

SAT PROPERTY COMMITTEE

Minutes of the virtual meeting held on 16 June 2021 at 4pm

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

In Attendance: R Stevenson, Group Operations Director
S Jones, CFO
S Gales, Board Secretary

Apologies: T Elkin, Clerk

- | | <u>Action</u> |
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| <p>1. <u>Declaration of Interests</u>
CHiggins, ED'Souza, NSavvas and SClarke declared their role as Governors of West Suffolk College.</p> | |
| <p>2. <u>Apologies for absence</u>
Apologies were received from TElkin.</p> | |
| <p>3. <u>Minutes from meeting on 17 March 2021</u>
The minutes of the meeting held on 17 March 2021 were agreed as an accurate record of the meeting.</p> | |
| <p>4. <u>Matters Arising from meeting on 17 March 2021</u>
The matters arising from the meeting were summarised in the report and all actions reported are complete. The Committee asked for future updates to include greater detail than 'complete'.

RStevenson confirmed that the previously reported outstanding statutory item which was overdue its 6 monthly inspection, has now been resolved.</p> | SGales |
| <p>5. <u>Estates Update including summer works update</u>
ASFC and OSFC continue to review and update the Covid-19 mitigation measures and risk assessments, and central home test kit collection points have been established at both centres (near reception at ASFC and in the atrium at OSFC). The team continue to send regular proactive communication to staff and students to remind them to complete tests and to advise on the impact of the Government's roadmap on our policies and procedures.

Trustees queried whether Covid-19 mitigation measures will change once a greater proportion of staff and students have been vaccinated. RStevenson answered that we continue to follow Government guidance. NSavvas summarised how enrolment and IAG events will be managed at ASFC and OSFC to best serve students whilst adhering to the latest guidance.

Following a tender process inc. a site visit presentation and food tasting, the OSFC catering tender is near completion. The tender process for soft FM at OSFC concluded in May and the contract has been awarded to Vertas to commence in September 2021.

RStevenson summarised the works in progress at ASFC:</p> <ul style="list-style-type: none">• Minor snagging• PAT testing• Catering & Refrigeration maintenance• LEV and kitchen extraction maintenance• Solar PV maintenance• Fire door inspections | |

- Forward planning contract renewals and planned maintenance schedule

With works in the pipeline to:

- Install guttering to entrance; remove ice hazard.
- Install fencing around retention pond, c/w signage.
- Install car park barrier.
- Vehicle side gates to bike shed access
- Handheld radio COMMS
- CCTV upgrade
- Access control modifications
- Install additional power sockets to G.05 reception & G.09 MI office.

RStevenson summarised the works in progress at OSFC:

- Repairs to the roof and window seals
- Internal decoration

With works in the pipeline to:

- Relocate the smoking shelter
- Finalise tender for Electric Charging points.
- Convert the Boardroom into a classroom
- Convert OFB201 into a support staff hub with workstations for booking.
- Converting 9 ground floor rooms into meeting / hot desk rooms for support staff.
- Convert T100 into a councillor's office following approval.
- Exploring the use of G100 + G200 as spaces for HR / larger meetings depending on air con.
- Convert ground floor lift shaft area to make workspaces like in the atrium.
- Install benching, power and data in pod opposite the LRC.
- Convert P004 into separate workshop and classroom.
- Convert TCP001 into a careers/work experience office.

Trustees queried whether the above list was inclusive of all the works and whether there is sufficient funding to complete all the works. RStevenson summarised the costs associated with the projects and noted once all costings have been confirmed the team will prioritise the expenditure based on business needs and that the only item being postponed is the installation of electric barriers at ASFC, in order to ensure sufficient funding to cover the urgent items.

There are no insurance claims to report.

Trustees queried whether the cladding of ASFC is compliant. NSavvas answered that following Grenfell, the DfE commissioned a report and OSFC was compliant. RStevenson confirmed that the team are currently investigating the cladding used at ASFC to gain similar assurance of compliance and will report back the results to the Committee.

RStevenson

6. Property Strategy

RStevenson summarised the rationale for the proposed changes to the Property Strategy.

The Committee **approved** the Property Strategy, subject to the removal of the first line of text on page 3 and **agreed to recommend** it to the Board for approval. The Committee agreed to forewarn the Board that the Property Strategy will continue to be regularly revised to best position the Trust to respond to funding opportunities and to strategic opportunities.

RStevenson

RStevenson

7. Any Other Business

None.

Date of next meeting:

- TBC

The meeting closed at 4.46pm

