

BOARD OF TRUSTEES – PROPERTY COMMITTEE

Minutes of the VIRTUAL meeting held at 5.32pm on 17 June 2020

Present: D Wildridge, Chair
S Clarke
E D'Souza
C Higgins
N Savvas, CEO

In Attendance: S Jones, Chief Financial Officer
R Stevenson, Operations Director
J Wakelam
J Kirk, Interim Clerk

Action

1 Declaration of Interests

Trustees confirmed that they had no conflicts of interest to declare in relation to the items of the agenda.

2 Apologies for absence

Apologies for absence were received from M Milburn.

3 Minutes of the meeting held on 6 May 2020

The minutes of the meeting held on 6 May 2020 were agreed as a correct record.

4 Matters Arising from meeting on 6 May 2020

The matters arising from the meeting were summarised in the report and all actions reported had been completed or, where appropriate an update had been provided on progress elsewhere on the agenda.

5 Estates Update

The report was received. Items of notable interest are as follows.

Managed Services and Contracts

Covid-19 works are going ahead at both sites in anticipation of two-phase re-opening, with the emphasis on e-learning requirements. Room space is being re-allocated to maximise availability, though there are fewer options for rooms at OSFC due to the building design and layout.

Staff continue to work effectively from home and are increasingly adapting to this working style. This is reducing the likelihood of the need to take off-site space for support staff.

6 Draft Property Strategy

The Strategy has been re-worked to prioritise the implementation of remote learning facilities, which will continue to be of benefit after the lockdown is lifted.

Students and staff at OSFC have been extensively consulted about e-learning requirements. It was noted that this needs to be kept under review due to the ongoing renewal of leadership at OSFC

7 Updated Projected Student Numbers

Significant differences were noted with the projected demand and with the data received from Suffolk County Council. It was noted that further work is still needed to explore the basis for these figures.

It was agreed that Property Strategy was a comprehensive and dynamic document, which should be reviewed annually at this time of year, and that it be recommend the to the Trust Board

RStevenson

8 Draft Sustainability and Environmental Strategy

There was widespread support for this strategy, and discussion on how it might be better embedded in every aspect the of College. It was agreed to recommend this Policy to the Board.

RStevenson

9 Any other business

There was no other business

Date of next meeting

Wednesday 7 October 2020 at 4.00pm.

The meeting closed at 5.58pm