

## Newbury College Corporation Strategic Development Committee

### Minutes of a meeting held on Monday 7<sup>th</sup> February 2022

Present	Name	Role
<b>Membership</b>	Derek Peaple (DP)	External Member
	Iain Wolloff (IW)	Principal
	Nick Fox (NF)	External Member
	Sally Osmond (SO)	External Member – Chair
	Tom Rossiter (TR)	External Member – Vice Chair
<b>Apologies</b>	Glyn Howells (GH)	External Member
	Sam Dibas (SD)	External Member
<b>In Attendance</b>	Cathy Wright (CW)	Director of HR & Support Services
	Jo Houghton (JH)	Director of Business & Partnerships
	Lee Hunt (LH)	Vice Principal
	Tom Barlow (TB)	Finance Director (Interim)
<b>Quorum:</b>	3 members required	Meeting quorate, 5 members present

#### AGENDA ITEMS

Item No.		Action
1.	<b>APOLOGIES FOR ABSENCE</b> Apologies for absence were received from Glyn Howells and Sam Dibas.	
2.	<b>DECLARATIONS OF INTERESTS</b> Members confirmed that they had no declarations of interest to make.	
3.	<b>MINUTES OF THE PREVIOUS MEETING</b>	
3.1	The Committee approved the minutes of the meetings held on 8 <sup>th</sup> November 2021.	
3.2	The Committee approved the confidential minutes of the meeting held on 8 <sup>th</sup> November 2021	
3.3	Matters arising The Committee noted that action had been taken in respect of all matters arising and these were recorded in the Action Tracker. With respect to the UCN planning consent, the Committee reviewed the advice from the Architect and the Planning Consultant and agreed that the consent would be allowed to lapse if not enacted prior to the expiry date. IW provided an update on the previous proposal from the GP surgery and a potential alternative proposal involving the NCII development.	

4.	<p><b>STRATEGY</b></p> <p>IW confirmed that there were unlikely to be any significant updates to the Strategy, which was approved by the Board in July 2021. The Committee discussed whether a focus on ‘people strategy’ would be useful focus for the Board Strategy day, considering the challenges in recruitment, reward, retention and development of staff. IW and SO will consider further.</p>	
5.	<p><b>CAMPUS</b></p> <p><b>5.1 Draft Estate Strategy</b></p> <p>The Committee received the updated estate Strategy. TB provided an update on the financial figures that have been added to the strategy and emphasised the need for a strategic view on the remaining capital assets, and the importance of having an identified use for the available capital funds. TR suggested that it was important to retain some assets for potential future use and IW reviewed with the Committee the land assets which remain.</p> <p><b>The Committee approved the Estate Strategy, subject to the agreed minor revisions</b></p> <p>The Committee noted the fact that a lot of value has been/will be achieved from disposals, with the bulk of the funds still to be received in the future.</p> <p>SO raised the potential future need for a ‘Facilities Director’ to deal with all the matters relating to the NCII development and to establish a facilities team to take over from Mitie at the end of the PFI agreement. IW confirmed that JH is currently carrying out some detailed work to establish a plan for the final five years of the PFI.</p> <p><b>5.2 NCII &amp; Mayfield Point</b></p> <p>IW updated the Committee on the progress of the planning application submitted by NCII and noted that this had been positive thus far.</p> <p><b>5.3 Margin Land</b></p> <p>IW provided an update for the Committee on the slow progress with the agreement of the transfer. Whilst the key details were agreed, the solicitors for the owners/developers have been slow to respond.</p> <p><b>5.4 Facilities Management</b></p> <p>JH provided an overview of FM issues, since the last meeting, including:</p> <ul style="list-style-type: none"> <li>• Working relationships between the College and Mitie are positive.</li> <li>• A new Mitie Facilities Manager has been appointed and should start at the beginning of March 2022.</li> <li>• Previously non- Compliant water temperatures are now reported by Mitie to be within the appropriate range but are still being closely monitored.</li> <li>• The previous issues with the boilers have been resolved with replacements to the PCB board to Boiler 3 (plantroom A), replacement fan and motor (plantroom C) and a replacement secondary hot water pump (all completed under Lifecycle works).</li> <li>• At the request of the College, Mitie are currently monitoring room temperatures and draughts through windows.</li> <li>• A second boiler replacement for the Sports Hall has been approved. Boilers are 10 years old and at the end of their life expectancy. Both replaced 2021/22.</li> </ul>	
6.	<p><b>PFI Contract</b></p> <p>Item noted in confidential minutes.</p>	

7.	<b>Climate Crisis and Sustainability –</b> The Committee received an update on the current progress of actions in the College's climate roadmap. CW outlined a number of points, including: <ul style="list-style-type: none"> <li>- The calculation of College carbon emissions has been completed</li> <li>- A meeting has been held with the advisors from Oxford Brooks Uni to agree the process for the energy survey</li> <li>- The College Climate Action Group is established and is meeting next week. The group's focus is on meeting the Roadmap requirements</li> <li>- Materials on climate issues for students are being provided as part of a pan-Berkshire project</li> </ul>	
8.	<b>Any other business</b> None	

Confirmed as a correct record:

*Sally Osmond*

Signature of Committee Chair

07 Jul 2022

Date .....



