

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE ESTATES SUB-COMMITTEE held on MONDAY 18TH JUNE 2018 AT 8.40 A.M.

Present: Mr Richard Beckwith, Mrs Sally Bromley, Mr Ian Dumbleton, Mr Martin Emery,
Mr Robert Yorke

In attendance: Mr Philip Harrabin (Quantity Surveyor-QS), Mr Robert Hardwick (Project
Manager-PM), Ms Nicola Whitehead (Clerk)

In the Chair: Mr Robert Yorke

1. **Declaration of interests** None
2. **Minutes (Parts I and II)** of the meeting held on 5th February 2018 were approved.
3. **Project Progress Updates:**
Papers: June 2018 reports from the Estates and Project Managers

a) **GB1:**

Final account: The Quantity Surveyor (QS) explained that there had been a further comprehensive meeting with Cheesmur who had promised to provide evidence for their overheads claim within a week. An extension to one month had subsequently been agreed but it was now nearly three months since the meeting and nothing had yet been heard.

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

[9.20 a.m. Mr Philip Harrabin left the meeting.]

b) **Sports Hall Works 2018**

The Principal confirmed that, following F&GP agreement in May to the budget and choice of contractors, the works to the classrooms on the first floor of the Sports Hall were planned to start on 1st July for completion by 31st August at a cost of c. £88k. The ventilation issue had proved difficult to resolve through new windows given the need for structural changes with uncertain results. The Principal had therefore reluctantly agreed to air-conditioning, to be combined with removal of stud walls to create larger classrooms. The chosen contractor for the air-conditioning had not been the cheapest but had been considered the best solution given their track record with the College for good service and that the alternative bid had been received late. The Faculty Head had signed off on the plans and AdultEd were also interested in the larger classrooms for evening classes. The Finance Director confirmed that the College was paying for the works as capital spend.

c) **Other items**

Carried forward: (Action: Project Manager to check with QS whether a full set of as-built Electrical and Mechanical drawings remained outstanding from the Contractor.)

4. **Review of Project Management Procedures**
Paper: Project Management Procedures: Illustrative documents

The Clerk explained that as part of the review of the project management procedures introduced in Spring 2016, she had met with the co-optee to the Sub-Committee and the Principal to discuss

ideas. They proposed a possible change of approach to help differentiate between those larger projects where significant professional advice is required (and could be expected to inform appropriate procedures and reporting) and the more frequent smaller projects where proper tracking of progress and safeguards remained important but there was greater reliance on 'in-house' project management working directly with the contractor(s).

ESC members were invited to comment on the proposal to:

- a. re-jig the current procedure to address larger projects incorporating the previous job description appendices into a single document, and
- b. adapt the former Appendix A monitoring form to facilitate tracking of the smaller projects with clearer delineation of project stages and a closer link to the post project review in response to comments at the last meeting.

Whilst (updated) authority limits would provide some guide as to which projects would be categorised as small, it was proposed that these were not defined simply in monetary terms but that a decision were taken at the development phase as to whether the simpler process was appropriate.

(Action: Members to provide detailed comments to the Clerk who would liaise further with the co-optee in producing final drafts for the next meeting).

5. Condition Improvement Funds (CIF) bid 2018

The Principal reported that the application for funding submitted in early December 2017 in the sum of £260k largely to replace windows, remove associated asbestos and address remedial building works had been unsuccessful. However the success of some other colleges in securing funding for quite significant building projects suggested that there was some loosening of the conditions for funding beyond refurbishment. The forthcoming SFCA conference was to include an item on advice and guidance in making bids.

The Project Manager reported that some of the works to the Grammar School dormer windows, roof and other windows would need to be carried out in the not too distant future (2-3 years) and this work had therefore been included in the Planned Maintenance Programme for the estate.

6. Property Strategy 2018-21

Paper: Revised pages 5-7 of Property Strategy 2018-21

The Principal explained that, following Governing Body approval of the Property Strategy 2018-2021 in March 2018, she had, as requested, updated Sections 5-7 to prioritise and cost projects for them to consider in order to plan the future of the estate beyond 2021.

