

**LONGLEY PARK SIXTH FORM COLLEGE**

**MINUTES of the meeting of the  
CORPORATION**

held on **TUESDAY 11<sup>TH</sup> JULY 2017** at 5.00pm  
at the College, Horninglow Road, Sheffield

Present: Cath Orange (Chair)  
Heather Barnett  
Margaret Ferris (Vice-Chair)  
Jonathan Hall (Vice-Chair)  
Joelle Haywood  
Fran Henshaw  
Chris Hunt - from Minute 8  
Alan Law - from Minute 8  
Peter Leppard  
Mo Nisbet (Principal)  
Ryan Pickorer - from Minute 3  
Alastair Reid  
Steve Roberts  
Tina Sherriff  
Sophia Spooner - from Minute 3  
Paul White  
Josh Wilson

In attendance: Dominic Harrex (Associate Principal (Resources))  
Donal McLean (Vice-Principal (Student Engagement))  
Alison Megahy (Vice-Principal (Curriculum & Quality))  
Sharon West (Clerk to the Corporation)

Apologies for absence were received from Rebecca Hodgson and Karen Squires.

**Action  
By When**

**1 WELCOME**

The Chair welcomed everyone to what would be the final meeting of the Corporation prior to its dissolution on 31<sup>st</sup> July.

Rebecca Hodgson was unwell and therefore unable to attend the meeting, but had sent her best wishes to the College and everyone involved for the future and confirmed that she would continue to seek a replacement from Sheffield Hallam University to serve on the Local Academy Board.

**2 MINUTES OF THE MEETING HELD ON 16 MAY 2016**

The Minutes of the meeting held on 16<sup>th</sup> May 2017 were approved as an accurate record and signed by the Chair.

### **3 MATTERS ARISING**

#### **(a) Academy Conversion (Minute 5)**

The Chair and Heather Barnett had attended a meeting with the Due Diligence advisors on 19<sup>th</sup> May along with the Principal, Clerk and Associate Principal (Resources) and put the questions and points of concern raised by Governors to them.

Rollits had issued their final report taking account of the points of concern raised and this had been circulated to Governors.

RSM had confirmed that the reference to restructuring related to the current cost saving exercise being undertaken by the Trust. An explanation had been provided regarding the services the Trust were paying the City Council £100,000 for on a one-year contract. The actual cost was £98,000 but had been rounded up. The City Council offered academies a menu of statutory services which they could purchase on an annual basis.

Governors acknowledged that whilst the revised statement was disappointing they accepted that this was the highest level of assurance that they would get in writing.

The Chair reported that the first meeting of the new Trustees was due to take place on 17<sup>th</sup> July.

Legal advice had been provided for the Senior Post Holders and the settlement agreements put in place.

#### **(b) Joint Project Group (Minute 7)**

The Chair reiterated that discussions with Brigantia Learning Trust and had been conducted on an open and reciprocal basis with representatives from the College being involved in developing the new governance arrangements. The first Members meeting of the Trust had been scheduled for 2<sup>nd</sup> October 2017.

### **4 ACADEMY CONVERSION/TRANSFER**

The Clerk advised Governors that the Transfer Agreement and Transfer of Registered Title had been received earlier that day. The College seal had been applied, reference LP003 and LP004 respectively in the Sealing Register, and signed by the Chair and the Principal. The Corporation noted the application of the seal.

A question was raised about ongoing relationships with contractors and suppliers. The Associate Principal

(Resources) explained that these had been identified and would transfer to the Trust.

The Principal reported on a meeting with the new Regional Schools Commissioner and representatives from the Trust about possible future potential partners.

The Student Governors informed Governors that they were both sorry to be leaving as they had enjoyed their time at the College.

## 5 STRATEGIC PLAN 2017-20

The Principal presented the draft Strategic Plan. She explained that the College would be looking to align its planning processes with that of the Trust, but felt that it was important to maintain its more detailed approach in this period of change. The Corporation agreed that it was imperative to maintain the approach and believed that the Local Academy Board should continue to use it going forward.

Governors proposed that a reference to RAISEonline and post-16 benchmarks needed to be included. It was also suggested that the document could be made less 'wordy' by introducing some graphs and charts.

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Governors acknowledged that it would not be possible to include numbers against key performance indicators until the latest exam results were available. These would then be agreed for each course.

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Governors suggested that it would be useful to provide some contextual information in terms of the catchment area. The Principal accepted this point and agreed to transfer across the detail that was provided in the self-assessment report.

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There was a brief discussion about the Mission and branding. Governors acknowledged that this would be taken forward by the Local Academy Board with the Trust over the coming year.

