

**GREENHEAD COLLEGE CORPORATION**  
**Minutes of Capital Development Committee meeting held virtually using Teams**  
**Wednesday 19 October 2022, 4pm**

**Govs present:** Adrian Barrass (from 16:17); Craig Shannon; Emmanuel Matuka (until 16:47); John Holroyd; Richard Armstrong (Chair); Richard King; Simon Lett (Principal)

**In attendance:** Sharon Roper (Clerk)

**Apologies:** Elliot Gill; James Reeve; Stuart Irving; John Blake

| AGENDA ITEM  | DISCUSSION   | ACTION                  |
|--|--|-------------------------|
| <b>1. Welcome, apologies</b>                                   | RAR welcomed members.<br>Apologies received as above.  |                         |
| <b>2. Declarations</b>   | No declarations of pecuniary/prejudicial interest on the part of Governors or S.L.T. participants.   |                         |
| <b>3. Minutes 21/9/22</b>                                      | <p><b>3.1</b> Capital Development Committee 21/9/22 minutes, previously circulated, signed by Chair, returned to Clerk for filing.</p> <p><b>3.2</b> Matters arising:</p> <p>1. Min 4.6 Daryl Henderson has not yet produced a costing for the sports hall if it is built on the MUGA, SLE will chase.</p> <p>2. Min 3.2 CSH said the forward projection is still outstanding, SLE confirmed an external provider is working on this and it will be ready for the strategy day.</p> <p>3. Min 5.2 RAR updated that Jason McCartney MP has confirmed that DfE is not looking to develop any more Maths Schools in the Yorkshire area.</p> | <p>Clerk</p> <p>SLE</p> |
| <b>4. Update of DfE development &amp; proposed development</b> | <p><b>4.1</b> Update on DfE development:</p> <p>1. JBL continues to attend weekly meetings with GT, DfE and MACE.</p> <p>2. The build is still 3 weeks ahead of schedule.</p> <p>3. Glass has been delivered and the roof lining is being installed.</p> <p>4. DfE and GT have provided costs to convert two social areas to labs, design is £132,000, installation £68,000 and the conversion is £78,000. A formal notification of this will be sent via email. DfE have said this will add a further 2 weeks to the schedule and this may mean the decant target of October half term is missed. SLE said if the Free School</p>       |                         |

|  |  |                                    |
|--|--|------------------------------------|
|  | <p>or Capacity Fund bid are successful, we may no longer need this conversion to labs. Although we haven't been given a deadline, they do need a quick decision regarding this.</p> <p>RKI feels they are putting pressure on the college not to go ahead, SLE said in the meetings JBL attends they are urging us not to do this.</p> <p>RAR said we are still waiting for an official costing and the decision then has to go to governors.</p> <p>CSH asked if the conversion could be done at a later date and pointed out how high the design cost was.</p> <p>RAR said that Kerrie Norman suggested that the college has a series of smaller scale projects ready to submit to DfE when future capital bids become available, and the lab conversion and partial Park Block refurbishment could be added to these projects.</p> <p>5. DfE and GT want to know if exams next summer will be run as normal in the college. The Exams Manager is looking at Cathedral House as an external venue which can accommodate 700 desks. SLE will provide a further update at the next meeting (23/11/22). SLE said noise issue during exams will run for 2 years as the old science block will be demolished in 2024.</p> <p>RAR pointed out that DfE and GT are reluctant to let us have a forward projection on the build timetable, and it would help with the decision of whether exams need relocating out of Rostron.</p> <p>RKI said the cost of an external venue should be paid by GT as the college will be saving them weeks of delay.</p> <p>RAR said this issue needs to be added to the Q&amp;S agenda as well.</p> <p>6. JBL will remain as the main contact with DfE and GT until Christmas.</p> <p><b>4.2</b> No further update in the meeting about the proposed Park Block development</p> | <p>SLE</p> <p>Clerk for agenda</p> |
| <p><b>5. 16 – 19 Free Schools/ 'Elite Sixth Forms'</b></p> | <p>5. SLE gave an update on 16-19 Free Schools:</p> <p>1. SLE and RAR had a meeting on 18/10/22 with prospective members and trustees for the new Trust, they have been asked to complete Declaration of Interests and submit CVs by the end of October. The legal process for the trust is underway.</p> <p>2. CSH said he understands the Free School name can be changed in the future, but he doesn't like the name 'The</p>   |                                    |

Northern Technology Sixth Form'. Other governors agreed they also don't like the name. SLE welcomed alternative suggestions for a name and Kerrie has said the name usually changes as the Free School is formally developed. RAR suggested 'The Elite STEM College'.

