

**Minutes of the meeting of the Estates Committee**  
**held on Thursday 30<sup>th</sup> April 2009**

**Membership:**           \*Mr Paul Monaghan (Chair)  
                                  Mr Keith Blackwell  
                                  \*Mrs Susan Effendowicz  
                                  \*Mr Daniel Hill  
                                  \*Mr David Lavarack  
                                  \*Mrs Robyn Ross  
                                  \*Mrs Jo Canessa  
                                  \*Mr Michael Butlin

\*Denotes present

**Advising officers**       \*Mr Dan Dean  
                                  \*Mr Geoffrey Bowley

**In attendance:**        \*Mrs Sue Gunter – Clerk to the Corporation

**1. REGISTER OF INTERESTS**

The Chair asked all present if they had any interests to declare with regard to the agenda of the meeting. None were declared.

**2. APOLOGIES FOR ABSENCE**

Keith Blackwell.

**3. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 20<sup>th</sup> January 2009 were agreed as a true record.

**4. MATTERS ARISING**

***Item 4 Matters arising***

**Request for increase in the number of water fountains**

This had been investigated and three possible locations with access to mains water had been identified. It had been agreed to install fountains in two of these, both of which would have swan neck spouts, enabling water bottles to be refilled. In addition, a swan neck spout is to be fitted to the existing fountain in the refectory.

**Student Council Office**

Since the previous meeting, there had been a re-think on the use of office space and it was proposed that the Student Council took over a space currently being used by the ICT department. Daniel Hill confirmed that students were happy with this suggestion.

***Item 6 Health and Safety***

The Governor Health and Safety Inspection had taken place and would be reported on under Item 6 below.

### ***Item 7 Student Items***

Full-length mirrors had been installed in the girls changing rooms and were scheduled for the boys changing rooms. The problem with the door sensor had been resolved.

## **5. FUTURE ACCOMMODATION STRATEGY**

Robyn Ross reported back on the presentations made to a College panel by three firms of architects, which she had attended in the absence of Paul Monaghan. The architects had been asked to present to the College on the basis of three elements as follows: -

- The remodelling of “B” block.
- The replacement of all windows in the tower.
- A new building providing greater capacity.

One of the presentations was very polished and had presented an ambitious scheme. However, some items had not been included in their costings and the panel were concerned that the project would be likely to be either over budget or that there would have to be compromises in the proposed specification. In addition, no thought had been given to VAT implications. A second presentation had been sketchy and unconvincing, and the panel had been unanimous in recommending the third, Macallan Penfold, who had produced a solid proposal based on the specification given, and one which all felt was workable.

Mike O’Hanlon would now liaise with the architects to produce a more detailed plan. Dan Dean advised that the College was ideally aiming for a September 2010 completion for the new building element, although he accepted that this was an ambitious time scale. Further discussions with the architects and our project manager are planned in order to plan a realistic works schedule.

In response to questions from governors, Dan Dean confirmed that this project would need to be funded entirely by the College through a mixture of existing reserves and borrowings. Geoff Bowley had been asked to produce financial projections for the next ten years to ensure that any proposals were viable. The College’s bank had confirmed that they would be prepared to lend to the College and had given some indicative rates. **Geoff Bowley pointed out that rigorous checks would have to be made to ensure that the project remained viable and affordable as it developed. It may also be necessary to consider increasing student numbers to service any debt if recurrent funding did not increase sufficiently.** Geoff Bowley confirmed that he would be examining this issue in his financial forecast. The financing aspect of the project had been approved in principle by the Finance Committee, but further scrutiny of detailed forecasts would be needed before the project received final approval.

## **6. HEALTH AND SAFETY REPORT**

Robyn Ross, accompanied by Geoff Bowley, had carried out a Governor Health and Safety Inspection. It had been noted that in the Art Block some large installations were blocking fire exits, and that care needed to be taken to ensure that pieces of furniture or curtains did not obscure fire extinguishers or signage. It was agreed that while these problems often arose due to lack of space, it was essential that the importance of health and safety be reiterated to staff and Dan Dean confirmed that Divisional Directors had been made aware of the points which had arisen during the inspection.

Geoff Bowley reported that the Fire Risk Assessment action plan was progressing well. Two members of the support staff team, Sharon Kelly (Health & Safety Officer) and Mel De Rosa (Estates Administrative Assistant), had attended a course on managing Health and Safety in Educational Premises.

## 7. REPAIRS AND MAINTENANCE WORK

Geoff Bowley reported that the following work had been carried out since the last meeting: -

- Various items of gym equipment had been repaired under the maintenance contract.
- The first maintenance visit had taken place under the new service contract for the acoustic folding room dividers.
- Checks had been made on the stage electrics in the College Theatre. There had also been a review and service of the lighting and rigging in the Drama Studio. The Drama Technician had found this to be a very useful exercise and it was intended to do it on a regular basis.
- Various items of window maintenance had been carried out.
- Additional signage had been installed in various parts of the College.
- The Learning Resource Centre carpet had been cleaned.
- All failures from the Portable Appliance Testing (PAT) had been remedied.
- The cherry picker referred to in the previous meeting had been delivered and all Estates staff and the Drama Technician had received a full day's on site training.

## 8. STUDENT ITEMS

Daniel Hill said that he had been asked to raise the following items:-

- Whether it was possible to install a ramp over the kerb into the motorcycle parking area, to make access easier.
- Some students felt that the chewing gum recycling bins and smoking bins were in the wrong place and asked if they could be re-sited.

The latter request gave rise to a wider discussion. It was agreed that the two recycling facilities had different issues and should be considered separately. There were particular points to consider in relation to the smoking bins to ensure that they supported students smoking in the designated areas and disposing of smoking related waste appropriately. This led to a discussion on where students smoked and gathered together when not in class. Susan Effendowicz had noted an unacceptable level of noise outside of classroom windows in the quadrangle during lesson time, when she had visited the College. The possibility of establishing a quiet zone was mooted, and the idea of planting shrubs/ trees/trellis suggested by Susan Effendowicz who felt that this was a successful approach in many other schools. It was agreed that any such initiative would need to have the students on board in order to succeed.

**Action:** It was agreed that the student items raised were both College management issues and should be considered further by the Senior Management and Student Council.

**9. APPOINTMENT OF GOVERNOR WITH RESPONSIBILITY FOR HEALTH AND SAFETY**

It was noted that a successor for Robyn Ross would need to be sought, and she recommended that it needed to be someone who could be available during the day due to Health & Committee meeting timings. There were no volunteers at this meeting, so it was agreed that this matter needed to be carried forward.

**Action:** Governor with responsibility for Health and Safety to be sought.

**10. ANY OTHER BUSINESS**

The committee noted that this was Robyn Ross's last meeting as a governor and thanked her for her hard work and valuable contributions during her term of office.

**11. DATE OF NEXT MEETING – Tuesday 6<sup>th</sup> October 2009**

Signed.....

Date.....