

Governing Body
PROPERTY COMMITTEE

Minutes of the virtual meeting held on 16 June 2021 at 4.55pm

Present: C Higgins, Chair
E D'Souza
N Savvas, CEO
S Clarke

In Attendance: R Stevenson, Group Operations Director
S Gales, Board Secretary
S Jones, Vice Principal Finance and Resources

Apologies: T Elkin, Clerk

CHiggins, DWildridge, ED'Souza and NSavvas declared their role as Trustees of Suffolk Academies Trust.

Action

1. **Apologies for Absence**
Apologies were received from TElkin.
2. **Minutes of the meeting held on 17 March 2021**
The minutes of the meeting held on 17 March 2021 were agreed as an accurate record of the meeting.
3. **Matters Arising from the meeting held on 17 March 2021**
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**
The College continues to review and update the Covid-19 mitigation measures and risk assessments, and central home test kit collection points have been established. The team continue to send regular proactive communication to staff and students to remind them to complete tests and to advise on the impact of the Government's roadmap on our policies and procedures.

RStevenson noted that the national Health and Safety Executive have been conducting spot checks / telephone calls to ensure institutions give clear and consistent information that is in accordance with the latest guidance; the WSC spot check call was positive and staff knew the current restrictions/mitigations. Similarly, Suffolk County Council's community intervention team are looking to re-visit sites and we are working with them to arrange spot check visits.

Thanks to the teams involved.

RStevenson summarised the planned summer works:
 - Maths and English / Directed Studies to move from Gibraltar House to lower-ground floor Suffolk House
 - Finance, MIS and Exams teams to move from lower-ground floor Suffolk House to first floor of Suffolk House
 - FE Learning Resource Centre to move from first floor Edmund House to ground and first floor of The Gateway
 - T Level Science to move to second floor of The Gateway
 - Games Design to move from ground floor Edmund House to first floor Edmund House
 - Music to move to ground floor Edmund House
 - Place 21 to move to The Bridge, Suffolk House

- Marketing to move from The Pavilion to first floor Suffolk House
- HR will work remotely with use of small meeting rooms
- Old HR office will be converted into a staff HUB
- EE to move from the second floor to first floor STEM, The Pavilion and US hanger 3

With works in the pipeline to:

- Explore options to create additional capacity for brickwork which is >100% capacity.

Sixth Form Campus:

Coulsons are proceeding with the repairs to Australia House's roof (paid for by the Further Education Capital Allocation grant). The remainder of Further Education Capital Allocation grant monies will be used on lift works.

Claret have visited Suffolk House to undertake several surveys and note there is no significant risk to the building.

We are in discussions with Suffolk County Council about the possibility of funded electric vehicle charging points; and we are working with the Police and County Upper to address vandalism and dangerous behavioural issues by members of the public around the Barack Wall and our Student Liaison Officers and Estates patrol the area Monday-Friday.

University Studies Campus:

A landscaping plan has been developed including planting trees (with Sicon), removing old sheds, painting The Pavilion, installing outside furniture, wrapping the building and windows, and tidying the car park.

Built Environment Campus:

We are awaiting the result of FE transformation bid to refurbish the main roof area.

Governors queried whether the above list was inclusive of all the works and whether there is sufficient funding to complete all the works. RStevenson noted once all costings have been confirmed and the outcomes of bid applications are known the team will prioritise the expenditure based on business.

RStevenson summarised the bids we have submitted including 4x T Level applications, 2x FE Transformation applications and, additionally, will be applying to the Post-16 Capacity Fund.

RStevenson noted that Group working is now more effective operationally and is now opening opportunities for alignment of Property Strategy to benefit both the College and Suffolk Academies Trust.

Governors commended the successful Group working and asked for this to be documented as part of the executive report SJones is compiling for Finance Committee to add further evidence to the benefits of our shared services strategy.

SJones

5. Property Strategy

RStevenson summarised the rationale for the proposed changes to the Property Strategy. The Committee discussed plans to create support services hubs and hybrid working facilities, and to create an environment for staff to work more flexibly i.e. working remotely with the facilities available to work onsite and/or use spaces for personal rapport and team building interactions.

The Committee **approved** the Property Strategy, subject to amendment of section 9.2 to reference interest in a generic innovation centre; and **agreed to recommend** it to the Corporation for approval.

RStevenson

It was noted that this is a living document and will need to be updated next term following learning from Covid-19.

6. **Any Other Business**

- **Bids Update**

RStevenson summarised the College's plan to submit 3x applications for the Post-16 Capacity Fund and the timeline for all the applications which the College has submitted bids for.

The Committee **approved** the College's plan to submit 3x applications for the Post-16 Capacity Fund and **agreed to recommend seeking the Corporation's written approval** to further support our application chance.

RStevenson
SGales

The Committee discussed the plans if we are successful with multiple bids and the decision making process; and the Committee asked for the projected costs of the bids to be taken to the Finance Committee and, for future bid reporting, RStevenson to update Table 1 and Table 3.

RStevenson

- **Photovoltaic Cell**

RStevenson noted that the Council have a scheme whereby the College can lease our roof space to them, for them to install and maintain the cells, with an option for the College to purchase the cells in the future. The Committee supported RStevenson doing further due diligence into the contract with our lawyers, ahead of making a recommendation to the Corporation. It was also suggested Julia Wakelam was consulted as a lead on environmental matters and a Councillor.

RStevenson

Date of next meeting:

- TBC

The meeting closed at 6.05pm