

**The Sixth Form College Farnborough
Estates Committee Extra-ordinary Meeting, 3 May 2011
Minutes**

The meeting opened at 5 pm

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

Apologies: Adrian Collett

In Attendance: Gordon Dodds, Alison Venner (Clerk)

Papers issued with the agenda:

- Letter from the YPLA dated 12 April 2011 confirming the allocation of funds
- YPLA BCIF 2011-2012 Terms and Conditions for Sixth Form Colleges receiving YPLA Funding
- Copy of "Form B"
- Phase 7 Works Budget Cost Estimate dated 28 April 2011

1. E 11/13 Building Condition Improvement Fund (BCIF) 2011-20112

Linda welcomed Josh to his first Estates meeting as a Student Governor. The meeting had been called at short notice due to an unexpected allocation of funds totalling £736,021 by the YPLA. Notification had been issued on 12 April 2011; forms to be returned to the YPLA by 11 May 2011.

Overview

Simon explained how the funding allocation had come about. An estimate of £950k had been given in the College's bid with a request for half - £475k. The allocation was therefore far more than expected and will allow for extensive work to be carried out in the College.

Due to the tight timescales, it was agreed that the Estates committee would meet to discuss the proposals for spending the funds as this comes under the committee remit. An update will then be given at the next full Corporation meeting in July.

Although the funding is a very welcome surprise, as the money must be used by 31 March 2012 completion of major works would be difficult. There will only be 8 usable weeks when students will not be on the premises. The works identified would update the main College building, and include areas which had previously been identified as Phase 7.

Next steps

- "Form B" needs to be completed by Simon and Gordon and returned to the YPLA by 11 May 2011.
- Acceptance of the Terms and Conditions to be signed by William and Simon and returned to the YPLA.
- Prices to carry out works are currently being sought.
- As final works to be carried out are still under consideration, priorities may change; some areas may be removed.

Proposed Works

Tabled document: Phase 7 (BCIF) – Cost Summary Estimate for Budget

The above paper replaced the estimate form issued with the agenda. The revised schedule listed the work in priority order, including a comment as to why the work had been identified. Work had then been prioritised A to E. Items A to D are expected to be completed with the funding.

Loft Conversion

This would allow for an extra four classrooms to be created; this along with the change to the tutorial programme would support the College strategic plan, recently agreed by the Corporation, to increase the number of students. This additional classroom space might serve to obviate the need to revise the College timetable.

Boilers

These have been identified in section E – if funds allow these may be replaced with more energy efficient boilers.

The Committee were taken on a tour of the site to see at first hand the areas for improvement/development.

In response to issues raised, Simon and Gordon confirmed that:

- A survey had last been carried out in 1993 when no structural issues had been identified; a valuation of the campus in 2001 had included a survey. There are no known issues to be addressed.
- Although a loft conversion had been looked at before, this did not go ahead as The John Guy Building was built instead.
- There is lift access to two of the proposed new classrooms, meeting DDA requirements.
- All new classrooms will have fire escape routes.
- Timescales of work will need to be considered carefully, especially as there is such a limited time when students will not be on the site.
- Work on some projects will start in June by CRB checked workers.
- Quotes are being sought - it is hoped that the current competition between companies would be advantageous to the College.

Effect on original Summer Works 2011

Tabled: Summer Works 2011 (as at 28.4.11)

Gordon explained that the BCIF works would supersede the Summer Works proposed in February. The two remaining major elements would need planning permission, and there would probably not be enough time to arrange for the 2011 summer break. The remaining areas highlighted would be carried over to next summer.

DECISION

Governors were asked if they would agree to the original Summer Works to be carried over to next year, and to concentrate on the works proposed in the new BCIF proposal.

All Governors agreed to this.

Implications for Cashflow

Tabled:

Strategic Cashflow to 2014 (Model 'B' – 28 February 2011)

Strategic Cashflow 2011 to 2015 – Master Plan (March 2011)

Strategic Cashflow 2011 to 2015 – Master Plan (3 May 2011)

12 month Revolving Cashflow Forecast

Gordon explained the papers which had been issued, and answered questions raised as follows:

- If funds are not used by 31 March 2012, then any unused amount will be recovered.
- Payments would be made to the College in three instalments.
- Approximately 23% of the costs will be met by the College; this has been allowed in the budget forecast and will be used earlier than anticipated. This will mean that there will be some dips in funds.
- Additional funding will now be received as the 80th percentile cut did not take place, and the ALS was more than expected – giving an extra c. £400k p.a.
- The strategic cashflow paper update 3 May 2011, shows the effect of the BCIF funding and the cost of the works on the end of year cash. By 2013 there will still be just under £1m left.
- Updates on the work will be included in the monthly management reports.

In reply to questions raised by William, on behalf of the full Corporation, Simon replied:

- The BCIF grant along with the additional funding highlighted above means that there is now more flexibility with regards to increasing the student numbers than originally thought.
- The potential effect on staff will now be less severe; natural wastage is hoped to meet the staff reductions needed.
- The additional funds will allow for absorption of additional pupils in September 2011 easier.
- The changes to the timetable may not have to take place – if this is the case it will be much better for staff. This is not known at present.

DECISION

The Governors all agreed that the proposed works should take place using the money allocated from the BCIF, along with funds set aside in the budget.

It was agreed that all Governors should be advised of the items discussed at this meeting immediately, and not wait until the July Corporation meeting.

Action: Simon Jarvis

2. E 11/14 Any other business

None

Meeting closed at 7.05 pm

Date of next meeting: 25 May 2011, 5pm