



GREENHEAD COLLEGE CORPORATION
Minutes of the Capital Development sub-committee meeting
Monday 9 March 2020, 3.00pm

Govs present: John Holroyd; Richard Armstrong (Chair); Richard King; Simon Lett (Principal) (from 3.25pm)

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

Apologies: Craig Shannon; John Blake

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome & apologies	RAR welcomed Asif Khamisa from AA Projects and explained context. Apologies: CSH (family health reasons); John Blake (off sick).	
2. Determine AoB	None.	
3. Declarations	No declarations of pecuniary/prejudicial interest.	
4. Terms of Reference	<p>4.1 Discussion of draft ToR, previously circulated. Essentially, this sub-committee:</p> <ol style="list-style-type: none">1. meets between Finance & Estates Committee meetings and reports into F&E2. supports Senior Team in exercising its delegated authority3. makes proposals (e.g. on preferred options) to F&E Committee & Corporation. <p>4.2 Asif updated on potential College Capital Build Programme (noting College contribution of 22%) and other capital funding streams for FE Colleges, subject to expected Budget 11/3/20 announcements. Sub-committee discussed. Related discussion of T-Level provision as a funding case element; College is retaining focus on A-Levels with some supportive C-TEC provision, in context of collaborative approach with local B-TEC/T-Level providers.</p>	
5. AA Projects tender & agreement (SLE arrived 3.25)	Asif gave more detail on the workplan, with reference to diagram on p.1 of Letter of Engagement 10/1/20, previously circulated: collation of data; gap analysis; options generation; options appraisal; preferred option; implementation strategy. Focus is College's current site, with a suggested 5 year timeline (in response to RKI & RAR questions).	

<p>6. Progress on Estates Plan & Business Case</p>	<p>6.1 Asif has drawn up a first draft space model, based on DfE space standards/guidance and collation of College estates and curriculum delivery data – he talked through this and Governors discussed.</p> <p>6.2 Visioning workshop booked for 25/3/20; space model will be updated on basis of this.</p>	
<p>7. Additional work required</p>	<p>7.1 Three pieces of work need to be commissioned urgently (to enable space model to be updated, space sufficiency to be understood, options to be generated and reviewed), in priority order:</p> <ol style="list-style-type: none"> 1. measured survey of whole estate, to fill gaps in existing usable floorplans/drawings held by College (SLE to check with John Blake what is currently held) – survey needs to be completed prior to 25/3/20 workshop – could be completed within one week of being commissioned – likely cost up to £10k depending on extent of gaps being filled – Asif to draw up measured survey brief – then envisage College limited tender exercise (building survey companies including AA Projects) 2. condition survey of estate (from a chartered surveyor), to inform analysis & options etc and to enable planned maintenance schedule – existing survey information is insufficient – condition survey can be included in same tender exercise as measured survey – might be less work required in respect of Cooksey Building given it is new 3. statutory compliance review covering implementation of all statutory obligations including asbestos management and maintenance of all electrical and mechanical equipment (SLE to check with John Blake regarding existing record keeping) – noted that AA Projects offers statutory compliance review at £1,250. <p>7.2 Asif can suggest other potential tenderers, beyond AA Projects itself.</p> <p>7.3 Broad timeline going forward:</p> <ol style="list-style-type: none"> 1. speedy completion of the above three pieces of work will enable Asif to put together a project plan, with options, by 31/5/20 2. preferred option to be decided by Corporation May/Jun 2020 3. Asif/College consultation with local authority planners and engagement with architects (DarntonB3 or another) over Summer 4. viable scheme specification in place late-Summer 5. ready to work on funding bids by/in Sep 2020. 	<p>SLE</p> <p>SLE/JohnB</p> <p>Asif</p> <p>SLE/JohnB</p> <p>Asif</p> <p>Asif</p>

8. Update on funding options	Covered in minute 4.2 above.	
9. AoB	None.	
10. Meeting dates	To be arranged.	Clerk

Minutes prepared by Ian Leedham (Clerk to the Corporation) on 18/3/20

**Signed off by Richard Armstrong, Chair, at Capital Development sub-committee
28/4/20**