

**GREENHEAD COLLEGE CORPORATION**  
**Minutes of Capital Development Committee meeting held virtually using Teams**  
**Wednesday 23 November 2022, 4pm**

**Govs present:** Adrian Barrass; Craig Shannon; James Reeve (from 16:03); John Holroyd; Richard Armstrong (Chair); Richard King; Simon Lett (Principal)

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

**Apologies:** Elliot Gill; Emmanuel Matuka; Jon Walker; Stuart Irving; John Blake

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>1. Welcome, apologies</b>	RAR welcomed members. 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 19/10/22</b>	<p><b>3.1</b> Capital Development Committee 19/10/22 minutes, previously circulated, signed by Chair, returned to Clerk for filing.</p> <p><b>3.2</b> Matters arising:</p> <p>1. Min 3.2.1, Daryl Henderson has still not produced a costing for the sports hall if it is built on the MUGA, SLE has chased, Daryl has confirmed he will send the costings by 25/11/22, SLE will circulate to members when received.</p> <p>2. Min 6.4, Kerrie Norman has worked for a MAT in Manchester on a capacity fund bid and she has not been working with anyone in respect of a free school bid.</p> <p>3. Min 7.2, RKI asked about risk registers for the free school and the capacity fund, SLE has not had the opportunity to look at these yet.</p>	<p>Clerk</p> <p>SLE</p>
<b>4. Update of DfE development</b>	<p><b>4.</b> Update on DfE development:</p> <p>1. JBL continues to attend online weekly meetings with DfE.</p> <p>2. The build is still 3 weeks ahead of schedule.</p> <p>3. The building will be watertight by the end of this term.</p> <p>4. SLT have decided that they will request cessation of works from DfE during the exam period next summer. This will potentially impact the handover date. Cathedral house is unavailable as an external venue for exams on the dates required.</p>	

	<p>5. After Christmas SLE will attend the online meetings with DfE until Mark Jones starts his new role. There is currently no update on his start date.</p>	
<p><b>5. Post 16 Capacity Fund</b></p>	<p>5. SLE gave an update on the Post 16 Capacity Fund and summarised key points from his paper, previously circulated:</p> <ol style="list-style-type: none"> <li>1. Costs for the bid so far are detailed in his paper, the costs from Savills have not been received yet.</li> <li>2. Kerrie Norman feels it's a strong bid and it fulfils the remit of the expansion fund as Greenhead does not have enough on-site capacity.</li> <li>3. The cost of the scheme has dropped slightly to £9,946,753, with hopefully a £4 million contribution from the DfE.</li> <li>4. Savills valued the freehold at the HI site at £200,000, the developer has rejected this offer, they are holding out for £1 million. Phil Mark, Post 16 Strategic Lead, with the local authority, has said there may be a possibility the council can apply for Heritage Funding to make up the shortfall.</li> <li>5. Kerrie Norman has advised not to do anything further this year and wait to contact the developer and LA in the new year.</li> <li>6. SLE feels the long-term financial forecast is key in case the property comes onto the open market at a later stage and Greenhead fund the entire development. The temporary finance manager who was recruited didn't turn up for his start date. SLT have contacted Protocol, the recruitment company, accountancy firms and financial contacts to source a temporary finance manager.</li> <li>7. SLE has asked Phil Mark to enquire if the LA has any further buildings that may be available in the future.</li> <li>8. SLE has found Savills not as proactive as he would have liked and had to chase them often during this process.</li> <li>9. SLE asked for the governors' views if the pre-app should be delayed as no price has yet been agreed for the freehold.</li> <li>10. CSH asked if the pre-app work is delayed for 2 months can the deadline still be met. SLE said the pre-app is a letter that can be submitted relatively quickly.</li> <li>11. RAR asked about design work and surveying the site. SLE said we might not want to commit to this detailed work and expense at this stage. Kerrie feels the design brief could still be achieved by May even with a pause.</li> <li>12. ABA asked about the deadline for the building to be completed by the end of 2024. Kerrie has said to SLE that it's inevitable that delays may happen in the building phase.</li> <li>13. ABA feels a back plan from August 2024 completion date is needed.</li> </ol>	

