

THE COLLEGE OF RICHARD COLLYER
MINUTES OF THE MEETING OF THE
ESTATES COMMITTEE
HELD ON Monday 19 February 2024 16.00

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

In attendance: Richard Allin (BAQUS) Items 1-5 only
Russha Sellings (Clerk)

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. Dominic Wakefield was not present. Members confirmed they were content with the papers they had received for the meeting.

2. Declarations of Interest

None to record.

3. Minutes inc. Parts II of the meeting held on 11 December 2023

The main meeting minutes were approved without amendment. The Part II minutes were reviewed and discussed under Part II business.

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

4. Matters Arising

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

5. Key Projects Updates

The item was recorded under Part II business.

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

[16.28 – Richard Allin was thanked for his update and left the meeting]

6. Estates Update

Paper: RAAC update, RAAC survey report

The Estates Manager confirmed that during a routine asbestos survey, the surveyor had identified RAAC in a small area of the College. This was despite an initial all clear from the DfE in September. The Estates Manager provided a summary of the findings as per his report; thankfully the RAAC was contained and the College's response had been a good test of disaster recovery procedures.

The Principal informed members that the College had been added to the DfE RAAC register published externally. The list of colleges had featured in sector news online which had generated a call from local press, other than that there had been very few enquiries. Questions were invited on the latest developments.

Members sought assurances on the outcome of additional RAAC surveys for the remainder of the buildings in the estate since the discovery. The Estates Manager referred to the thorough and targeted inspections which verified there were no further issues.

Next steps were discussed to address the remedial works in the affected areas, reference the advice of the structural engineer in their formal report (included for background in the papers). The College's preference was to go ahead with the option for full removal. Following discussion, the Committee supported a self-managed approach with reimbursement from the DfE which it was hoped would include the cost of the additional inspection reports. There was consideration to the needs of the College in terms of the pressures on teaching space following increased applications for 2024 and the future of the Estates Masterplan. Timescales were debated alongside other aspects of work which a member thought would likely be notifiable. The Estates Masterplan Manager had started making contact with contractors, however the Principal added a DfE project director for the RAAC element was yet to be assigned. Due to exams in the summer limiting the start date, it was estimated that September 2025 was a realistic time period for total completion.

The Committee wished to record their thanks to the Estates team for their well-managed response to the situation.

7. Estates Masterplan Development

Paper: Estates Masterplan update, link to contracts webpage

i) Estates masterplan including funding

It was agreed the updates would be re-ordered under this item. The Principal referred to the link between the Estates Masterplan in terms of the self-managed RAAC removal option. As discussed, the anticipated growth had come earlier than anticipated and by 2024 it was expected the College would reach 2,600 students. There would be an immediate need prior to the Masterplan that could now likely only be met with mobile classrooms to accommodate also those displaced by the RAAC. There had been some thought to the optimum location of some subjects and other refurbishments. Given the works in the Duckering Hall, the Principal raised with members the possibility of bringing the planned auditorium in the Masterplan back to this area where it would naturally a better fit. This would avert the requirement from the proposed Tech Centre and mean a smaller building; beneficial in light of funding challenges and there was a brief update on the progress of the loan from the Mercers' Company. Members were supportive of this approach and one commented that it would also create space for a more substantial performance area in the centre of the campus. The Estates Masterplan Manager had commenced with a feasibility assessment of the auditorium space to understand what might be possible.

In terms of mobile classrooms, 2-4 covering at least 100sqm would be needed and the Principal advised approval was required from the Governing Body for the full amount at this stage in order to secure and implement for the new academic year. Members considered rental versus purchasing. The FD had undertaken some modelling and the return on investment was 4-5 years within which time it was expected that the Tech Centre would be built, creating the new classrooms required and allowing for the subject locations to be implemented.

The Committee would relay to the F&GP Committee and further the Governing Body these key updates:

- The preferred option of proceeding with the full removal of the RAAC to be reimbursed by the DfE (for information)
- Self-management of the RAAC remedial work (for information – *although with possible cost ref the Estates Masterplan*)
- Reenvisaged Estates Masterplan (for information)
- Full cost of mobile classrooms to alleviate pressures on teaching space in the short term (endorse)

Recommendations: The F&GP Committee consider the relevant costs and make recommendations to the Governing Body.

ii) [Tender process](#) and next steps (interview panel)

Due to the funding challenges, the phasing of the Estates Masterplan would need to be revisited. It was likely that initially that funding could only be reached for the Tech Centre.

In the meantime, the Standard Selection Questionnaire (SSQ) stage was due to close the next day and the Estates Masterplan Manager confirmed the response rate had been very positive. There would follow a shortlisting of 5 architects and a tender process by the 4 April for a full design team comprising a lead consultant architect and sub-contractors which was a key element of the project. The practices of any sub-contractors would also need to be included in the scoring and evaluation process.

The Committee Chair wished to disclose an interest due to a previous working relationship with one of the potential consultants and this would be managed appropriately if needed.

Members thanked the Estates Masterplan Manager for all his work to date.

8. Sustainability

The DP provided the following verbal update:

- Carbon literacy course - led by the College's sustainability co-ordinator and further exploration of the possibilities. Students in particular were very supportive of this work which could lead to provision of an Adult Education course (ref the Skills Agenda).
- Sustainability speakers – the DP said students were also very keen to be involved in these talks and initiatives such as Recycling club.
- EV ports – a feasibility assessment was underway linked to a car salary sacrifice scheme that the College were considering as a staff benefit.

More generally, the College were starting to realise efficiencies from the new boilers (23% reduction in usage) which meant that the return on initial capital investment made by the College had been reached. The LED lighting project was nearly complete. The Estates Manager added that Cundall had requested some data to support their audit including a site meeting that was in progress.

The Committee Chair made reference to the recently updated DfE FE Governance Guide which stated the need for sustainability planning. The Principal responded that the College had a policy and Action Plan. Members discussed the wider Government strategy on climate change and it was suggested that marking a half way point would be useful in assessing objectives and targets alongside establishing a baseline for the purposes of benchmarking.

The Clerk advised that the Sustainability Policy was due for review in the summer term. As it was now in the Committee's workstream it would be on the agenda for the next meeting. There was agreement following the discussion that the Action Plan would be presented and reviewed in conjunction. ([Action: DP/Clerk](#))

9. Health & Safety Report

Paper: H&S minutes report

The H&S Committee had met pre the RAAC discovery and therefore the latest report did not refer to the current open actions. It was noted that more Fire Marshalls needed to be recruited and trained following staff changes. There remained a number of initiatives to address site security.

10. AOB

None to record.

11. Meeting Assessment

The Chair spoke of the possibility of more Governors joining the Committee in future.

12. Date of Next Meeting

The Committee would meet on **Monday 10 June 2024, 16.00**

The meeting closed at 17.34

Chair.....

Date.....

RRS 23-02-24