

GREENHEAD COLLEGE CORPORATION
Minutes of Capital Development Committee meeting held virtually using Teams
Wednesday 6 July 2022, 4.00pm

Govs present: Adrian Barrass; Craig Shannon; Elliot Gill; Emmanuel Matuka; John Holroyd; Richard Armstrong (Chair); Richard King; Simon Lett (Principal)

In attendance: John Blake; Sharon Roper (Clerk)

Apologies: James Reeve; 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 on the part of Governors or S.L.T. participants.	
3. Minutes 23/5/22	<p>3.1 Capital Development Committee 23/5/22 minutes, previously circulated, signed by Chair, returned to Clerk for filing.</p> <p>3.2 Matters arising:</p> <p>1. (3.2.1) JBL said that the finance hub of the SFCA said the only way for the college to protect themselves against rising inflation in regard to building work was to agree a price at the outset with the contractor taking on the cost risk. GT have told him that they have 100% of the financial risk of the build at Greenhead.</p> <p>2. (3.2.1) RAR & SLE have written to the government minister from the SFCA Summer Conference, asking him to explain why all the capital budget is currently being managed on a one-year basis, this makes long term planning and commitment to future developments very difficult.</p> <p>3. (3.2.2) JBL will share the document with the committee that was signed when the site was handed over for the build, clerk to circulate to all members.</p> <p>4. RAR asked for an update on JBL's meeting with DfE about risk and sharing documents. JBL said the Health & Safety plan has already been shared, but the DfE will not share their risk register. Mace are happy to share their Gantt Chart and that will be updated and sent to JBL. DfE have advised GT that they will have to make the recent 3-week time delay back as they should have anticipated that noise would disrupt exams.</p>	<p>Clerk</p> <p>JBL/Clerk</p>

	<p>GT said it may be possible to hand over the building ahead of schedule next summer. EGI asked if the updated programme will reflect an earlier completion date. JBL will ask about this in his next meeting with them.</p> <p>RAR asked the committee if they felt he should submit a freedom of information request for the DfE risk register to be published. ABA said the health and safety plan that has been shared clarified a lot of the points on the college risk register, and the DfE are managing the commercial risk with GT. SLE doesn't want to pursue this further, information has been provided on risks that affect college directly and he doesn't want to damage the relationship with DfE. This was agreed by the committee and this issue can be revisited in the future if necessary.</p> <p>5. RKI asked about the summary of the meeting held on 25/5/22 (4.1.9), JBL updated this verbally – see above (<i>item 3.2.4</i>). JBL said he has a regular meeting with Mace and DfE, he said he can forward the notes from these meetings to the committee members. ABA suggested updating the Greenhead risk register with key actions for visibility of all risks that need managing. RAR said GT's action list is extremely detailed and the governors might not want so much information.</p>	<p>JBL</p> <p>JBL</p>
<p>4. Update of DfE development & proposed development</p>	<p>4.1 JBL provided an update on the DfE build. The new car park has been handed over two weeks early, there are more spaces available than on the temporary car park. The entrance from Greenhead Road is not open yet as there is an issue with a live electricity cable which needs resolving. Once the entrance is opened it will create some more car parking spaces.</p> <p>GT are digging foundations for the new build, the steel will arrive next week, and the steel work will start w/c 18th July. RAR asked about the car park on Park Avenue, JBL replied that parking will be assessed in the Autumn when a decision will be made if the Park Avenue car park is still required.</p> <p>EGI requested a copy of the drop line programme after JBL's meeting on 8/7/22 and for him to ask if the end date can be changed, although ABA and EGI agreed it was unlikely they will change the date.</p> <p>JBL said a mock-up of the brick type that will be used on the build is available by the builders' cabins, JBL can arrange to show this to any governors who are interested in seeing it.</p> <p>4.2 Progress on additional development; JBL provided an update, the architect from Ryders and GT had a meeting with SLT three weeks ago, the plans included everything on the wish list from music, PE and drama, including a dance studio. JBL and MBR spoke to the three departments who use Park Block to ascertain what is a necessity and what is a wish list request, and this has been fed back. The next</p>	<p>JBL</p>

	<p>meeting about the proposed new development with GT is on 14/7/22 to further discuss the options and they will also have costings.</p> <p>Ann Hargreaves, specialist planning officer, has advised that the council planners will not have an informal conversation with her, a pre-application meeting will cost £800 and will take place shortly.</p> <p>SLE said in the meeting with the architect and GT they had two additional proposals, one was to build on the new car park and the other was to build at Highfields. In the meeting (14/7) they will bring different options and costings for an enhanced build, a like for like build and a scaled back build.</p> <p>CSH asked why building on the car park was not feasible, SLE said it would mean the removal of the astro turf again and there wasn't an obvious site for a temporary car park, and this option was presented with a list of pros and cons and the cons outweighed the pros. SLE said he will raise this option with them in the meeting (14/7).</p> <p>ABA said this option could encourage eco-travel.</p>	SLE
<p>5. 16 – 19 Free Schools/'Elite' Sixth Forms</p>	<p>5.1 Maths School: SLE summarised key points from his paper, previously circulated. The paper and discussion are to be treated as confidential.</p> <p>5.2 16 – 19 Free Schools/'Elite' Sixth Forms, SLE summarised key points from his paper, previously circulated. The paper and discussion are to be treated as confidential.</p>	
<p>6. New Build Risk Register</p>	<p>6. JBL said the control about work stopping during exams due to noise disruption worked.</p> <p>JBL said he might start a risk register for the additional build, this can develop after further discussion with the architect and the ONS reclassification decision.</p> <p>RAR said he sent JBL a RAID log and asked if the committee members want this developing. JBL said Mace provide an Issues log and he will forward this and the RAID log template to the committee members so a decision can be made on what should be used.</p> <p>ABA suggested that the risk register be updated before school restarts after the summer holiday.</p>	JBL
<p>7. Policies & Procedures</p>	<p>No policies/procedures to review on this occasion.</p>	
<p>8. Schemes of Delegation</p>	<p>RAR has updated the Schemes of Delegation, the updated document has gone to every committee for members to raise amendments and suggestions to RAR, and then a final draft will go to Corporation.</p>	Governors

9. Standing Orders	RAR has updated the Standing Orders, the updated document has gone to every committee for members to raise amendments and suggestions to RAR, and then a final draft will go to Corporation.	Governors
8. AoB	None.	
9. Confidentiality	Minute 5 is confidential at this stage.	
10. Future meetings	Next meeting, Wed 24 th August 4.30pm via Teams. Following meeting, Wed 21 st September, 4pm, Via Teams.	Governors to note

Minutes prepared by Sharon Roper (Clerk to the Corporation) on 14/7/22

Approved & signed by Richard Armstrong, Chair on 24/8/22