

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE MEETING OF THE ESTATES COMMITTEE HELD ON Wednesday 23 October 2024 at 16.00

Present: Steven Allen, Ian Dumbleton (FD), George Dummer, Martin Emery (Estates Manager), Dan Lodge (Principal), Steve Martell (DP), Julian Rooney, Helen Smith, Dominic Wakefield

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

To Item 5 only: Daniel Walder (Project Director, DBP), Piers Rodford, (Architect, BDP), Tom Rudd (Town Planner, BDP), José Garrido (Architect, Ritchie Studio), Paul Boden (Partner, Hanover Cube)

In the Chair: Steven Allen

1. Chair's Introductions and Apologies for Absence

Tom Parkes (Estates Masterplan Manager) was on annual leave and gave his apologies. The Chair warmly welcomed external attendees and introductions were made. Paul Boden from Hanover Cube was representing the Mercers' Company. Helen Smith joined the meeting during Item 3.

2. Declarations of Interest

None to record with respect of items on the agenda.

It was agreed to reorder the agenda at this point to allow external attendees to depart the meeting.

3. Estates Masterplan Development

Papers: BDP presentation (at the meeting), Masterplan update

This item was recorded under Part II business.

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

[17.25 - BDP were thanked for their presentation and left the meeting]

[17.27 – Paul Boden left the meeting]

4. Minutes inc. Parts II of the meeting held on 10 June 2024

The minutes including Part II minutes were approved without amendment.

5. Matters Arising

There were no matters arising.

6. Maintenance and CIF

Papers: Summer works update, RAAC brief/associated documents, project completion reviews x2

a) Summer Projects Update

The Principal said the summer works had been an important exercise in utilising space to expand social areas. Thanks were recorded for the work of the Estates Masterplan Manager who managed the projects to budget and deadline where completion was required by the end of the summer break. The Estates and IT teams were also recognised for their contributions.

b) RAAC update budget/programme

The Principal referred to the approved budget agreed by Governing Body. The position was still ongoing. There would be another meeting with the DfE to progress the application, which had been

initially rejected subject to clarifications. The budget for the procurement plan would need Governing Body approval before moving ahead.

c) *CIF 23-24 roof project evaluation

The CIF funded project was now successfully complete. Members recognised that the current funding climate would make it more difficult to secure funding in the next bidding round.

d) *Shelley project evaluation

This was a consent item, there were no further comments.

7. Sustainability

The DP reported that he monitored the action plan weekly with the Sustainability lead. The Carbon Literacy adult education course was now fully up and running. The DP also has regular communication with the RCU environmental representative to progress green initiatives.

The FD was pleased to share that the new boiler, roofs and other energy initiatives were starting to realise significant savings. There had been a 23% comparable reduction in gas costs.

8. H&S Reporting

Papers: H&S Committee minutes report, H&S Policy

i) H&S Committee minutes report

There were no comments to record.

ii) H&S Policy

There was a question about a student representative on the H&S Committee. The DP confirmed it was not a statutory requirement and the relevant points were relayed to the RCU after the meeting, which was appropriate given the sensitivity of some of the discussion items.

A member sought assurances on the number of first aiders. The Estates Manager responded that there were two levels of training. The number of enhanced trained staff was proportionate to the incidents in the College and there was a teacher workload consideration to factor in with additional training.

Recommendation: The Governing Body approve the H&S Policy.

9. AOB

None to record.

10. Meeting Assessment

Members agreed the focus of the meeting had been appropriately allocated to the estates masterplan. It was noted that it would be useful to get the input of Paul Boden.

The Chair also referred to a discussion at the GS&R Committee about recruiting a former experienced member who had now retired given that Dominic Wakefield would step down when his term ended and it would be proposed that Helen Smith switch over to the A&R Committee.

11. Date of Next Meeting

The Committee would meet on **Wednesday 5 February 2025, 16.00**

The meeting closed at 18.00

Chair.....

Date.....

RRS 08-11-24