

Minutes of the meeting held at 4.00pm on 6 May 2020

Present: **S Clarke (Interim Chair)** **E D'Souza**
 N Savvas, Principal/CEO **C Higgins**

In Attendance: **M Milburn, Third Party Adviser**
 S Jones, Vice Principal Finance and Resources
 R Stevenson, Operations Director
 M Peachey, Project Manager
 G Jefferson, Executive Director
 J Bridges, Clerk

No member declared an interest in relation to items of this agenda.

Action

1 Apologies for absence

Apologies for absence were received from D Wildridge. In the absence of the Chair, S Clarke Chaired the meeting.

2 Minutes of the meeting held on 12 February 2020

The minutes of the meeting were agreed as a correct record.

3 Matters arising from the meeting held on 12 February 2020

The matters arising from the meeting were summarised in the report and all actions reported had been completed or, where appropriate an update had been provided on progress elsewhere on the agenda.

4 Property Update Report

AHH Campus

A new fire strategy has been developed to take into account revised exit routes from the site. Signage has been ordered and will be installed shortly.

Some painting and in-house refurbishment works are to take place during the lockdown period utilising the estates team who are on site daily to ensure the site is secure etc. In addition, statutory routine checks continue, and electrical and emergency lighting remedial works are to progress where practicable, these works, whilst not adding to the aesthetics or impact of the buildings, are required and significant. Costs have been included as a part of the summer works programme.

STEM Innovation Campus

Details of the site have been provided to the NHS for two separate projects, Nightingale of the East and PPE production. Currently there has been no further follow up on either of these options.

The Committee was pleased to receive the wrap up report of the Project with respect to the LEP funding received to complete the renovation works to the site. The project was delivered on time, within budget, evidences value for money, is an inspirational environment that is suitable for learning and is a building that supports the West Suffolk College brand. Notably the relationship with Coulsons was very positive and they performed well. Pick Everard were an expensive resource and in the future, we may look to make savings on the

design and build elements of future projects. The Committee were keen to ensure that the LEP deliverables had been met and it was confirmed that in terms of student growth this does not present a concern in terms of achieving it.

HE/University as a continuation of STEM

Pick Everard have undertaken initial work to develop a plan to create the open blank canvas in the closed hanger areas of the STEM Innovation Centre.

Once room / space requirements are presented from the curriculum team these can then be added to the next stage.

It was noted that the link to the Western Way Development is still to be investigated, however, the council have temporally suspended this project for the short term.

BE Campus

A new quote for dust extraction is being pursued by the Health and Safety Manager, Steve Hart for the Brickwork Unit at the Milburn Centre. The new system is expected to be installed and fit for purpose in time for the next academic year.

Abbeygate Sixth Form College

With recent developments there is now concern that the build project may not be ready to open as planned in June. Options are being explored in cooperation with the DfE who both fund and manage the project. The SAT PM Nick Coules and David Gartland are in regular communication with the DfE leads and weekly meetings are now being held to review progress.

Currently work on site continues, however not at 100% capacity and this could change in the coming weeks if the government changes its stance on construction with respect to the lockdown. Work continues with the aim to secure sufficient part occupation for September 2020.

This is not without challenge and there are still a few risks around the utilities (Gas, Water and Electricity) being provided to the site by providers. The high-risk utility is the Electricity supply to the building and this is being chased both by Wates and the DfE.

The section 278 works are progressing forward and there has been a real understanding and support from SCC and West Suffolk County Council over the impact and implications of the delays to the S278 works and the impact of Covid-19. Exchange of contracts for these works is scheduled to take place on 11 May 2020.

At the moment there is confidence that the project will continue with the main focus on the essential works to be completed rather than the 'nice to have'.

The knock-on effect of ASFC not vacating the Gateway Building at the College is being worked through in terms of summer works and room moves. Governors were interested to develop a contingency plan in the event that ASFC does not move to the new build and has increased student numbers that

cannot be accommodated. The Group Director Operations is working on this contingency plan with ASFC and WSC teams.

Outreach Centres

Currently all Centres are closed.

Dilapidation works in IpCity, preparation work in Fore Street and moving arrangements are all currently on hold.

Unity have communicated their willingness to extend our licence at Haverhill and a draft has been sent to their solicitors. They have however also expressed their ambition to dispose of the site for re-development and so we are exploring the opportunity for a town centre location.

The Committee was interested to know if we are deliberately looking to move our outreach presence to town centre locations and this is the case as with a more central location we believe we would be able to attract more student numbers than a more rural centre.

5 Draft Property Strategy

The strategy has been updated to now include the short, medium and long term aspirational targets and a section has been added for remote working (section 9.8) which is now a high short term priority (and not a long term aspiration) of focus for the future operation of the College and we need to reconsider how we blend College teaching and learning with remote teaching and learning and the technology that will underpin it.

RStevenson

Subject to a few minor amendments (reorder the short, medium and long term aspirations) the Committee proposes to share and recommend the Property Strategy to the Corporation at the meeting to be held on 9 July 2020. The subsequent RIBA stage 2 report from Pick Everard with regard to the work to the closed hanger areas of the STEM Innovation Centre will be shared electronically (by email) to the Committee for review/comment by the Group Director Operations. This is to be attached to the Property Strategy and will replace the original report already appended.

JBridges

RStevenson

Pick Everard will be asked to consider an open space (courtyard area) to bring light into the Hanger Areas.

RStevenson

6 Draft Sustainability and Environmental Policy

The Corporation viewed the draft policy at the meeting held on 27 March 2020 which was referred back to the Committee for further consideration. The policy sets out the College's aims for aiding sustainability and environment development. The College is not accredited in EMAS or ISO14001 but where possible the College will work in line with those standards.

Governors have asked for more work to be done on the Policy and the Committee suggested the Group Operations Director includes an enhanced ambition of the College in 5 and 10 years' time. It was commented that this document is more akin to an environmental and sustainability strategic statement and therefore a subsequent policy (with the detail) should make reference to the strategic statement but should be specific about its goals (to be carbon neutral by X date and how do we achieve this for example). The next

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Action

iteration of the strategy will come back to the Committee at the next meeting to be held on 17 June 2020. J Wakelam should be consulted on the next draft and will be invited to attend as she was quite vocal at the Corporation meeting about what the strategy could include/look like.

JBridges

7 Any other business

ASFC Break Clause

The ESFA have asked for an additional month (from 30 April 2020 to 29 May 2020) to extend the lease of the temporary accommodation at West Suffolk College (the Gateway building). This has been negotiated and will not be extended/amended further. It was agreed that this can be signed under delegated power by the Chair of the Corporation albeit it was recognised that this is of no benefit to the College but will help relationships.

ED'Souza

Summer Works

The Group Director Operations is to circulate the summer works schedule to the Committee for approval when this is complete.

RStevenson

Date of next meeting

Wednesday 17 June 2020 at 4.00pm

The meeting closed at 5.50pm