

**The Sixth Form College Farnborough
Estates Committee Meeting, 31 October 2011
Minutes**

The meeting opened at 5 pm

Members Present: Linda Montgomery (Chair), William Bagnall, Simon Jarvis
Josh McCusker, Martin Thomas

In Attendance: Gordon Dodds, Alison Venner (Clerk)

The meeting commenced with a tour of the College to see improvements to date using the BCIF money. Governors were very pleased with the improvements made and the positive effect on the feel of the College. The Committee congratulated Gordon and his team on the way the project had been managed and the vast amount of work undertaken during the summer break. The funds are being well spent and are a good investment for the College's future. It was also acknowledged that staff had played a large part in moving equipment and some staff had needed to change rooms whilst work was being carried out.

1. E 11/26 Apologies for absence

Apologies received from Clare Bowman.

2. E 11/27 Declaration of interests

None declared

3. E 11/28 Minutes of 25 May 2011

The minutes were agreed and signed by the chair.

4. E 11/29 Matters Arising

The Committee noted that:

Formal approval was gained at the Corporation meeting on 10 October 2011, to enter into an agreement with the YPLA for BCIF funds; this had been received initially by e-mail due to tight timescales set by the YPLA.

The Designated Governor for Safeguarding/Child Protection will be attending a course in November. A safeguarding briefing was given to all Governors who attended the Corporation meeting on 10 October 2011. It was noted that the briefing had been very informative and well presented by Catherine Cole.

5. E 11/30 Chair's Business

The terms of reference were agreed, with the addition of the committee being responsible for SA3 of the Strategic Action Plan – "An attractive and engaging learning environment". It was agreed that Strategic Action Plan should be a standing item on all agendas.

Action: AV/Agenda

6. E 11/31 Building Condition Improvement Fund (BCIF) 2011/12 Works

Documents for a, b and d issued with agenda. Gordon updated Governors on the work to date.

(a) Update of schedule

Work is currently being carried out to ensure the substructure is strong enough for the loft conversion.

Cooling systems for the servers had cost more than expected; this was essential work to ensure the system does not overheat or shut down.

"Amigos" has been well received by students, and flexible opening times have reduced queues at lunchtime.

(b) Spread sheet to show spend to date – updated copy tabled

Section A works have come in at £170k over budget to date, however this was due to more dry lining being put in than initially intended.

The second funding allocation has been received, albeit late. Costs to date are £996k. The BCIF allocation will all be used, along with some funds from the College budget. £1m had been allocated in the budget for works over a three year period at the cost of the College. Any projects which cannot be completed in Phase 7 will be prioritised and carried over to future projects at College costs unless further grants are available.

Gordon will be liaising with the Auditors as to whether the money spent will be capitalised or written off, care will be taken as to the effect on the annual surplus.

It was confirmed that the loft conversion will be ready in time for September 2012. External work and work with H&S issues will take place during holidays and weekends.

(c) Timeline/Risk Assessment

The loft conversion is the only risk in the works. If the substructure is not strong enough for the conversion, alternative accommodation will need to be found. The Principals have considered contingency plans should this be needed.

The pre-work checks have cost £26k, but are essential. The loft conversion will be put out to tender in December, to be reviewed in January.

(d) To note correspondence from Gordon Dodds to Judith Mee regarding Planning Application and Planning Contributions - Transport

Planning permission for the loft conversion was granted, subject to a £29k "Planning Application and Planning Contributions – Transport" to Rushmoor Borough Council. If the loft conversion cannot go ahead, the fee will not be payable. The YPLA expressed their surprise that such a fee had been imposed.

7. E 11/32 Utilities Management System

Issued with the agenda

The figures for the usage of gas, electricity and water were reviewed. The higher usage figures for 2011 could be due to the extra demands on the utilities during the very cold winter, extended dry spell and building works.

Lights are now being switched off in corridors during the day as the new skylights provide enough light. Sensors are gradually replacing switches in classrooms. Lights are switched off at night.

The recording of the figures has now settled down, and is reliable. This will allow closer monitoring to review and reduce usage.

8. E 11/33 Caretaker's House

Issued with the agenda

This item has been recorded as "Confidential".

9. E 11/34 Environment, Health and Safety Committee and reports on any incidents

Issued with the agenda

There were no questions on the minutes.

It was suggested that the Corporation papers which are still printed and issued, should be double sided.

Action: AV

10. E 11/35 Any other business

Crèche

It was noted that there is a new tenant - Pebbles Day Nursery (Farnborough) Ltd owned and managed by Neil and Sara Dudman. An initial concession on the rent had to be given to allow for the takeover to take place. A nursery onsite had previously been well received by the Local Authority as it is a good contribution to the community. It is also a good facility for staff with children. The previous tenants had not managed the nursery well and had financial problems as well as a poor Ofsted report. The new tenants were wished well.

Prospect Theatre

The theatre is ten years old and is to be rebranded and re-launched.

Litter

Although litter seems to have increased, it is mainly confined to two areas – the car park and smoking area. This makes it easier for it to be cleared away. Discussions took place on issuing more fines and to have a week of rewards for those using the bins.

Meeting closed at 7.02 pm

Minutes agreed and signed by Chair:

Linda Montgomery _____

20th February 2012

Dates of next meetings:

20 February 2012

21 May 2012

Decisions

The Committee will recommend to the Corporation on 5 December that the Terms of Reference are adopted.

Actions

E 11/30 Chair's Business	
Strategic Action Plan to be on all agendas	Alison Venner
E 11/34 Environment, Health and Safety Committee and reports on any incidents	
Duplex printing of Corporation papers	Alison Venner