

**GREENHEAD COLLEGE CORPORATION**  
**Minutes of Capital Development Committee meeting held virtually using Teams**  
**Wednesday 18 October 2023, 4pm**

**Govs present:** Adrian Barrass (from 4.13pm); Elliot Gill; Liz Bowen (from 4.06pm); Mark Howells; Reuben Byfield; Richard Armstrong (Chair); Richard King; Simon Lett (Principal); Stuart Irving

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

**Apologies:** John Holroyd

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 on the part of Governors or S.L.T. participants.	
<b>3. Minutes 20/9/23</b>	<b>3.1</b> Capital Development Committee 20/9/23 minutes, previously circulated, minutes and record agreed by Committee, signed by Chair, returned to Clerk for filing.  <b>3.2</b> Matters arising: All items will be covered during SLE's update.	Clerk
<b>4. Update of DfE development</b>	<b>4.</b> SLE gave a verbal update of DfE development (the Hirst Building).  1. SLE advised the committee that MJO has tendered his voluntary resignation and has left GC. MJO's duties have been distributed across the senior team. UAN will be the key contact for the imminent move into Hirst building, he has stepped down as DSL until Christmas and MGN has taken over this role, PDI is assisting UAN. 2. A meeting was convened with DfE, Mace and GT on 12/10/23 to ensure we were on schedule for the Hirst move. SLE praised the senior team who have stepped up magnificently, DfE, Mace and GT have also been really helpful. We are now in position to move into Hirst with no delays. SLE feels that we wouldn't be in the position where	

we can move without the senior team intervening. There was a lot that needed organising that they were told had already been sorted, when it hadn't.

3. The crates and boxes have arrived and the departments who are moving to Hirst will be ready by close of play on 25/10/23. The move will start on 27/10/23. The official handover date is 3/11/23, SLE, MBR, UAN and PDI will be on site for this. Arrangements are in place for live streaming lessons either side of half term. Subject monitoring for A2 students has been brought forward from November to before half term so there's no further lost learning next month.

4. Phase 3 can now start on schedule after half term. The issue with the DDA compliant route has now been resolved. The fire consultant was on site last week and said the original plan to have a corridor allowing anyone with mobility issues from G1 to ALS, tutors and Conway will pass fire regulations so the ramp solution that DfE suggested will not be needed. CPA, Director of Send and Inclusion has also agreed that this will meet the needs of our students.

5. There will be another meeting next week with DfE and Mace to discuss hoardings. EGI said fire compliance and acoustics must be considered in regard to the hoardings. SLE said a hoarding corridor was requested for G1, but DfE and Mace didn't know anything about it. SLE said this area is likely to become a busy thoroughfare as well as a study area with IT access. EGI reminded governors that ABA suggested the permanent works be installed in this area to act as a hoarding.

6. There will be snags and things to modify in Hirst, the teams need to move over, start using the building then decisions can be made about any changes. ABA agreed that we need to take time living in the building before a list of changes is put together.

7. The toilets above the ground floor are unisex in the Hirst building. SLT and student voice expressed disquiet about this. Students under 18 are still legally children and the senior team are concerned about safeguarding, the decision is that all the toilets will be changed to single sex.

8. RAR formally recorded his thanks to SLE for leading and coordinating the move in MJO's absence. SIR added his thanks to SLE and the senior team.

9. MHO asked for clarity round the DDA compliant conversation, EGI explained that this is in the interim Phase 3 demolition location not in the new building. RAR added that all governors need to be made aware of the different stages of the development.