3. CSH feels that he is unsure of the operating model for the Free School, SLE said they are having to work quickly to meet the deadline for the Free School application, after submission, work will continue with high level discussions with SLT and governors and amendments can be made.

4. As a governor of Greenhead CSH feels he doesn't know how it will enhance or protect Greenhead. SLE will do a presentation on the Free School at the Strategy Day (3/11/22) and RAR said further discussions will take place on the day which will include if the application should be submitted.

5. CSH asked if the application was submitted and was successful is the college committed, RAR thinks that we can back out. If accepted DfE pay £25000 to start development, and a further £225,000 when the land is secured by DfE, if unsuccessful there may also be future opportunities to apply for free schools. SLE hopes the decision will be to submit the application on Strategy Day and agrees with RAR that it's not a cast iron commitment from Greenhead to go ahead.

6. RKI wants to know that all the significant risks have been addressed. RAR said key risks will be identified and presented on Strategy Day.

CSH said before proceeding we need to be sure we won't incur enormous costs or expose ourselves to big risks.

ABA suggested a route map which shows when we're 10% committed up to 100% committed.

RAR and SLE need to understand what governors think the risks are that need addressing, so they are covered in the Strategy Day presentation, a timeline was requested by the governors.

RKI asked how the resource will build up and who is funding it, and how teachers will be recruited. RAR said it depends how involved Greenhead is with the free school. SLE will articulate in his presentation the risks to Greenhead if the development is successful. SLE said not all the questions can be answered by Strategy Day but will be answered by the time we know if we've been successful in the application.

ABA offered his industry experience with preparing a road map of agreed criteria at certain points in the decision-making process.

SLE said both bids might be successful and then the complexity will increase.

RAR said an option is to do nothing, but this also carries risks for Greenhead. CSH added that the current political climate is a risk.

7. The ONS reclassification decision has been delayed again, until the end of November.

SLE

|  |   |            |
|--|---|------------|
|  | <p>8. JHO asked if we're successful with the bids, what will the costs be to maintain the existing site and continue with Greenhead's high standards. SLE reminded governors that for the free school bid a number of sites are in contention, and we don't have to secure a site ourselves.</p>  |            |
| <p><b>6. Post 16 Capacity Fund</b></p> | <p>SLE gave an update on Post 16 Capacity Fund bid:</p> <ol style="list-style-type: none"> <li>1. Kerrie Norman has suggested a proportionate bid which she feels has a better chance of success with DfE and use only one wing at the old Huddersfield Infirmary site. The developer is arranging a meeting with the Local Authority planning department w/c 24/10/22. The planning department will be asked to produce a letter to support the bid.</li> <li>2. SLE is also meeting Savills w/c 24/10/22.</li> <li>3. After talking to Joy Design, the architects, SLE feels that it's not possible to fit everything into one wing, as there's not enough room to make it a self-contained site. It would be possible if building one and building two is used. SLE is waiting for Kerrie's feedback on this suggestion. RAR explained that DfE has a pot of money that it likes to spread further by agreeing a larger number of smaller projects but agreed that using the two buildings would be preferable.</li> <li>4. JHO asked if Kerrie Norman is working for other institutions in respect of the Capacity bid. SLE was asked by the governors to find out.</li> <li>5. CSH asked for further clarification on a proportionate bid, SLE replied the DfE don't like multimillion pound bids, they prefer small scale, achievable applications, spread across as many providers as possible, and these have been approved in the past. RAR said DfE have not funded a £4 million bid, which is the cap from this fund. CSH pointed out that all our scenarios will require £4 million from DfE so the most attractive educational business case needs submitting. RAR thinks a formula of total cost per student will be used in the decision-making process and they look if the project is value for money.</li> <li>6. CSH asked why the bid will be for 300 students and not a higher number. SLE replied that this reflects the number of students doing the subject combinations, so they don't have to travel between the sites.</li> <li>7. SLE said Kerrie was concerned that DfE will not like a development of one and a half buildings, but the entire site will be too big a project for them. SLE doesn't think using one block will be fit for purpose. ABA asked if we are being told this proposal is unlikely to be successful. SLE responded that he's been told it has a better chance of success if it's in a self-contained unit.</li> <li>8. Kerrie, whose background is a civil engineer, has estimated one block would cost £6 million and the whole site will cost £16.5 million to develop.</li> </ol> | <p>SLE</p> |

