



**GREENHEAD COLLEGE CORPORATION**

**Minutes of Capital Development sub-committee meeting held virtually using Zoom  
Thursday 18<sup>th</sup> June 2020, 2.00pm**

**Govs present: Craig Shannon; Richard Armstrong (Chair); Richard King; Simon Lett (Principal)**

**In attendance: John Blake; Asif Khamisa (AA Projects); Ian Leedham (Clerk)**

**Apologies: None**

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>1. Welcome, apologies, declarations</b>	RAR welcomed members. No declarations of pecuniary/prejudicial interest.	
<b>2. Minutes of meeting 28/4/20</b>	Minutes 28/4/20, previously circulated, agreed by sub-committee, signed-off by Chair, Clerk to file. No matters arising not covered on agenda.	Clerk
<b>3. Visit of DfE team</b>	<p><b>3.1</b> John Blake updated on visit from DfE Northern Projects team (AA Projects colleague also attended):</p> <ol style="list-style-type: none"><li>1. had tour of all buildings, holistic view</li><li>2. thought that hall and kitchen likely to need replacing in near future as of same build as failing science block (supported the idea of building new laboratory block and replacing current science block to improve provision and social space)</li><li>3. DfE technical advisors to visit mid-July 2020 to do detailed surveys etc</li><li>4. Priority Schools Programme funding and College capital funding programme announcements expected Autumn 2020 (possible that £55m unspent PSP phase 2 monies might be available: RAR sceptical). Visiting team quite confident that monies would be available. Noted that in past DfE has funded whole projects.</li></ol> <p><b>3.2</b> Asif pointed out that PSP bidding process is relatively straightforward (compared with other programmes) and emphasised benefits of local delivery model (compared with joint delivery with another school/college project), giving greater ownership and flexibility.</p> <p><b>3.3</b> RAR question and sub-committee discussion of whether funding would be for like-for-like replacement and/or capacity expansion. Asif argued that funding would be for replacement and for addressing current capacity needs (e.g. more laboratories), but not future growth, which would need to be covered by other funding streams – Asif will</p>	Asif

	check this and will be checked further when DfE Projects team returns (John B to advise on July dates, when agreed).	John B
<p><b>4. Initial business case</b></p>	<p><b>4.1</b> Intention had been to discuss an initial business case and then to take this to Corporation meeting 6/7/20 to enable Corporation to make decision to proceed with overall project or with specific options, or otherwise. Asif current schedule is 28 July for final business case, with need to engage with architect (DarntonB3 initially) in meantime. Reasons for delay discussed: Governors argued that Asif / AA Projects insufficiently proactive; Asif pointed to insufficient clarity on College's aspirations/assumptions and delays in getting some required data. (As part of this, it was clarified that Asif's single point of contact should be John B, with SLE as back-up given that he is the responsible officer). Asif argued that funding bid deadline, 31/12/20 (feeding in to DfE funding decisions likely Mar/Apr 2021), ultimately leading to new building handover Sep 2022, is still within reach.</p> <p><b>4.2</b> Asif presented two papers, circulated immediately prior to meeting: Estate Strategy Progress Update 18/6/20 and Estate Strategy Indicative Implementation Programme. Not possible for sub-committee members to study these papers before the meeting.</p> <p><b>4.3</b> Key discussion points included:</p> <ol style="list-style-type: none"> <li>1. balance to be struck between the science block development, as originally conceived, and the wider potential developments linked to possible DfE funding – Governors keen to focus on the former at this stage</li> <li>2. in respect of science block development, number of additional students (+150) recently established, owing to circulation space constraints; these students will predominantly be studying Biology &amp; Chemistry, also Maths (with potential for capacity released by the developments to support modest growth in other courses too)</li> <li>3. Asif argues that 22 laboratories will be required as opposed to the 18 initially envisaged and the 14 now</li> <li>4. design and then Planning application to be prepared over Summer, submitted 1/10/20, decision by 31/12/20 (funding bid requires Planning application submitted, not decision).</li> </ol> <p><b>4.4</b> Agreed Asif to produce three papers and send to RAR by Mon 29/6/20:</p> <ol style="list-style-type: none"> <li>1. updated project plan / updated version of Indicative Implementation Programme</li> <li>2. scenario analysis based on +150 students (predominantly Biology &amp; Chemistry new build science block, also Maths) with tolerance +/-50 – specify</li> </ol>	Asif

	<p>developments this would support – economic case and scenario sensitivity testing</p> <p>3. investment required by College to take forward work on developments identified in 4.4.2 above, to bring these to fruition – i.e. costs of architects, other specialists over period to Corporation meeting 5/10/20 (indicative £100-180k range, but total at risk cost could be £350k without mitigation measures).</p> <p><b>4.5</b> Agreed SLE/S.L.T. to produce paper explaining updated context and revised vision in respect of +150 students (predominantly Biology &amp; Chemistry, also Maths) and send to RAR by Mon 29/6/20.</p> <p><b>4.6</b> RAR to draft criteria for next stage investment decision and share with sub-committee Governors.</p> <p><b>4.7</b> RAR to use papers in minutes 4.4, 4.5 and 4.6 above to produce a single paper on ways forward, to provide basis of strategic decision to be made at Corporation meeting 6/7/20.</p>	<p>SLE</p> <p>RAR</p> <p>RAR</p> <p>Clerk re agenda</p>
<b>5. Capital funding update</b>	Covered in minute 3 above.	
<b>6. COVID risks &amp; mitigation</b>	<p><b>6.1</b> Short-term risk noted: a second wave COVID outbreak could threaten project timeline.</p> <p><b>6.2</b> Longer-term, strategic risk/opportunity: remote learning / blended remote and face-to-face delivery could have significant impact on space requirements in longer-term – agreed S.L.T. to consider in first instance, then Finance &amp; Estates Committee or Corporation as appropriate.</p>	
<b>7. Project plan/timeline going forward</b>	Covered in minute 4 above.	
<b>8. Urgent AoB</b>	None.	
<b>9. Next meeting</b>	Meetings to be scheduled, by email, based on milestones from Asif's updated project plan (minute 4.4.1 above relates).	Clerk

**Minutes prepared by Ian Leedham (Clerk to the Corporation) on 29/6/20**  
**Signed off by Richard Armstrong, Chair, at Capital Development sub-committee**  
**4/11/20**