

**The Sixth Form College Farnborough  
Estates Committee Meeting, 16 February 2011  
Minutes**

The meeting opened at 5.04 pm

Members Present: Linda Montgomery (Chair), Martin Thomas, Clare Bowman, Josie Copeland, Adrian Collett (5.10pm)

In Attendance: Simon Jarvis, William Bagnall, Gordon Dodds, Alison Venner (Clerk)

**1. E 11/01 Apologies for absence**

None received.

**2. E 11/02 Declaration of interests**

None declared

**3. E 11/03 Minutes of 1 November 2010**

Minor typographical error highlighted on page 253, E10/27, second line – should read “27 completed works”

The minutes were agreed and signed by the chair.

**4. E 11/04 Matters Arising, not covered by agenda**

(a) Opening of Artificial Turf Pitch 10/26 (a)

This had been discussed in full at other Governor meetings.

(b) Post project review 10/26 (b)

The ATP was the final strand of the Phase 3 & 4 project which started in 2002 to accommodate the growth from the Curriculum 2000 initiative. This also included the Beacon, Whitehouse and Shades buildings. Under the previous LSC arrangements, a PPR is due 12 months after completion – so would be due in April 2011 – a year after the ATP was completed and handed over. At present it is not clear who the report should be sent to as the YPLA have no Buildings or Estates procedures in place yet. The final grant payment for the ATP had come from the Skills Funding Agency (SFA), so Gordon will speak to them and it is likely they will require the PPR.

(Adrian Collett arrived at 5.10pm)

The report is to be completed before the next meeting and will be made available to the committee. *Action: Gordon Dodds*

Clare advised that the 10 year review on the Prospect Theatre is to take place, highlighting lessons learnt and identifying a way forward.

## **5. E 11/05 Chair's Business**

Linda welcomed Alison to the committee as the new Clerk.

As this was Josie's last meeting as a Student Governor, Linda thanked her for her attendance, hoped that she had enjoyed her time on the committee and wished her luck with exams.

## **6. E 11/06 YPLA Funding Strategy and future accommodation needs**

Simon advised that this area would be discussed in detail at the Policy & Resources meeting, and continued to give an overview of the current situation.

Based on the current student numbers, and the new funding methodology, funding is set to reduce by approximately £1.79 million over the next 3 years. There will be a transition period, initially funding will reduce by no more than 3%. As the College receives the second highest amount of funding, it is also to be reduced to bring it within the 80<sup>th</sup> percentile. There are still unknown factors regarding future funding, and whether there will be further protection.

Ultimately, with inflation changes will mean a significant budget cut of about 20%.

The Principalship has been looking at how to respond to the drastic cuts: Increasing income and decreasing expenditure.

An option being considered is to increase the number of student intake by 100 in September 2011. They could be accommodated with minimum cost and adjustments.

Intake could be increased further in September 2012; if this happens a review of the timetable would be needed. This is already being looked at.

The YPLA had reviewed funding allocations last year; the final document is expected at the end of March.

*Q. Will the reduction in funding bring the College within the 80<sup>th</sup> percentile be the only effect, or will there be other factors too?*

Simon explained that there would be the "across the board" cuts and the College would also receive further reductions. He then explained how funding was calculated.

*Q. Who covers the cost of additional materials for courses?*

Art and Design and Design Technology students contribute to materials. All essential materials must be provided free of charge.

*Q. Would the timetable be revised to accommodate extra students, rather than employ additional staff?*

It is very important to preserve the College reputation.

An extra block in the timetable, would allow for class sizes to be maintained. Care will need to be taken to ensure that there is not an overload in subjects.

*Q. Are we able to increase our intake? Isn't it tied to previous years?*

Funding is "Lagged Funding" i.e. funding for 2011 is based on student numbers for 2010. Restrictions on student numbers have not been indicated.

## **7. E 11/07 Capital Funding**

Paper issued with agenda.

Simon went through the paper with Governors. It is not expected the College will benefit from any of the proposed £90m package other than to receive £77,215 under the Devolved Formula Capital heading.

There are still a number of unknowns such as timescales to apply for funding although it has to be spent by March 2012. A discussion took place on the allocation, which is likely to go to priority accommodation projects in other colleges.

The YPLA had reviewed funding allocations and projects outstanding from last year and assessed priorities. It is not expected the College would be entitled to any additional capital funding at the moment. The final document setting out terms for the application and allocation of funds is expected at the end of February.

## **8. E 11/08 John Guy Building (Phase 6)**

An engineer is due to arrive on 23 February to deliver the final package of training and software. Gordon hoped that by the next meeting, the system will be fully functional. Delays had been due to the problems with the liquidation of the main sub-contractor supplying the BMS just prior to handover and the fact that much of the work needed to be completed in the holidays when rooms were empty.

## **9. E 11/09 Utilities Management System**

Graphs issued with the agenda.

Gordon explained the graphs. There had been problems with some readings; the 2010 figures are more reliable. The John Guy Building recycles water and may account for what appears to be a reduction in water use on site since last year.

It is encouraging to see that usage in electricity also seems to have reduced though gas is slightly higher. A more accurate full year comparison will not be

available until next year when problems have been rectified and recordings should be accurate.

## **10. E 11/10 Summer Works 2011**

Proposals issued with the agenda.

There are no major projects planned. With the review of student numbers taking place, requirements to accommodate an increase will be prioritised and may change the current proposals.

At present Rushmoor are not keen on a grassed area by the tennis courts being converted to a car park. As this would cost in the region of £100k, it is not currently a priority. Although not ideal, the courts can continue to be used as temporary additional parking.

Maths office extension is required as the number of staff to support students has increased significantly.

*Q. Could Farnborough Tech be approached to carry out smaller jobs?*

This had been looked at previously, but their tender was high. This could be looked at again though.

## **11. E 11/11 Environment, Health and Safety Committee**

Minutes of 3 December 2010 issued with agenda.

The meeting of 4 February did not take place; next meeting will be 4 March.

Item 9 - Hand Driers – a Dyson drier was to be trialled, but there were issues with where it could be placed. Clare would send information on other makes and look at other options.

*Action: Clare Bowman*

Item 14 – Parking on Tennis Courts during icy weather - the Grounds Staff had to prioritise where to grit, with walkways around the College being a top priority.

Item 9 – Recycling – the use of a central printing system was discussed; this had reduced printing in other organisations. Simon agreed that this was an area which had to be looked at due to the high annual costs on paper and ink. Alternatives need to be found.

## **12. E 11/12 Any other business**

None

Meeting closed at 6.13 pm

Date of next meeting: 25 May 2011, 5pm