



## MINUTES OF THE ESTATES COMMITTEE MEETING

Held At Esher College

Thursday, 21<sup>st</sup> April 2016, at 6.00 pm.

### Present:

David Lavarack (Chair)

Jo Canessa

Paul Collyer

Simon D'Arcy

Dan Dean

Damian O'Malley

Fran Stewart

Terry Price (ex-officio)

Stephanie Wiles - Director of Finance and Estates (Advising Officer)

Rebecca De'Ath - Clerk to the Corporation

### 1. BUSINESS INTERESTS IN AGENDA ITEMS

There were none.

### 2. APOLOGIES FOR ABSENCE

Apologies were received from Tim Oliver and Chris Heffernan.

### 3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 19<sup>th</sup> January 2016 were agreed as a true record. (Governors noted that the additional meeting scheduled for 3<sup>rd</sup> March to review Area-based Review matters was cancelled as there was nothing substantive to discuss).

### 4. MATTERS ARISING

**E2-001. New Lift:** The Director of Finance and Estates had increased the urgency for these works from a category 3 rating (do the works when possible) to a 2 rating (important, but not urgent).

**E2-002. Committee Chair to review the Estates Strategy:** Actioned.

**E2-003. Combine Environmental Statement of Activity and Environmental Plan Reports:** Scheduled for the Autumn term.

**E2-004. Research advertising opportunities along Hampton Court Way:** The Director of Finance and Estates had been liaising with the Marketing Manager, and action is in hand.

### 5. CONDITION IMPROVEMENT FUND (CIF) BID 2016/17, AND COMMUNITY INFRASTRUCTURE LEVY (CIL) BID

The CIF bid had been unsuccessful. The meeting noted that of the 1276 successful bids, only 9 were

Sixth Form Colleges; the successful colleges may have been the ones that had been unsuccessful last year. The meeting agreed that it was worth applying for funding each year, and noted that the College had been successful in its bids over the last three years.

The CIL bid for funds for dropping the kerbs outside the College entrance and exit was unsuccessful as Elmbridge Council required more information before making their decision. The Council will review the application in the Autumn. The meeting thanked the Director of Finance and Estates for her ongoing work on this matter.

## **6. ESTATES STRATEGY (including Campus Development Plan update)**

### **Strategy**

Governors were informed that the College had come out of the recent ABR site survey exercise very well, which confirmed that Esher had a space utilisation figure of 74% - joint top of all colleges in the review.

Q: What does this figure mean? The National Audit Office suggests that 64% use of space is the optimum figure. We are at about 90% occupancy of the space we have.

Q: How does this relate to space per student? We have 5-6m<sup>2</sup> for each student.

Q: How often should we review this new Estates Strategy? On a three year cycle. The meeting agreed that it would be reviewed via the Strategic Plan. Progress would be monitored through the Campus Development Plan, the Quality Improvement Plan and Budget planning.

The Estates Strategy was approved by the Committee.

**Proposed:** David Lavarack      **Seconded:** Damian O'Malley

### **Campus Development Plan**

The meeting was informed that the College was purchasing extra seating and tables to meet the increased capacity of students at lunchtimes. It was however harder to increase the capacity of the LRC.

Q: Is the capacity of the LRC a problem? Not at the moment; there are no queues for the computers, for example.

Governors were informed of the improvement works that had recently been carried out, or were due shortly.

Q: What does all this work mean in terms of budget? There is £50k in the budget and the work is expected to come to about £100k. The anticipated underspend in the Estates budget will be re-allocated to cover these repairs.

Q: If the roofing issues covered in the CIF bid have since had remedial work completed on them (sports hall roof guttering/LRC flat roof), shall we re-categorise them from a 1 (urgent requirement) to a 2 (to be done in the medium term)? Yes.

Q: Have all critical works and issues listed in the stock condition survey been addressed? Yes.

## 7. CATERING CONTRACT

The meeting was informed that the catering contract was due for renewal by 1 April 2017.

**ACTION:** The Director of Finance and Estates was asked to prepare an Options paper for the next Committee meeting.

## 8. HEALTH AND SAFETY REPORT

This academic year there have been 23 injuries to date (29 at this point last year).

Q: Are there any lessons to be learned? Not at this juncture.

Q: Have any parents written to complain about any H&S issue? No.

The annual fire assessment report was satisfactory. Two evacuations of the College had been completed successfully (one planned; one unplanned due to burnt toast).

Recent monitoring of air quality revealed no issues.

An asbestos survey revealed a very small area of floor tiles that had been identified as medium risk, although it was stressed that this related to the less toxic form of asbestos, which posed no health risk while it lay covered and undisturbed. A meeting will take place next week to determine how to deal with it. Governors discussed the implications of this, and noted that the College has a complete Asbestos Register.

## 9. REPAIRS AND MAINTENANCE WORK

This year's programme of repainting work was started over Easter, as was a deep clean of communal areas.

There was the problem of corroding pipes from the Chemistry Labs down to the first floor in the Tower. Interim work had been completed and quotes were being obtained for a permanent solution. Governors discussed how this problem might be avoided in the future and whether there might be any environmental impact.

The Committee noted this update.

## 10. MINUTES OF THE ENVIRONMENTAL SUSTAINABILITY GROUP MEETING – 3<sup>rd</sup> February 2016

Green Week had been successful. The Group was given £3k and had decided to spend this on extending the current bike shelters.

Q: Are the bike sheds currently fully utilised? Yes.

The Minutes were noted.

## 11. ANY OTHER BUSINESS

There was nothing to discuss.

*The meeting closed at 6.55 pm.*

**(Attendance was 88%)**

**DATE OF NEXT MEETING – Wednesday, 5<sup>th</sup> October 2016 tbc**

Signed.....

Date.....

**SUMMARY OF ACTIONS**

<b>E3-001</b>	Item 7 (Catering Contract): <b>Director of Finance and Estates</b> to prepare an Options paper for the next Committee meeting.
---------------	--

**SUMMARY OF GOVERNOR CHALLENGE [C] /SUPPORT [S]**

<b>C/S</b>	<b>Minute</b>	<b>Topic</b>
C	6	Estates Strategy - Governors' questions about the space utilisation figure and College capacity. Campus Development Fund - Governors' questioning of budget for items identified in the Plan and assurance sought that all critical works had been identified and were being addressed.
C	8	H&S - Governors asked whether there was anything to learn from accidents that have occurred to date; discussion about cause of pipe corrosion and preventing this happening again; seeking assurance that asbestos findings did not pose an immediate health risk.