

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE MEETING OF THE ESTATES COMMITTEE HELD ON Monday 10 June 2024 at 16.00

Present: Steven Allen, George Dummer, Martin Emery (Estates Manager), Dan Lodge (Principal), Steve Martell (DP), Tom Parkes (Estates Masterplan Manager), Julian Rooney, Helen Smith (via Teams), Dominic Wakefield

In attendance: Russha Sellings (Director of Governance/GD)

In the Chair: Steven Allen

1. Chair's Introductions and Apologies for Absence

The Chair opened the meeting. Apologies were received from FD Ian Dumbleton. New Governor Julian Rooney was welcomed to his first meeting. Helen Smith joined the meeting by Teams.

2. Declarations of Interest

None to record.

3. Minutes inc. Parts IIa&b of the meeting held on 19 February 2024

The minutes including Part II were approved without amendment.

4. Matters Arising

The matters arising from the last meeting were all covered in the next item.

A Governor asked for confirmation about the arrangements previously discussed for renting or purchasing portakabins. The Principal said that the option to rent was modelled and found more cost effective and planning was more straightforward as the mobile classrooms would be temporary.

5. Estates Masterplan update

Papers: Masterplan procurement update

a) Shelley & Café Final Account resolution, project completion and evaluation

The Principal was pleased to confirm the final account had been settled at the agreed amount of £3.17 million and the invoice for the remaining 50% was paid. The actions previously highlighted were all now resolved. To ensure the safety of students and staff, as a precautionary measure the mould test was undertaken which found that no treatment was needed other than to test for microflora as a good practice recommendation for new buildings. The full report could be uploaded to SharePoint should members wish to view it; however it was considered detailed and operational. The College had eventually met the cost for the report following a member's query. The Chair agreed this was important assurance for the health and safety of staff and students.

The Principal wished to highlight to members that at this point in time, it was usual practice to undertake a post implementation project review. The previous paperwork was no longer fit for purpose and a new shorter format was suggested reviewing the overall programme, budget management, contractor performance and summarising with lessons learnt. The Estates Masterplan Manger had provided a template to refer to. It was agreed reports for both Shelley/Café projects and the CIF funded roof works in the revised format report would be presented to the Committee at their next meeting. (*Action: Principal/DP*)

b) Interim phase developments

Members heard of the various projects that were underway across the campus which aimed to maximise and enhance social space. The Estates Manager advised the work to install the portakabins ('The Village') in readiness for the new academic year would commence in July. This had been reconfigured to ensure the most appropriate fit following feedback from neighbouring

properties and advice from Sports England in terms of potential impact on the sports pitches. Members were keen to ensure that they were comfortable for the subject areas taking occupancy all year round and the Estates Manager said the College had secured modern temporary structures with air handling capability which were also warm in the winter periods. Members asked about the preparation for instalment and subsequently the exit plan for the decommissioning of the mobile structures when they were no longer required. The Estates Manager responded that the groundworks were substantial and the portakabins would be able to utilise the services from the nearby GB building. When the time came, an exit route would be managed to ensure the removal as part of the preparation for the new buildings.

Members queried the RAAC compensation especially as the instalment costs were front loaded. The Principal said that the DfE would actively consider meeting the costs of portakabins for the first year and an action was requested to revisit and confirm the costs for the duration of the period.
(Action: Principal/FD)

Thanks were recorded to the Estates Manager and the Estates Masterplan Manager for all their work during the interim arrangements.

c) Part II item: Architect selection/recommendation

Part II minute: Criterion h): Information considered to be commercially sensitive

d) Funding

Covered under the previous item.

6. CIF and Maintenance

Papers: CIF boiler outcome, planned maintenance schedule and budget

i) CIF 23-24 roof project evaluation

As previously raised under Item 5a, the full evaluation project report would be presented at the next meeting. The DP was pleased to confirm in the meantime that the project was on budget and had run very smoothly thanks to the work of the Estates team.

ii) CIF 24-25 boiler bid outcome

The minutes confirm that the latest CIF bid had been unsuccessful by a small margin. It was understood that reporting of a major incident involving loss of continuity of provision would need to be provided to meet the threshold.

iii) RAAC update

The DfE assigned case worker had attended site in half term. Members asked about the timings of the removal and whether the area was structurally sound in the interim. The Estates Manager reassured the Committee that as the RAAC was in the floor, it was easier to seal the area and all other surrounding areas had been checked including for the presence of asbestos. Students had been relocated which had worked very smoothly. The Estates Masterplan Manager was currently assessing the best approach for the programme of works; factoring in the exam timetable, it was likely remedial works would be completed by September 2025. A member suggested that it may be appropriate to feedback to the original inspector who attended site at the start of the academic year.

iv) Planned maintenance

The Estates Manager provided a summary of the works that had been discussed with SMT. There were no further questions.

Resolved: The Committee approved the planned maintenance schedule of works and budget.

7. Sustainability

Papers: Cundall report extract ([full report available on SharePoint](#)) and note from Sustainability Co-ordinator, Sustainability Action Plan

a) Cundall report extract

The report was helpful in steering the College to some ideas which could be easily implemented although it was important to consider action against cost. It was suggested action on socket shut down could be a source of significant savings.

A member commented on the strategy for monitoring and disclosure of carbon emissions (4.3). This area was thought to be quite complex and covered more in-depth in a scope 3 level report. It did raise some important questions in relation to new buildings.

The Chair concluded that the majority of the report was informative with operational outcomes. Some more significant actions could be addressed where grant funding become available.

b) Sustainability Action Plan

Members discussed the impact of water neutrality. The Estates Masterplan Manager advised some benchmarks in new builds would be helpful and more generally information management was crucial for tracking and monitoring. There was a question about the take up of electric vehicles through a potential new salary sacrifice scheme. The DP said there had been a few staff express interest and SMT were currently working through the financial implications. The location of any charging points would need to be considered in terms of the estates development.

8. Health & Safety Report

Papers: H&S minutes report

i) H&S Committee minutes report

The Estates Manager spoke of the recent fire compliance training rolled out across the College. A member asked about CO2 and vapour levels in terms of statutory levels and it was concluded that while there were opportunities for further good practice, the College remained compliant.

ii) H&S annual report

The Committee observed the report was well laid out and informative. The GD explained the report would be provided to the Governing Body at their summer term meeting.

9. AOB

None to record.

10. Annual Meeting Assessment and ToR review

Members confirmed that all the papers received adequately supported the discussions at the meeting.

In reference to the ToR, it was agreed that remit of the Committee had been well covered in the transition to a full committee and there were no further changes to recommend at this time.

11. Date of Next Meeting

The Committee would meet on **Wednesday 23 October 2024, 16.00**

It was noted that there would be one meeting in the autumn term.

The meeting closed at 17.35

Chair.....

Date.....

RRS 21-06-24