

**GREENHEAD COLLEGE CORPORATION**  
**Minutes of Capital Development Committee meeting held virtually using Teams**  
**Wednesday 2 March 2022, 4.30pm**

**Govs present:** Craig Shannon; Elliot Gill; John Holroyd; Richard Armstrong (Chair); Richard King; Simon Lett (Principal); Stuart Irving (from 16:53); Vic Wright

**In attendance:** John Blake; Sharon Roper (Clerk)

**Apologies:** Danyaal Malik; James Reeve

AGENDA ITEM	DISCUSSION	ACTION
<b>1. Welcome, apologies</b>	RAR welcomed members. Apologies received as above.	
<b>2. Declarations</b>	No declarations of pecuniary/prejudicial interest.	
<b>3. Minutes 5/7/21</b>	<b>3.1</b> Capital Development Committee 20/1/22 minutes, previously circulated, approved.  <b>3.2</b> Matters arising. 1. New Build Risk Register needs to be added to agenda as a standing item.	Clerk note  Clerk
<b>4. Proposed change of Terms of Reference for Committee</b>	<b>4.</b> RAR has drafted proposed Terms of Reference, previously circulated, and invited comments and questions from the committee members.  <b>4.1</b> RKI suggested the TOR is reviewed periodically, the committee agreed the next review would be in 2 years. CSH commented that naming the committee members is too specific meaning the TOR would have to be regularly updated. RAR agreed to make it more generic. CSH asked for clarification on the role of the committee, RAR explained that the committee's role is to forward plan future developments and not to limit future plans. JHO asked that the main duties (bullet point 2) be amended to look into the case financial and otherwise for further development of the college. RAR to update this. In response to JHO's question about IT implications, RAR will add this in to consider the implications.  <b>4.2</b> RAR to update the TOR and circulate to committee members.	RAR  RAR

	<p><b>4.3</b> The TOR will be submitted to the Corporation Meeting (21/3/22) for approval.</p>	<p>Clerk add to agenda</p>
<p><b>5. Update of DfE development &amp; proposed development</b></p>	<p><b>5.1</b> JBL provided an update from Sharon Goldsborough, Project Manager, DfE School Rebuilding Division. Although the tree felling on site has been completed, the build was due to start immediately after this, the DfE are still working closely with Galliford Try to close out the commercials for the scheme and this is delaying contract close. Once the commercials are agreed the programme, costs and contract schedules will need to be updated. Realistically the earliest start on site will be 28/3/22. Due to the slippage there will be a knock on effect on handover dates.</p> <p>1. SLE and JBL are attending a meeting with DfE on 4/3/22 to discuss this further.  2. There was a discussion about the reason for the delay and how it can be used to our advantage to further the plans for the proposed new development.  3. In the DfE meeting on 4/3/22 SLE and JBL will attempt to get a firm start date for the build and explain that we want to work with GT on an alteration to the scheme and how that would work in practice. SLE will send a note to the committee members with an update after the meeting.</p> <p><b>5.2</b> Update from JBL on his discussion with GT about costs for the proposed new development. GT have prepared the costs but will not send the information until the contract is signed with the DfE.</p> <p>1. GT have given the costs verbally, there are 3 aspects to the costs:</p> <ul style="list-style-type: none"> <li>• GT use Ryder Architecture, the price is £22000. Mace charged £26000 for this.</li> <li>• Ann Hargreaves, specialist planning officer charges £3000 initially to contact the planners and discuss the proposed build. The DfE build cost £29000 to take it to pre application with the Local Authority. This price is dependant on the amount of work involved. If we went to pre application the original £3000 would be deducted from the price.</li> <li>• GT will not charge in respect of any work done by them up to the pre application stage.</li> </ul> <p>2. SIR asked if Ann Hargreaves is an independent consultant, JBL confirmed that she is.  EGI asked who will give us cost advice, JBL confirmed GT would do this free of charge. EGI asked how many iteration options would be produced by the architects, JBL replied this hasn't been discussed but there are only limited options of what can be done.  CSH asked if contingencies and inflationary expectation are built into GT's price.</p>	<p>SLE</p>

	<p>SLE said GT do not want to replicate what Mace suggested, they will provide various options.  SLE said affordability needs to be looked at in parallel with pre planning.  <b>CSH questioned why GT will not give us a written quote</b>, EGI explained that if the DfE contract wasn't agreed they would have agreed to zero cost advice.</p> <p>3.<b>RAR asked JBL to make it clear to GT that following the meeting with DfE on 4/3/22 we want a written confirmation of prices.</b> The committee members agreed to a single tender on the basis that in view of the comparative prices, Mace was more expensive, it's the best value to go with Galliford Try. RAR to inform Corporation of the recommendation at its next meeting.</p>	RAR
<b>6. 16 – 19 Free Schools/'Elite' Sixth Forms</b>	SLE summarised key points from his paper, previously circulated. The paper is to be treated as confidential.	
<b>7.Policies /Procedures</b>	No policies/procedures to review on this occasion.	
<b>8. Environmental Sustainability</b>	Nothing to discuss. Add to agenda as and when required.	Clerk
<b>9.AOB</b>	None.	
<b>10. Confidentiality</b>	Confidential discussion and papers not to be shared regarding 16-19 Free Schools/'Elite' Sixth Forms	
<b>9. Future meetings</b>	Next meeting, Wednesday 6 <sup>th</sup> April, 4.30pm via Teams.	

**Minutes prepared by Sharon Roper (Clerk to the Corporation) on 10/3/22**

**Approved & signed by Richard Armstrong, Chair on 6/4/22**