The Corporation **approved** the Strategic Plan 2017-20.

## 6 QUALITY STRATEGY

The Vice-Principal (Curriculum & Quality) presented the draft Quality Strategy. She explained that very few changes were being proposed at this time as the core principals remained the same. These reflected minor amendments to procedures. The Strategy was supported by detailed underlying operational plans.

The Corporation **approved** the Quality Strategy.

## **7 MANAGEMENT ACCOUNTS**

The Associate Principal (Resources) apologised that the latest set of accounts was unavailable and said he would provide an explanation when he presented the budget and financial plan later in the meeting.

## **8 NATIONAL ACHIEVEMENT RATE TABLES: DATA FOR 2016**

The Vice-Principal (Curriculum & Quality) talked Governors through the tables.

Governors noted that whilst retention was very good, pass rates and achievement were less so. They recognised that the data was based on the number of entries and not the number of students and was therefore depended on context.

Governors asked how the data sat with the strategic plan considered earlier in the meeting. The Principal explained that it demonstrated that the College still had work to do. Governors agreed that destination and internal progression data should be included.

Governors were assured that the Curriculum & Quality Committee had considered the achievement rate tables, recognised the current position and the areas that should be the focus of attention for improvement.

Governors were advised that there was a question about the data that would be available going forward in the public arena. They received assurance from the Senior Leadership Team that MIS would continue to produce information internally on a like for like basis.

Governors acknowledged that there was still some way to go in terms on where they would like the College to be in terms of English and Maths. They were pleased to see that students for whom English was not their first language outperformed others and believed that this reflected the strategies the College put in place to support its most vulnerable students.

Governors suggested that an additional column could be added to the A Level comparison tables to specify the number of students undertaking two or more facilitating subjects. The Vice-Principal (Curriculum & Quality) said that this information could be included for the College but would not be available to MIS for other providers.

Governors asked whether the comparative data was published. The Vice-Principal (Curriculum & Quality) confirmed that it was readily available online for anyone

wishing to access it, but added that it was not particularly used by the press.

Governors agreed that improving value added had to be a priority. They accepted that it would be difficult to compare the historical picture as there had been a change in methodology. MIS was developing 'ready reckoners' so that it could review the College's own performance data.

Governors noted the National Achievement Rate Tables, which provided a useful snapshot of performance analysis for 2016.

## 9 MEMBERSHIP OF LEARN SHEFFIELD

The Principal informed Governors that the College had been asked by Brigantia Learning Trust to consider joining Learn Sheffield. The organisation was a not for profit company owned by schools (80%) and the City Council (20%). Its focus was around school improvement. It was increasingly working to develop coherence in education planning across the City. Learn Sheffield currently had 173 Members. As part of its package for Members it offered a range of materials and training for Governors.

Governors queried if the proposal should be deferred and considered by the new entity post conversion/transfer. The Principal explained that the Executive Principal of the Trust had asked if Governors could consider it at this point. The Associate Principal (Resources) added that all constituent organisations of the Trust were individual members of Learn Sheffield.

Governors were advised that the level of liability was minimal, restricted to a maximum of £25 should the company fail.

The Corporation **resolved** that:

(a) Longley Park Sixth Form College should become a member of Learn Sheffield and provide a guarantee up to the limit of £25.00 in the event that the company is wound up owing debts;

(b) the Principal be given delegated authority to:

- i. undertake the necessary administrative steps to give effect to this resolution within a reasonable period of time;
- ii. attend general meetings of the company to represent the Corporation as a member of the company;
- iii. to provide the Company Secretary with contact details for the Corporation member representative;

- iv. to report back to the Corporation on the business conducted at members meetings;
- v. to vote on matters affecting the company having first consulted with the Corporation.

## **10 REPORTS AND RECOMMENDATIONS FROM COMMITTEES**

### **(a) Curriculum & Quality Committee**

The Chair of the Curriculum & Quality Committee summarised the business covered at its meeting on 20<sup>th</sup> June 2017. He highlighted the proposal to hold an additional meeting early in the new academic year to focus on exam results as it was essential that Governors developed an understanding of performance given that this was the first set of results for linear A Levels. It was important that the Local Academy Board had a level of oversight of issues currently within the remit of the Curriculum & Quality and that it maintained the level of scrutiny and challenge.

Governors supported the inclusion of an additional meeting and noted that the Chair believed that the Trust would be happy for the Local Academy Board to develop its own structures and arrangements provided that it delivered in terms of the delegation of authority.

