



GREENHEAD COLLEGE CORPORATION

**Minutes of Capital Development Committee meeting held virtually using Teams
Wednesday 24th March 2021, 4.00pm**

Govs present: Chantal Forrest; Craig Shannon; Danyaal Malik; James Reeve; John Holroyd; Richard Armstrong (Chair); Simon Lett (Principal); Stuart Irving; Vic Wright

In attendance: John Blake; Ian Leedham (Clerk)

Apologies: Richard King

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome, apologies, declarations	<p>1.1 RAR welcomed members. RKI apology as above. No declarations of interest.</p> <p>1.2 RAR set the scene for Govs who were not part of previous Capital Development sub-committee:</p> <ol style="list-style-type: none">1. DfE scheme is a condition-based replacement of outdated facilities, on replacement basis rather than allowing for expansion2. focusing on replacing Laingspan buildings (laboratories, student social space, new hall, catering provision) as well as improved circulation around site, etc3. supplemental capacity & infrastructure related works will be informed by Mace 'scope of works' mini-feasibility document, including options & costs, due c.late-April following initial/outline Planning approval4. potentially an upcoming DfE expansion capital pot that College could bid for as a separate development.	
2. Minutes 14/12/20	Capital Development sub-committee minutes 14/12/20, previously circulated, approved; no matters arising.	Clerk note
3. Capital Development Committee ToR sign-off	<p>Capital Development Committee Terms of Reference, previously circulated, had previously been agreed at Corporation 15/3/21. Formally adopted by Committee subject to specific edits to be made by RAR in respect of:</p> <ol style="list-style-type: none">1. clarifying that CDC's focus is on DfE capital programme and the direct consequences of this (responsibility for considering any supplemental College investment options & proposals remains with Corporation, which could then refer matters back to CDC as appropriate)2. clarifying nature of contract (contract will be between DfE & Galliford Try, with College a client as per Memorandum of Understanding signed with DfE; RAR to share MoU with Committee members) and ways in which College voice can be heard within this, especially if things go wrong.	<p>RAR</p> <p>RAR</p>

<p>4. MAIN ITEM. Consideration of CEM6 presentation from earlier today</p>	<p>4.1 Consideration of Client Engagement Meeting no. 6 (CEM6) presentation from earlier today, at which many members of Committee were present. As part of this, consideration of specific questions posed in advance of meeting by CSH, JHOL, and RKI, all circulated in advance to Committee members, and follow on questions today.</p> <p>4.2 Initial points:</p> <ol style="list-style-type: none"> 1. discussions with Council, including Planning, continue to move at pace 2. Sport England pushing for community use of on-site and off-site pitches (Council less keen due to concerns about impact on local residents, e.g. noise & light pollution); College looking at ways to improve drainage & changing facilities at its off-site pitches; College wary of being legally responsible party viz community use liabilities (this has yet to be discussed between the parties) 3. net zero carbon aspects have been discussed further; new build overall net zero to be met; Galliford Try will design works in such a way as to facilitate future net zero across whole College, longer term 4. SLE/JBL to record capital development staff briefing this Friday 26/3/21; this will include some elements from Galliford Try's CEM6 presentation this morning. <p>4.3 Governors responded positively to this morning's CEM6 presentation but sought clarification on specific questions, as per mins 4.4 to 4.9 below.</p> <p>4.4 Due diligence to formally ensure Galliford Try proposal meets College's requirements:</p> <ol style="list-style-type: none"> 1. not done in formal way, but College has received assurance on this through Client Engagement Meetings; SLE feels reasonable assurance on this 2. agreed SLE/JBL to check latest proposals against College requirements as per criteria set out in (AA Projects) Strategic Outline Case. <p>4.5 Meeting external requirements e.g. in respect of social space & longer-term environmental standards:</p> <ol style="list-style-type: none"> 1. no social space legal obligations but keen to ensure adequate social space through both DfE scheme and any subsequent College investment 2. variety of environmental measures in place 3. DfE scheme spec includes consideration of longer term environmental standards, e.g. 2080 temperature projections; building designed in a way that makes it adaptable to meeting natural ventilation requirements in its warmest areas. 	<p>SLE/JBL</p>
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	<p>4.6 Clarity on College consequential costs, liabilities, exposures arising from the development:</p> <ol style="list-style-type: none"> 1. JBL feels assured that no/limited additional College liabilities for fitting out laboratories and other rooms and meeting additional costs related to asbestos removal 2. College will have to purchase some furniture, over and above re-use of existing furniture (audit of legacy furniture undertaken); DfE funding additional kitchen kit; JBL to consider as part of College reserves policy. <p>4.7 Risk analysis/register and associated plan to deal with known risks and unexpected eventualities across scheme and its consequences, including where liabilities fall:</p> <ol style="list-style-type: none"> 1. risk register & plan being worked on – will be complete shortly after Easter, mid-April 2. JBL to ask DfE about where liabilities will fall; important this stands up legally 3. SIR keen to discuss the above with CSH, RAR, SLE. <p>4.8 Interface between realities of build programme (e.g. noise, disruption) and key aspects of College business, including exams & mar-comms aspects:</p> <ol style="list-style-type: none"> 1. College assured that Galliford Try will minimise noise at key times related to assessments, mocks, exams; College to keep watching brief on this 2. mar-comms strategy work underway, internally – a significant endeavour – VWR to provide helpful input here – VWR emphasised need to balance positive exciting messages with a very pragmatic lens too 3. essential to manage expectations in respect of upcoming student cohorts which will experience realities of build programme whilst not benefitting from new facilities – need to counter-balance with opportunities for enrichment associated with build programme 4. noted that Sep 2023 is College’s 50th anniversary as a Sixth Form College, and that this coincides with handover of new build – provides mar-comms hook. <p>4.9 Consequential investment in capital development works to further improve and/or expand provision to meet College’s overall growth ambition (e.g. involving new sports hall, replacement of Park Building):</p> <ol style="list-style-type: none"> 1. Reserves to include pot for consequential investment priorities – Committee asked JBL to review this and report back 2. IT, and remote learning specifically, could contribute to expanded student numbers in future – IT Strategy, under development, will help to inform this 3. Mace ‘scope of works’ mini-feasibility document, including options & costs, due c.late-April, will help here 4. intention that Galliford Try programme is cognisant of future College-funded developments and indeed tees 	<p>SLE>JBL</p> <p>SLE/JBL</p> <p>SLE>JBL SIR</p> <p>VWR</p> <p>SLE>JBL</p>
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	<p>them up where possible – more clarity required on how this might work</p> <p>5. site access in any subsequent development works – JBL confirmed part of wall on north of site can be taken down to provide temporary site access.</p>	
5. AoB	None.	
6. Confidentiality	No confidential items identified.	
7. Meeting schedule & format	<p>Meeting schedule going forward:</p> <ol style="list-style-type: none"> 1. next meeting of this Committee, on Teams, to follow receipt of Mace 'scope of works' mini-feasibility document, including options & costs, due around late-April – Mace to be involved in that meeting – RAR keen that Mace should be pushed to provide this document sooner rather than later – agreed SLE to contact Rachel at Mace to pursue 2. proposed next steps to then be taken to Corporation 17/5/21 3. subsequent discussion with DfE in respect of wider capital expansion monies that might be available, for College to consider bidding for. 	<p>Clerk note</p> <p>SLE Clerk re agenda</p>

Minutes prepared by Ian Leedham (Clerk to the Corporation) on 12/4/21

Signed off by Richard Armstrong, Chair, at Capital Development Committee 5/7/21