

GREENHEAD COLLEGE CORPORATION
Minutes of Capital Development Committee meeting held virtually using Teams
Wednesday 22 November 2023, 4pm

Govs present: Adrian Barrass; Liz Bowen; Simon Lett (Principal)

In attendance: Paddy Diamond; Tom Rowley; Usman Anwar; Sharon Roper (Clerk)

Apologies: Elliot Gill; John Holroyd; Mark Howells; Reuben Byfield; Richard Armstrong; Richard King; Stuart Irving

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome, apologies	SLE welcomed members and explained he was chairing the meeting in RAR's absence. Apologies received as above. Clerk advised that the meeting is not quorate, the meeting can continue to provide information, but no decisions can be made.	
2. Declarations	No declarations of pecuniary/prejudicial interest on the part of Governors or S.L.T. participants.	
3. Minutes 18/10/23	<p>3.1 Capital Development Committee 18/10/23 minutes, previously circulated, minutes to be added to the CDC agenda on 17/1/23 due to non-quoracy in this meeting.</p> <p>3.2 Matters arising: (Min 4.12), timeline for the move to Hirst, this is now historic. (Min 4.13), Phase 3 has now started. (Min 5.1), update on cultural heart development, item 5 on this agenda. (Min 6), an updated version of the risk register, item 6 on this agenda. (Min 7), Strategy day is 6/3/24, further developments, item 5 on this agenda.</p>	Clerk for agenda

<p>4. Update of DfE development</p>	<p>This meeting was not quorate; the meeting continued in order to provide information.</p> <p>4. SLE/UAN/PDI gave a verbal update of DfE development (the Hirst Building).</p> <ol style="list-style-type: none"> 1. Formal handover of Hirst building took place on 3/11/23, and the move went well. 2. UAN was conscious of sustainability and arranged for the majority of the unwanted furniture to be repurposed outside of college, less than three skips were filled when emptying the buildings. 3. Hirst Building is proving popular with students, there's a space limit with the social space and CLT are meeting to discuss alternative options. 4. More than 60 snags in Hirst have been reported – UAN continues to chase these. 5. There were initial teething problems with the IT infrastructure in Hirst, and there are some cabling issues to sort out. The new Wi-Fi network has been rolled out across all of the college, and switches still need to be replaced across the site. 6. ABA asked how GT are responding to the reported snags - there has been some pushback, Mace and DfE are being supportive and UAN continues to follow them up. ABA said as GT are now working on Phase 3, this gives GC additional leverage. 7. EBO said the work by CLT has been excellent, the transition to the new building for learners who are based in Hirst has worked well, Hirst has become a forum for food and social space, and it has helped college cohesiveness. EBO said the repurposing and sustainability dimension has been fantastic. As a parent of a student at GC, she shared feedback about how enjoyable it is to study in the new classrooms and laboratories, and the new building is akin to university standard facilities. 8. SLE added that parents and prospective students were impressed by the Hirst building at the recent open event. 9. SLE thanked UAN and PDI and all the teams involved for their work moving over to the new building. 10. Phase 3 has started, and the hoardings are in place. Within a day students familiarised themselves with the new campus layout. G1 is working well as a study area, and a corridor to Dawson building. It's too early to determine the level of noise invasiveness as GT are currently working on the all-weather pitch and stripping out the old science block. 11. ABA has walked round the site, but he couldn't see if sound insulation has been placed behind the hoardings. 	<p>CLT</p> <p>UAN</p> <p>PDI</p>
--	--	----------------------------------

	<p>12. Adverts have been placed for MJO's replacements, a Director of Finance & Funding, and a Director of Estates & Operations, they will be appointed before Christmas. A decision will be made about the running of the estate in the interim when the successful candidates notice period is known. Options are UAN and PDI continuing in their temporary roles or SLE is meeting with a Project Manager who can potentially fill the role temporarily.</p> <p>13. ABA added his thanks for everyone's hard work moving to Hirst and getting it up and running. ABA has been in the Hirst building and seen the students occupying the space and enjoyed the energy this created. He agreed the social spaces were busy and he also liked the study areas. He noticed that students are finding their own spaces in the new and the old buildings.</p>	
5. Post 16 Developments	<p>5. SLE gave an update on Post 16 developments, papers previously circulated:</p> <p>1. The update on the potential cultural heart development, as yet SLE has been unable to arrange for Kerrie Norman to meet with his LA contact to look at the space. The LA contact has become difficult to contact.</p> <p>2. A potential development site is currently confidential.</p>	
6. New Build Risk Register	<p>6. New Build Risk Register, previously circulated:</p> <p>Changes have been made and are highlighted. The main changes include:</p> <p>Risk ownership has been updated, MJO has been replaced. (E10) Not enough time to move into Hirst Building and (E11) Coordination and preparation of phase 3 demolition area – have both been removed.</p> <p>(E20) Hirst building not working as intended and GC working in an incomplete building – this is the current highest risk, and the risk score has been raised accordingly. (E21) Key infrastructure associated with the new build is either incomplete or not in place e.g. insurance, alarms, keys, fire safety etc. – this is a new risk.</p> <p>(F2) Unforeseen additional costs during the build are made college responsibilities – this risk has been increased.</p> <p>The above risks may lower over the coming weeks.</p>	
7. AoB	None.	
8. Confidentiality	Another potential development site is confidential at this stage.	

9. Future meetings	Next CDC Meeting, Wed, 17 Jan 24, 4pm, Teams	Govs note
---------------------------	--	-----------

Minutes prepared by Sharon Roper (Clerk to the Corporation) on 1/12/23

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