10. RKI asked if the A&R committee should be concerned about the general college risk register, has the committee been told that things have been actioned when they

	<p>haven't. SLE feels this may be the case and he and governors need to think about how to mitigate against this happening in the future.</p> <p>11. The Deputy Lord Lieutenant's office have confirmed that the Duke of Gloucester will visit GC to officially open the building next year.</p> <p>12. EGI asked about the timeline for the move and student lessons, Clerk will email governors the poster that confirms the timeline for staff and students covering the week before and the week after half term.</p> <p>EGI asked if students will be back on site on the 8/11/23, SLE confirmed they will except the students whose lessons will be in Hirst, those students will be back on 13/11/23 unless the departments are ready for them earlier.</p> <p>13. EGI asked when Phase 3 will start - there's a meeting scheduled next week to discuss this further.</p> <p>EGI pointed out that the start of Phase 3 will be difficult with everyone onsite, some of the work includes hoardings, stripping ceilings, service diversions, and fire alarm rewiring. EGI suggested a pre-sign off before the official handover on 3/11/23 which is contractually wrong but works better practically. RAR agreed this would be operationally safer for students and staff, ABA added that the work they need to do in such a short time period doesn't stack up. SLE was given the freedom and flexibility by the governors to show goodwill on our part in relation to this; DfE will also have to agree for this to happen.</p> <p>SLE will take this forward, EGI offered his help if required.</p>	<p>Clerk</p> <p>SLE</p>
<p><b>5. Post 16 Developments</b></p>	<p><b>5. SLE gave a verbal update on Post 16 developments:</b></p> <p>1. There is no update on the potential cultural heart development; SLE has emailed his LA contact several times but is receiving an out of office reply, he will continue to chase.</p> <p>SLE spoke to KNO about looking at the LA space to establish clarity around the space and the numbers it can accommodate.</p> <p>RAR said that the LA gave us a Christmas deadline to decide about their plot, it's unlikely we can make this as they have delayed us by being uncontactable.</p> <p>MHO asked for further information about the cultural heart, SLE said that the LA contacted us about their regeneration project and asked if we would be interested in a site on Queen Street, the council have confirmed the project will still go ahead in spite of their financial difficulties.</p> <p>2. SLE, MJO and MMI visited the Iceland/Job Centre plots which have become vacant and are close to GC. This location is approximately a six-minute walk from the college. The Iceland building needs a lot of work and isn't fit for purpose.</p> <p>The job centre is an open plan space that could accommodate six classrooms. SLT discussed this option</p>	<p>SLE</p>

	<p>and decided that it wasn't an ideal location which raised safeguarding concerns and decided not to proceed with this option.</p> <p>ABA supported this conclusion and said any development needs to fit our strategy.</p> <p>RAR said the same company owns both buildings and they might undertake an alternative development of the whole site, which potentially might interest GC. The owners have recently contacted SLE to let him know they've had an expression of interest for the Iceland site.</p>	
<b>6. New Build Risk Register</b>	<p><b>6. New Build Risk Register, previously circulated:</b></p> <p>This has not been updated since the last CD meeting, it will be updated for the next meeting (22/11/23). UAN and SLE will take ownership of the Risk Register. UAN to be invited to CD meetings in future.</p>	<p>UAN/SLE Clerk</p>
<b>7. AoB</b>	<p>SIR asked about the availability of a nearby building for development, SLE said it's too small for a potential GC development.</p> <p>RAR confirmed that GC is keeping an eye out for any building that becomes available locally.</p> <p>RKI said we don't have an expansion strategy and asked for criteria to be developed for what we are looking for.</p> <p>ABA felt that the strategy needs updating following the unsuccessful free school and capacity fund.</p> <p>RAR said this will be discussed at Strategy Day on 6/3/24.</p> <p>SLE will advise all staff on 19/10/23 that MJO is no longer a Greenhead employee – Clerk to forward this message to all governors.</p>	<p>SLE SLE Clerk</p>
<b>8. Confidentiality</b>	None identified.	
<b>9. Future meetings</b>	Next CDC Meeting, Wed, 22 Nov 23, 4pm, Teams	Govs note

**Minutes prepared by Sharon Roper (Clerk to the Corporation) on 24/10/23**

**Approved & signed by Richard Armstrong, Chair on 17/1/24**