**Issuer** Newbury College

**Document generated** Thu, 7th Jul 2022 9:35:38 BST

**Document fingerprint** f12e12596e4259068e84d59b2c31e6da

#### Parties involved with this document

Document processed	Party + Fingerprint
Thu, 7th Jul 2022 12:16:46 BST	Sally Osmond - Signer (ec122601bddd6b134bf26db173ba0b8c)

#### Audit history log

Date	Action
Thu, 7th Jul 2022 12:16:48 BST	Sally Osmond viewed the envelope. (35.179.80.221)
Thu, 7th Jul 2022 12:16:46 BST	The envelope has been signed by all parties. (35.179.80.221)
Thu, 7th Jul 2022 12:16:46 BST	Sally Osmond signed the envelope. (35.179.80.221)
Thu, 7th Jul 2022 12:12:13 BST	Sally Osmond viewed the envelope. (35.179.80.221)
Thu, 7th Jul 2022 12:12:04 BST	Sally Osmond opened the document email. (66.249.93.196)
Thu, 7th Jul 2022 12:12:01 BST	Sally Osmond opened the document email. (66.249.93.218)
Thu, 7th Jul 2022 11:13:39 BST	Sally Osmond opened the document email. (104.28.89.76)
Thu, 7th Jul 2022 9:46:05 BST	Document emailed to sallymosmond@gmail.com (3.10.234.12)
Thu, 7th Jul 2022 9:46:05 BST	Sent the envelope to Sally Osmond (sallymosmond@gmail.com) for signing. (80.2.104.86)
Thu, 7th Jul 2022 9:39:49 BST	Sally Osmond has been assigned to this envelope (80.2.104.86)
Thu, 7th Jul 2022 9:37:33 BST	Document generated with fingerprint c9eb607b6e5250fcc3fae3ab9c3008d2 (80.2.104.86)
Thu, 7th Jul 2022 9:37:33 BST	Document generated with fingerprint 0a264bfd97481071f16bb064d8cd8a2e (80.2.104.86)
Thu, 7th Jul 2022 9:37:33 BST	Document generated with fingerprint 245720c8504d3beb0aa49d10a229dc2d (80.2.104.86)
Thu, 7th Jul 2022 9:37:33 BST	Document generated with fingerprint 0777cfd3bf4147c8db0cb0d020d1e176 (80.2.104.86)
Thu, 7th Jul 2022 9:37:33 BST	Document generated with fingerprint b7c478032053975a711386d20d0dd3fa (80.2.104.86)
Thu, 7th Jul 2022 9:37:04 BST	Document generated with fingerprint 5c48c04855d0eb4427353aedbeef8f76 (80.2.104.86)

Thu, 7th Jul 2022 9:37:04 BST	Document generated with fingerprint 937393440f3ebb4643a40a57576212c9 (80.2.104.86)
Thu, 7th Jul 2022 9:37:04 BST	Document generated with fingerprint f12e12596e4259068e84d59b2c31e6da (80.2.104.86)
Thu, 7th Jul 2022 9:36:40 BST	Document generated with fingerprint d71a81732f1b7567d6f5d23e7d544c99 (80.2.104.86)
Thu, 7th Jul 2022 9:36:27 BST	Document generated with fingerprint cc7338a0762b0d7795d3253d13e7b352 (80.2.104.86)
Thu, 7th Jul 2022 9:36:14 BST	Document generated with fingerprint 8d6572a9cea9109b07d2dc55140cb934 (80.2.104.86)
Thu, 7th Jul 2022 9:36:14 BST	Document generated with fingerprint 15b37d1d89a442277389aff638c8e57c (80.2.104.86)
Thu, 7th Jul 2022 9:36:14 BST	Document generated with fingerprint 883b3cd8df7c7d5c3818edba2955a4d4 (80.2.104.86)
Thu, 7th Jul 2022 9:36:14 BST	Document generated with fingerprint 8a9d603e63b1f30d74124de65397ac5a (80.2.104.86)
Thu, 7th Jul 2022 9:35:38 BST	Envelope generated by Richard Lee (80.2.104.86)