

**The Sixth Form College Farnborough  
Estates Committee Meeting, 25 May 2011  
Minutes**

The meeting opened at 5.05 pm

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

Apologies: Clare Bowman, Adrian Collett, Josh McCusker

In Attendance: Gordon Dodds, Alison Venner (Clerk)

**1. E 11/15 Apologies for absence**

Apologies received from Clare Bowman, Adrian Collett and Josh McCusker.

**2. E 11/16 Declaration of interests**

None declared

**3. E 11/17 Minutes of 16 February and 3 May 2011**

The minutes were agreed and signed by the chair.

**4. E 11/18 Matters Arising**

(a) *Training and software for the John Guy Building*

The management system has now been completed and is operational.

(b) *Hand Driers*

Quiet driers are being looked at; one is on order to try.

**5. E 11/19 Chair's Business**

As Adrian will be stepping down as a Governor in July, the committee wished their thanks for his service on the Estates committee to be recorded, and that they would be sorry to see him leave.

**6. E 11/20 Health and Safety Policy Statement**

*Issued with the agenda*

The full policy was approved by the Corporation some time ago, but a recent Health and Safety audit has recommended that a signed policy statement is displayed. The full policy can be viewed on line or at the College Services Office on request.

**DECISION**

Governors agreed that the Principal and Chair of the Corporation should sign the policy statement, subject to a few minor stylistic amendments.

## **7. E 11/21 Utilities Management System**

*Graphs issued with the agenda*

Gordon explained the figures to the committee. Discussions took place on how the graphs could be developed to give a more accurate picture of usage. It was agreed that accumulating figures throughout the year in the graphs would be more beneficial.

**Action: Gordon Dodds**

## **8. E 11/22 Building Condition Improvement Fund (BCIF)**

*Issued with the agenda*

Following the extra-ordinary meeting on 3 May, all Governors were contacted by e-mail and given a detailed explanation of the how the BCIF funding had come about, and that the Estates committee had reviewed and were happy with the proposals. Due to the tight timescale, Governors were asked to give their endorsement, by return e-mail, in order for the required documents to be returned to the YPLA by the deadline of 11 May. The agreement was unanimous, and will be ratified at the Corporation meeting on 4 July 2011.

**Action: Corporation Agenda**

Gordon had received the architect's report. The summary of works remains the same; this will be updated regularly as quotes are received and accepted. This will be issued to committee members by e-mail.

**Action: Gordon Dodds**

The loft conversion will now be extended to maximise space, with the potential for six new classrooms rather than four. This is likely to increase the cost to approximately £500k.

Questions asked by Governors were addressed as follows:

- Planning permission is needed for the loft conversion; a meeting with the planning officer is expected in the next few days.
- The extra cost for the conversion is still affordable; the schedule includes all possible works which could be carried out. There is flexibility for some items to be dropped; others may come in under the estimate cost.
- A spread sheet will be issued to committee members to show spend to date figures, in order to monitor the use of the grant. **Action: GD**
- By September it is expected that only internal work will be needed in the loft conversion element, which should minimise disruption to the College.
- The College will be able to retain the entire allocated grant provided it spends at least £950k. The priority list on the schedule may be amended if there are any unexpected hold ups in work, in order to ensure that this sum is spent.
- If the minimum sum is not spent, there may be funds repayable to the YPLA. However, Gordon felt additional time may be allowed as the original timescale allocated by the YPLA is unlikely to be achievable – especially by colleges with any significant projects.
- Works will be completed under different contracts.

It was agreed that a timeline and risk assessment for the works should be issued to the committee. This will be sent by e-mail as soon as possible and reviewed by committee members, any concerns should be reported to Linda. If it is felt that a meeting should be called to discuss further; Linda will liaise with Alison to arrange this.

Timeline/Risk Assessment  
Review plans

**Action: Simon Jarvis/Gordon Dodds**  
**Action: All**

Simon confirmed that the College will receive £77,238 in devolved capital, as discussed by the Committee in February, to be spent as the College wishes.

## **9. E11/23 Post-project Review for Capital Project Support**

*Issued with the agenda*

The Artificial Turf Pitch (ATP) is proving value for money. There have been no complaints from neighbours and there are 2 major users, generating a regular income.

A discussion took place on space per student, and the effect of increasing student numbers; the six new classrooms will counteract the increase.

The common areas and refectory facilities will need to be reviewed. This is already being discussed by the Principalship, with possible options having been identified.

## **10. E 11/24 Environment, Health and Safety Committee**

Minutes of 4 March and 13 May issued with agenda.

A discussion took place on the child protection training available both in the College and online. The Designated Governor for Safeguarding/Child Protection should also be trained.

**Action: Simon Jarvis**

It was noted that 52% of students use public transport to get to college.

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

None

Meeting closed at 6.24 pm

Date of next meeting: To be Confirmed

## Decisions

### E 11/20 Health and Safety Policy Statement

Governors agreed that the Principal and Chair of the Corporation should sign the policy, subject to a few minor grammar amendments being made.

## Actions

<b>E 11/21 Utilities Management System</b>	
Cumulative figures in graph format to be issued.	Gordon Dodds

<b>E 11/22 Building Condition Improvement Fund (BCIF)</b>	
Ratification of Governor approval by e-mail to BCIF terms.	AV/Corporation Agenda
Update of schedule to be issued to committee members by e-mail.	Gordon Dodds
Spread sheet to be issued to committee members to show spend to date	Gordon Dodds
Timeline/Risk Assessment to be issued to committee members	Simon Jarvis Gordon Dodds
Review Timeline and Risk Assessment	All

<b>E 11/24 Safeguarding/Child Protection</b>	
The Designated Governor for Safeguarding/Child Protection to attend training.	Simon Jarvis