

THE COLLEGE OF RICHARD COLLYER

MINUTES OF THE ESTATES SUB-COMMITTEE

held on **Thursday 7 July 2022 08.30**

Present: Mr Ian Dumbleton (FD), Mr Martin Emery (Estates Manager), Mr Graham Lawrence, Mr Dan Lodge (Principal), Mr Dominic Wakefield, Mr Eric Williamson

In attendance: Mr Steve Allen (Co-optee), Mr Richard Allin (BAQUS), Mr Chris Luck (BAQUS), Ms Tricia Henry (Synergy) *Agenda Items 1-6*
Mrs Russha Sellings (Clerk)

In the Chair: Mr Graham Lawrence

1. Chair's Introductions and Apologies for Absence

The Chair opened the meeting by welcoming attendees including those from BAQUS and Synergy and Mr Allen, a new Co-optee who it was hoped would join the Sub-Committee, subject to Governing Body approval at the next meeting.

Mr Steve Martell (DP) was attending a student event and sent his apologies.

It was agreed that the agenda would be reordered to cover items 7-8 first, allowing Ms Henry to leave the meeting afterwards.

2. Declaration of Interest

None to record.

3. Minutes inc. Parts IIa & IIb of the meeting held on 19 May 2022

The minutes including Part IIa and Part IIb were approved without amendment.

4. Matters Arising

Covered by items on the agenda.

5. Boundary Fencing Update

Ms Henry informed members that the painting of the fence was near to completion, subject to weather conditions, and it was confirmed that this would include the remaining gates. Fencing work would follow and there would be a mesh fence installed by the Richmond Road entrance.

The Principal was pleased to report that the new single access point on Hurst Road was working well, including on the recent welcome days.

6. Condition Improvement Fund (CIF)

(i) Progress on boiler preparations

Preparations for the installation of the new boiler were underway. The contractor had been working hard to ensure minimal impact and scaffolding would be erected when students were no longer onsite.

(ii) Proposed options for CIF bid 2023/24

Members discussed the urgent requirements for remedial work on various roofs and replacement of further boilers that were at end-of-life stage. A risk based approach was suggested by members, with works prioritised where there would be consequences to the estate if no action was taken. Ms Henry and Mr Emery agreed that following their detailed assessment of the roofs, some areas required critical remedial work.

Members queried whether the College would be at a disadvantage if there were two bids submitted. Ms Henry advised this would not be the case as roofs and heating and distribution came under different categories and would therefore be assessed separately. Timings were also

raised, and Ms Henry said the process had reverted back to the usual timescales with bids to be submitted by December in readiness for the next financial year. In terms of financial viability, it was confirmed that the College would also need to contribute to a proportion of any successful bid and the Principal said affordability would therefore need to be considered.

Members robustly discussed sustainability, advocating a strategic view taking into account environmental factors as well as life cycle costs. This was especially important due to the commitments within the Estates Masterplan. The Principal spoke of The Mercers' Company environmental strategy, although this would be some way in the future.

Ms Henry explained that unfortunately only traditional boilers would be covered under the CIF bid process. However, other funding may be available for alternative, environmentally sustainable heat sources. Members understood the challenges of considering options in the interim period. It was concluded that preparation for the roof bid would commence straight away and in conjunction, options for alternative heating sources considered with a decision on the additional bid to be reached at the meeting in the autumn. *(Action Clerk)*

Recommendation: CIF bids to endorsed to F&GP in Autumn term once confirmed.

Ms Henry was thanked for the updates, it was noted that she would not be available for the next meeting and Mr Gleeson would be advised of the date.

[08.53 Ms Henry departed the meeting]

7. Pedestrian Gate

Paper: summary update

Mr Allin briefed members on the latest updates following completion of design. Tenders would be invited for the totality of the project. Mr Allin suggested that the current building contractor, Sunninghill, be invited to bid as they were already onsite and so could be agile to the needs of the College. The installation of the gate was considered quite specialised and Sunninghill had also undertaken a similar project for another West Sussex independent school, for which some images would be sourced. *(Action Mr Allin)* Mr Allen explained that he had contacts at that school so he would try to secure some feedback on the contractor's performance on that project. *(Action Mr Allen)*

A view was taken following a detailed discussion on timings. While it was not an issue to have an open gate in the intervening period, the Principal said that work must conclude before the start of the new academic year as there were no alternative access points and therefore any ongoing work would present a significant health and safety as well as reputational risk. Members were also concerned about diverting Sunninghill from current key projects, especially given recent updates on the café project. Highways and the brickworks added a level of complexity, and iron works could be very time consuming to procure. As such the overall risk to the delay on projects could be deemed high.

Mr Allin advised feasibility would become clearer in the next 2 weeks and committed to securing quotations from alternative contractors as well as assessing how much work could be done over the summer period, although the College would not be in a position to respond to any tenders during this time. *(Action Mr Allin)* Members felt at least costings would be clearer which was important from a budgetary perspective since it was confirmed that the majority of the project would not qualify under security for CIF funding, and therefore the cost would be met from cash reserves. It was agreed to consider the project at the committee's next meeting.

8. Key Projects: Shelley Building & Café inc:

Paper: BAQUS Project Management Report no 2 (June 2022), draft schedule (05-07-22), café remodelling draft programme (updated), proposed window design.

a) Progress update from previous meeting and sub-contractor status

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

In terms of the Shelley building project, good progress was being made, however members were surprised to note that there were still a number of sub-contractor packages out to tender and this was challenged.

Members thanked Mr Luck for managing the budget. It was requested that the costs were apportioned by project to enable sufficient monitoring and Mr Luck agreed to revisit the cost report analysis and the risk register to consider what was possible. *(Action Mr Luck)*

[10.05 Mr Williamson departed the meeting]

The Principal said the contractor was working to ensure that there was no impact on the open evening this month, however there had been disturbances reported during the examinations period despite it being specified in the contract that this should not occur under any circumstances. This was especially challenging as these were the first examinations since 2019 and it was important that Sunninghill, who are a contractor experienced in education, to be aware of this.

Following review of the Risk Register, it was requested this be proactively updated given recent risks and also the potential cost of concession stands be included in respect of risks for the café project. *(Action Mr Luck)*

9. Other Premises Updates

Paper: Estates Manager report

Mr Emery provided some commentary to the report. The timing of the meeting meant that the health & safety updates had been reported directly to the F&GP Committee.

10. AOB

Nothing to report.

11. Annual Meeting Assessment including ToRs (see over)

The meeting concluded in a timely fashion and there had been good discussions around the timings of the café. The Project Management report had also been very helpful and it was recorded that this would be produced on a monthly basis.

The Chair had some initial thoughts on the current ToR which would be considered alongside all Committee ToR as part of a full review early in the next academic year.

12. Date of Next Meeting

The Committee would meet in the Autumn term on **Wednesday 28 September 2022 at 16.00** [Post-meeting note: meeting deferred to 11 October 2022] onsite at Collyer’s. Members were invited to arrive early at 3.30pm for a tour of the works on the estate.

The meeting ended at 10.37

Chair.....

Date.....

RRS 11-07-22