### **(b) Audit Committee**

The Chair of the Audit Committee reported on the business covered At the Committee's meeting on 29<sup>th</sup> June 2017. She drew Governors' attention to the opinion that internal audit brought value and should therefore be retained with a strategy for the coming year being developed over the summer. The Corporation supported this position.

Governors were advised of the financial statements and regularity audit plan, and in particular the position regarding 'going concern' as a result of the planned dissolution of the Corporation.

### **(c) Search, Governance & Remuneration Committee**

The Chair reported on the business covered by the Committee at its meeting on 29<sup>th</sup> June 2017.

The Committee had reviewed performance against the Governance key performance indicators. A question had been raised by Members as to whether there should be an increased presence of Governors within the College as this time of change. This had not been thought necessary, but Governors had been invited to come into College for a coffee

morning on 13<sup>th</sup> July. An invitation was also extended to Governors to meet with staff prior to the twilight training session on 25<sup>th</sup> September 2017.

The Chair advised Governors that the Clerk to the Corporation would be leaving the College at the point of dissolution.

#### **(d) Resources Committee**

The Chair of the Resources Committee summarised the business covered by the Committee at its meeting on 4<sup>th</sup> July 2017. It had considered the Management Accounts for the period to 30<sup>th</sup> April 2017 and had been assured that the projected year end surplus would be achieved and that this would improve the College's financial health rating from 'satisfactory' to 'good'.

#### Budget 2017-18/Financial Plan

The Associate Principal (Resources) outlined the proposed budget and financial plan. He explained that the only formal submission required by the funding agency was the projected out-turn figure for the year, as the College's budget would be incorporated with that of the Trust.

Governors were advised that confirmation of the allocation of funding to support high needs students had still to be received from the City Council. An increase in funding was being sought due to the higher number of students applying to the College requiring such support. All funding would transfer over when the College converted to become an academy and joined the Trust.

Governors acknowledged the 4% top slice of funding that would be made to the Trust. They were assured that this had resulted from detailed discussions with the Trust, because the College would not be utilising some central services, and the funds would therefore be used to establish a central improvement service.

The Corporation accepted the recommendation of the Committee and **approved** the draft budget and plans for 2017-18.

#### Bursary/Discretionary Support Funds 2017-18

The Corporation accepted the recommendation of the Committee and **approved** the arrangements for administering Bursary/Discretionary Support Funds in 2017-18.

## Policy Reviews

The Corporation accepted the recommendation of the Committee and **approved** (a) the adoption of the Freedom of Information publication scheme for schools and (b) the revised Single Equality Duty Objectives.

The Corporation **approved** the sign-off of the Minutes from the last round of Committee meetings.

### **11 REVIEW OF CONFIDENTIAL ITEMS**

The Clerk to the Corporation presented the report. Governors agreed that there was no longer any reason to maintain the confidential classification of items that were now in the public domain. They supported the need to maintain the classification of items that were commercial sensitive or referred to named individuals.

The Corporation **approved** the declassification of item 30.

### **12 UPDATES**

#### **(a) Risk Management Headlines**

The Associate Principal (Resources) confirmed that the key areas of risk had been covered under the business conducted throughout the meeting.

#### **(b) Safeguarding**

The Vice-Principal (Student Engagement) provided an update on safeguarding activity. The increased number of disclosures continued to help the Primary Safeguarding Team build capacity to deal with the volume and complexity of cases. External supervision was working well in supporting the Team and training was going to be provided for them on preparing evidence statements. Work continued with strengthening relationships with external agencies.

Safeguarding and Prevent training was being provided for all staff.

Governors recognised the huge amount of work and responsibility for everyone involved in the area.

### **13 THANKS AND FAREWELL TO RETIRING GOVERNORS**

The Principal said that it had been an absolute privilege working with Governors over the years. She had greatly valued their contribution and was grateful for the level of scrutiny and challenge provided. She encouraged those

retiring from the Corporation to maintain contact and take up emeritus status. The Chair echoed these comments and recorded the thanks of the Corporation to the Governors that were stepping down.

The retiring Governors were presented with a glass plaque and a College colours scarf.

The retiring Governors wished everyone the best for the future and the next stage of the journey. They had valued their involvement, accrued some great memories and gone through some interesting learning experiences. They greatly appreciated the passion and commitment of everyone involved with the College.

The Chair thanked the Clerk on behalf of Governors for her contribution to the development and work of the Corporation over the past fourteen and half years, and wished her well for the future.

**14 CLOSE**

The meeting ended at 6.55pm.

Signed: ..... (Chair)

Date: .....