|  |   |            |
|--|---|------------|
|  | <p>In response to CSH question, SLE said this cost does not include purchase of the freehold and this cost is currently unknown. RAR said the freehold would not be purchased unless the capacity bid is successful.</p> <p>RAR said developing two blocks will be £11 million plus freehold purchase and CSH said this figure is getting close to the amount that was unaffordable for the Park Block development. SLE said only an option to buy the freehold is needed at this stage. RAR said we're waiting for official costing figures and is hoping for more clarity by Strategy Day.</p> <p>9. RKI asked if the Capacity Fund can be used for the Park Block development. SLE said a condition of the fund is that it has to be built by 31/8/24 which is not possible.</p> <p>10. SLE said the option to do nothing is real especially if spending cuts are announced.</p> <p>11. CSH asked if the support from Savills is timely and appropriate, SLE confirmed it is.</p> <p>12. SLE asked governors if this bid should be submitted, RKI said both bids should be run in parallel, and the governors agreed.</p> <p>13. RAR said governors need to keep in mind both bids might be agreed.</p> <p>14. ABA asked if the capacity fund will be on a building owned by another college, RAR said the free school is not dependant on the HI site, and DfE tend to prefer new builds, the site next to the HI might be an option. SLE said DfE secure the site for the free school bid.</p> <p>15. RAR said if unsuccessful in both bids there are decisions to be made about the cash surplus and improvements to the current site.</p> <p>16. There will be 6/7 options during the Strategy Day and CSH requested information about what they will offer from a Greenhead perspective.</p> <p>17. RKI asked about the trust deed which will determine the rules and objectives. RAR said the trust is being formed using standard DfE wording, it will cover the free school, and will be defined by the trust and the trustees, greenhead decisions are made by the Corporation members.</p> |            |
| <p><b>7. New Build Risk Register</b></p> | <p><b>7.1 New Build Risk Register –</b></p> <p>RKI feels some of the review dates are too long, as the build and the risks constantly change, he thinks all the review dates should be minimum quarterly.</p> <p>It was agreed they need to be reviewed quarterly, and a column added to confirm when it was last reviewed.</p> <p>CSH asked if the register is actively looked at by SLT, SLE said it is, but this has slipped in recent weeks, RKI said it should be a standing item on SLT agenda.</p> <p>CSH noted that the register has not been updated since 24/5/22.</p>  | <p>JBL</p> |

|                            |   |                       |
|----------------------------|---|-----------------------|
|                            | <p>ABA said the register depends on regular communication with GT as our register depends on them actively managing these risks.<br/>JBL will be asked to update the new build risk register.</p> <p><b>7.2</b> RAR asked if governors want a separate risk register covering the Free School and Capacity Fund bids, SLE said a separate risk register could be created or this could be added to the college risk register.<br/>ABA articulated that the risks need a timeline and need putting in a logical order, and he used staffing as an example, although this is a risk it doesn't need looking at until Summer 2023.</p> | <p>JBL</p> <p>SLE</p> |
| <b>7. AoB</b>              | <p>RAR asked when SLE will be able to share a draft of the free school application with governors. SLE said this may be available for the next CDC meeting (23/11/22).<br/>RAR said the decision will be made on Strategy Day whether to support the Capacity Fund bid, Kerrie will submit this and the deadline is 7/11/22.</p>  | SLE                   |
| <b>8. Confidentiality</b>  | None  |                       |
| <b>10. Future meetings</b> | Next scheduled meeting is Wed 23rd November, 4pm via Teams.   | Govs note             |

**Minutes prepared by Sharon Roper (Clerk to the Corporation) on 2/11/22**

**Approved & signed by Richard Armstrong, Chair on 23/11/22**