The CIF 2018 outcome suggested the College should prioritise **GB2** for which there was already planning permission. It seemed possible that there could be some flexibility in the CIF funds for capital expansion particularly for outstanding colleges which could demonstrate growth. Collyer's needed to maximise the chances of receiving government funding and future proofing the college estate against student growth beyond 2021, as well as taking the opportunity to rationalise and improve the space for the art, design, digital and media curriculum areas, particularly in the light of their successful bid to offer T levels in Digital. Members explored the growth targets noting also that rebids could be made if at first unsuccessful. They were reassured that the building plans were sufficiently flexible to allow some internal reconfiguration if required and that appropriate advice was being obtained from HNW Architects who had advised on the College Library and numerous other local educational establishments. They agreed it would be sensible to employ a bid-writer for a large project of this kind. In anticipation of a further build, members agreed it imperative to obtain the CAD drawings from the architect **(Action: Project Manager to repeat request).**

Turning to **West Sussex Music**, the Principal confirmed that the College would be offering office space from the Autumn Term boosting the current lettings from music lessons. This would require

some refurbishment works and the relocation of EYE students. Quotations had been obtained from West Sussex Joinery for works in the sum of £17.5K including all costs.

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

7. Planned Maintenance Programme

Paper: Planned Maintenance Programme

The Estates Manager explained that the programme had been informed by input from internal audit reports, staff returns and health and safety considerations. The majority of items would be progressed in the June-August period and included ongoing updates to heating controls, flooring and CCTV. The Chair asked about the case for upgrading CCTV in the Library to the HD version being applied elsewhere. The Principal explained that this was less pressing in the Library as staff were present and could address any issues on the spot. Further items included new furniture, electrics checks, acoustics panels in the Grammar school classrooms and air conditioning in the Dance Studio which had been resisted but now seemed the only viable solution.

The total cost of the works amounted to £69,400 of which c. £50k would fall in 17/18 and £20k in 2018/19. There had been no news as yet of the latest ESFA funding towards maintenance which last year had amounted to £55k and materialised in late July. **(Action: Finance Director to clarify the timing of ESFA funding relating this to recent and proposed spend).**

8. Report from the Health and Safety Committee:

Papers: Minutes of the H&S Committee of 31st January 2018 and associated H&S Officer's report

Members noted the contents of the reports including further concerns about ventilation in classrooms, particularly computer rooms. The issues were being pursued with West Sussex Joinery and reflective film was to be trialled on GB1 (and might usefully be considered from the outset on GB2). There had been two fire alarm incidents since the last meeting, one of which was suspected to have been deliberate. The latest fire risk assessment had once again been very positive about fire risk management at the College and the small number of recommendations had been addressed with the exception of that concerning the Cowley Building which would be addressed, if needed, during the refurbishment. Take-up of flu jabs was consistent at c. 20 per year whilst there had been increased interest in the eye test vouchers. The first aid team had been supplemented by two members and SMT also undertaken first aid training to provide further back-up. Six accidents had been reported in the accident book, none reportable under RIDDOR. The number of incidents at 28 was considered low given the number of students at the College and that 16 of these concerned only 3 students. The Principal reported on the ongoing efforts to promote an aerosol-free site given a student's allergy.

9. Other matters arising from the Project and Estates Managers' reports.

The Estates Manager reported on two minor issues of water ingress, one in GB1 which had been repaired by Sarnafil, and another in the Memorial Hall owing to dislodged roofing tiles. There had been no issues arising from tests on water quality including legionella. Members noted that in addition to internal checks, there were two external checks per annum and a more thorough external review every two years. There were further plans to complete the upgrade to lighting in the Buckle Building to ensure both safety and energy-efficiency.

10. Other matters arising from the minutes

The Finance Director explained the treatment advised by the auditors in respect of the promised S106 money in the 17/18 accounts. The Principal expressed a preference for keeping an open mind at the current time as to how the money would be used.

11. AoB None

12. Meeting assessment: Members once more considered it essential to have had Philip Harrabin present at the meeting. Going forward they supported the continued existence of the Sub-Committee and efforts to boost its membership, bringing in further skills pertinent to its remit.

13. Date of the next meeting: Monday 5th November 2018 at 8.45 a.m. (provisional)

The meeting ended at 10.35 a.m.

Chairman.....

Date.....

NCW 24/6/18