

THE COLLEGE OF RICHARD COLLYER
MINUTES OF
THE SPECIAL GOVERNING BODY MEETING
HELD ON THURSDAY 17th FEBRUARY 2022 at 15.30

- Present:** Mr Karl Banister, Mrs Ann Donoghue, Mr Dan Lodge (Principal), Mrs Barbara Hobday, Mr Graham Lawrence, Mrs Susan Martineau, Mr Paul Mittendorfer, Dr Grant Powell, Mr Will Power, Mrs Clare Ruaux, Dr David Skipp, Mrs Helen Smith, Mr Hugh Stafford-Smith, Mrs Beverley Valley
- In attendance:** Mr Ian Dumbleton (Finance Director), Mr Steve Martell (Deputy Principal), Ms Nicola Whitehead (Clerk)
- Apologies:** Rev'd. Lisa Barnett, Mr Dan Brown, Miss Hari Gunturu

The Chair explained the nature of the meeting with a one item agenda relating to the forthcoming Shelley Building and café projects. No AoB items had been received in advance of the meeting facilitating this intended focus.

1647. **Declaration of interests** None.

1648. **Minutes** of the meeting held on **7th December 2021** were carried over for approval at the usual Spring F&GP meeting in March. The Chair however thanked the Clerk for providing **collated excerpts of relevant discussions from the most recent F&GP and Governing Body discussions** as well as prompt **minutes from the ESC meeting earlier that week** which had been helpful in preparing for the discussion. He acknowledged in particular the extensive work undertaken by the ESC which had informed the subsequent discussion by the F&GP Committee.

1649. **Shelley Building and Café including Report from the Estates Sub-Committee (ESC)**
Paper: Minutes of the meeting 14th February 2022 and associated ESC papers including tender analysis documentation and College cashflows.

The ESC Chair outlined the nature of the two projects under discussion and explained the ESC's consideration of cost, programme, management approach, financials and interview performance in similar terms as described to the F&GP Committee.

Members noted the assurance received that the costs constituted the market price, and that Sunninghill's slightly longer programme was immaterial in relation to the Shelley Building (with the café programme more crucial in operational terms). They recognised the nature of the design and build contract, with the Sunninghill bid better reflecting this and therefore carrying less risk. Sunninghill had also been stronger at interview and financial due diligence had been carried out. Value engineering proposals had been made and would be further examined post-contract given that these would not be material to the design of the building and this would avoid delays. Members noted too the continuing refinement of the risk register associated with the project.

The ESC Chair confirmed the unanimous decision from both committees in favour of recommending Sunninghill to be the contractor for both the Shelley Building and the Café (with the latter subject only to planning permission). Though very slightly more expensive than the alternative bid, this was negligible and their bid offered greater assurance overall.

Questions were asked about the extent to which **sustainability** had been assessed in examining the bids. The Principal explained that the architects had consulted with the Sustainability Committee in preparing the tender documentation which had stipulated the

energy efficiency required of the building. Follow-up questions covered BREEAM certification (not included), the warranty period, delivery management, the disposal of materials and the contractor's own sustainable and legally compliant work practices with a recommendation that the College's expectations should be clear.

(Action: Principal to raise with BAQUS to seek greater clarification of Sunninghill's environmental measures and compliance, for example, with the Modern Slavery Act and circulate to governors.)

The Principal explained that the cashflow had been updated to account for all potential capital spend (apart from the potential cost and CIF funding for a new boiler). All looked as previously envisaged and affordable. Further questions on cost included increased staff costs and the VAT risk

The Chair thanked members for their scrutiny which would inform further monitoring and future project preparations. Feedback would also be given to BAQUS although members recognised that the market conditions were forcing an unusually rapid turnaround.

Resolved: The Governing Body agreed in principle the appointment of Sunninghill as the contractor for the Shelley Building and café subject only to the follow-up above on the warranty and assurances on compliance and sustainability. (Post-script: The assurance - including notification of a 12 -year warranty - was circulated to governors, F&GP and ESC co-optees on 18 February with no further comments raised.)

1650. **Any Other Business:** None

1651. **Meeting assessment**

The ESC Chair thanked everyone involved in getting to this stage including the Principal, SMT, ESC and F&GP co-optees.

1652. **Date of next meeting: Tuesday 5th April at 10.30 at The Mercers' Hall in London.**

The meeting ended at 16.33

Chair

Date

NCW 27.2.22