

**GREENHEAD COLLEGE CORPORATION**  
**Minutes of Capital Development Committee meeting held virtually using Teams**  
**Wednesday 6 April 2022, 4.30pm**

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

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

**Apologies:** Emmanuel Matuka; John Holroyd; Stuart Irving; Vic Wright

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome, apologies	RAR welcomed members. Apologies received as above.	
2. Declarations	No declarations of pecuniary/prejudicial interest.	
3. Minutes 5/7/21	3.1 Capital Development Committee 2/3/22 minutes, previously circulated, approved.  3.2 No matters arising.	Clerk note
4. Update of DfE development & proposed development	4.1 JBL provided an update on the DfE development. work which started on 4/4/22 They are beginning to create the new car park, the all-weather pitch is being dismantled and the sports pavilion will be demolished within 5 weeks. JBL had a walk round with the site foreman addressing access issues for cars and students after Easter. The main car park next to Rostron will be blocked off from Easter. CGR, Marketing Manager is preparing a communication to update all staff and students which will be sent out this week. JBL has a meeting scheduled with the site foreman on 8/4/22 and will be checking that their programme takes into account the exam period and that noise must be kept to a minimum. RAR asked where governors should park when they attend meetings, JBL replied because the meetings are later in the day there should be enough parking at the back of the building which initially will be accessed via Park Road South. JBL will update SRO and RAR if this changes. RAR asked if we have a timetable and milestones for stage 1 of the development, JBL will arrange for it to be shared with governors. RAR questioned how local residents can discuss issues or complaints about the build. JBL responded that Mace will	JBL

	<p>undertake a letter drop imminently and that will have contact information on it. JBL will provide governors with a copy of this.</p> <p>RKI asked if a fixed camera was taking time lapse photos of the site. JBL confirmed 2 cameras (at the front and back) are in place for this purpose.</p> <p>CSH referred to an earlier question about providing ear plugs to students to reduce noise disruption during exams, SLE agreed that this should be taken further with the exam board.</p> <p>EGI asked for an updated programme to see how it affects handovers, term times, exams etc. RAR wants to understand stage 1 in detail.</p> <p>EGI asked for a monthly drop line on the programme in time for the CDC meeting. JBL will request this from Sharon Goldsbrough, PM, DfE in his monthly meeting with her.</p> <p>SLE asked JBL to prepare a note for the committee about the potential cost of the extra items for the labs. RAR asked if these were extras that the college had asked for. RKI asked what the approximate figure is and JBL replied £90,000 plus VAT. JBL said there is a further cost, but he hasn't been given the figure yet, to install the infrastructure to change the social space to labs in the future and for some furniture.</p> <p><b>4.2</b> JBL provided an update on the proposed additional development.</p> <p>GT have provided a written quote, previously circulated, which matches the verbal one discussed at the last CDC meeting (2/3/22 min 5.2.1). This is for the brief, feasibility, and initial design concept. After this is received, a decision is required regarding the work Avison Young undertake in preplanning.</p> <p>RKI checked that VAT is payable on all these costs which make them 20% higher, JBL agreed that was the case.</p> <p>RAR asked if GT had been appointed to proceed with this first stage, JBL confirmed they had but paperwork has still to be signed. SLE said that GT would be meeting with SLT and the relevant departments to discuss their requirements.</p> <p>RKI asked if a cash envelope figure was agreed how much contingency should be built in. EGI replied that GT would probably put a risk clause in the contract and inflation would be at our risk. EGI to seek advice about the figure required for contingency and test the market to see how it's dealing with inflation and report back to the committee.</p> <p>RAR said a grant from DfE could be sought but the current guidelines state they are only available if expansion increases capacity, and he believes this should be challenged with DfE.</p> <p>RKI asked if the new build is on unbuilt ground. JBL responded that old mine workings have been identified below the build.</p>	<p>JBL</p> <p>SLE</p> <p>JBL</p> <p>JBL</p> <p>EGI</p>
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	RKI stated that the inflation risk shouldn't be held by the college. CSH said the contractor can add a price to the risk. SLE and RAR to send a letter to the local MPs asking them to raise a question about definition of growth.	SLE/RAR
<b>5. 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>6. New Build Risk Register</b>	JBL confirmed the New Build Risk Register has been updated with a control failure column. RKI asked if there was anything in the register to address the college being unable to operate. JBL said this is on GT and DfE risk register. CSH said risks do need capturing even if they are not in our control as they can impact the college. RAR said we need to be aware of what's on their risk registers. SLE said DfE should be asked to share the relevant information with Greenhead. JBL will report back about this at the next meeting. RKI asked if additional insurance is required, JBL stated he had checked with our insurers, and we are covered.	JBL
<b>7.Policies /Procedures</b>	No policies/procedures to review on this occasion.	
<b>8. Updated Terms of Reference</b>	The Committee was happy to adopt the updated Terms of Reference.	
<b>9.AOB</b>	SLE mentioned that a working group will be convened to look at the opening of the new building and how it ties in with the 50 <sup>th</sup> Anniversary of the college and ideas for the name of the new building.	
<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 4 <sup>th</sup> May, 4.30pm via Teams.	

**Minutes prepared by Sharon Roper (Clerk to the Corporation) on 8/4/22**

**Approved & signed by Richard Armstrong, Chair on 23/5/22**