile reflected that of the local population on ethnicity, although it was a different picture if looking at the student profile or particular groups of staff. The Personnel Manager offered to extend the profile to include gender and age for future reports.

Members recorded their thanks to the Personnel Manager for her hard work during the year and for this detailed report. They noted that key issues for 2008-09 were the implementation of the Cross College pay changes, the Investors in People review and the introduction of the safeguarding programme.

The Committee **recommended** to the Governing Body that the annual HR report be noted.

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#### 6 **MEMBERS' REPORT AND FINANCIAL STATEMENTS 2007-08**

The Deputy Principal circulated copies of the financial statements and

apologised for having to table them. He drew attention to the FRS17 position and explained that the deficit was a result of an actuarial valuation and not a cash liability. It was felt unlikely that this would affect the College's financial rating, although the Learning & Skills Council's provider financial assurance team might add a note to the rating.

Members were pleased to note (i) the higher than budgeted surplus; (ii) building cash reserves; and (iii) that the audit had produced a broadly very positive report with no qualifications and no significant notes.

Members were asked to contact either the Deputy Principal or the Finance Manager with any detailed questions on the financial statements.

The Committee recorded its thanks to the Finance Manager and her team.

The Committee **recommended** to the Governing Body that the Members' Report and Financial Statements 2007-08 be approved.

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7 **DATE OF NEXT MEETING**

Wednesday 25<sup>th</sup> February 2009 at 5.00pm.

The meeting ended at 6.00pm.

Signed: ..... (Chair)

Date: .....