	<p>14. CSH pointed out that there is a timeline in the application that can be used. He said the pre-app should be left as late as possible as long as the deadline can be met.</p> <p>15. RAR said it was also important that someone helps with the long-term financial forecast, and we need to know the level of funding for the next 2 years.</p> <p>16. RKI asked about a contingency fund, ABA added that the sensitivity of the costs is critical, and we need to know what the worst case might be.</p> <p>17. RAR confirmed with other governors that there is no appetite to increase the offer for the land. CSH said the developer is playing brinkmanship with the land, and we need to be prepared to walk away.</p> <p>18. SLE said the developer feels the LA should make up the shortfall on the freehold cost and as they are spending £400,000 on the building themselves, they are disappointed the offer for the freehold is only £200,000.</p> <p>19. JHO asked if we should get a second opinion on the value of the freehold, SLE already considered this, but he has been advised that this is unlikely to change the developer's mind.</p> <p>20. It was agreed that work will not start on the pre-app until next year, SLE will stay abreast of any developments.</p>	SLE
<p><b>6. 16-19 Free Schools/'Elite' Sixth Forms</b></p>	<p>SLE gave an update on the 16-19 Free Schools and summarised key points from his paper, previously circulated:</p> <ol style="list-style-type: none"> <li>1. The deadline for this bid is 30/11/22 and SLE asked for governors to review the application prior to submission.</li> <li>2. Kerrie Norman has been setting up the trust and the paperwork has been completed for this. Kerrie is finalising the paperwork for the bid which will then be checked by SLT and governors. The University of York will supply a letter of intent to add to the application. SLE feels whatever happens with the bid, there will be future opportunity for partnership work with the University.</li> <li>3. The Free School bid will require more information about the site that Greenhead proposes to develop and SLE will discuss this with Kerrie 24/11/22. RAR said the Trinity West site can be named rather than the HI site specifically as an option for the development.</li> <li>4. Phil Marks (LA) has said there is a potential site in Dewsbury, Phil is unable to give any further details at this stage. RAR felt a further discussion would be required with governors about a Dewsbury location. CSH said he is still struggling with the strategic logic of the free school, but he is open minded about locations at this stage. SLE doesn't want to rule this location out until more information is known. This option will not be mentioned in the bid.</li> <li>5. SLE and RAR have an upcoming annual strategic meeting with Anne Marie Edwards, from the ESFA. SLE has advised her that Greenhead are making a Free School</li> </ol>	

	<p>bid and she disclosed she's on the panel to assess these bids. SLE said momentum needs building with key people like local MPs and the Local Authority.</p> <p>6. SLE said a meeting will be arranged next year between the Corporation governors and trustees and members of the Free School, to discuss items such as a clear vision and the distinction between Greenhead and the Free School. CSH asked for information about the vision, what the model might look like and the value to Greenhead. RAR suggested a detailed discussion at Q&amp;S meeting, with all governors welcome to attend the meeting.</p> <p>7. Several governors volunteered to check the draft bid and SLE will forward this as soon as it's available.</p> <p>8. SLE said financial information is needed for the bid, Kerrie will approach someone she knows to complete this, CSH and RAR both suggested candidates who can temporarily help with finance work, SLE will look at these options.</p>	<p>SLE</p> <p>Clerk for agenda</p> <p>SLE</p> <p>SLE</p>
<b>7. New Build Risk Register</b>	<p>7. New Build Risk Register, previously circulated:</p> <p>1. A column has been added 'Last reviewed by SLT' the register was reviewed by them in November and will be reviewed regularly thereafter.</p> <p>2. A new risk (5.11) change of leadership has been added.</p> <p>3. Risks (5.9) 'SLT is not clear about the project schedule or any changes made to this' and (5.10) 'the end design does not meet College needs or fits the strategic brief or what was planned' have been increased.</p> <p>4. RKI asked if any changes to the document can be highlighted.</p> <p>5. CSH said the document says it was last updated May 2022 and this should be changed to November 2022.</p> <p>6. RAR asked about the development of risk registers for the free school and capacity fund bid or self-build option. ABA says the registers will be useful for the future but are not currently high priority. RAR suggested a high-level approach using the timeline and the risks from Strategy Day.</p> <p>7. CSH noted that the risks under our control are captured but risks not under our control are not on the register, when Mark Jones starts his new role, this should be addressed.</p>	<p>SLE</p> <p>SLE</p> <p>SLE</p>
<b>7. AoB</b>	None.	
<b>8. Confidentiality</b>	None.	

<b>10. Future meetings</b>	Next scheduled meeting is Wed 11 January 2023, 4pm via Teams.	Govs note
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**Minutes prepared by Sharon Roper (Clerk to the Corporation) on 30/11/22.**

**Approved & signed by Richard Armstrong, Chair on 11/1/23.**