

## Agreed Minutes

### MINUTES OF THE EXTRAORDINARY MEETING OF THE CORPORATION

**Held on Friday 12<sup>th</sup> March 2021 at 8.30am in the Skills Park and Via MS Teams**

Present: Professor Sam Luke (Chair), Lynn Reddick, Margaret Martin, Lamè Verre, Simon Enoch, Chris Muller, Vince Romagnuolo, Peter Stamps, Nick-Vaughan Barratt, John Willis, Frances Rutter (Principal), Graeme Hodge (staff Support Governor), Jamie Roberts (Staff Governor)

In Attendance: Maria Vetrone (Deputy Principal Finance & Resources), Donna Patterson (Director of HR), Cliff Shaw (Deputy Principal Curriculum & Quality), Dario Stevens (Vice Principal Planning & Information), Sandra Dessent (Clerk to the Corporation)

<b>44.20</b>	<b>1.0 Apologies for Absence</b>
	No apologies for absence were received.
<b>45.20</b>	<b>2.0 Declarations of Interest</b>
	<p><u>Professor Luke</u>: unremunerated Director of NESCOT Enterprises Ltd, North East Surrey College of Technology Trust, NESCOT Holdings Ltd and Epsom Downs Business Centre Ltd.</p> <p><u>Mr Stamps</u>: unremunerated Director of NESCOT Enterprises Ltd.</p> <p><u>Mrs Rutter</u>: unremunerated Director of NESCOT Enterprises Ltd, North East Surrey College of Technology Trust, NESCOT Holdings Ltd and Epsom Downs Business Centre Ltd.</p> <p><u>Ms Margaret Martin</u>: declared her interest as a member of Ewell Rotary Club, and a trustee of Age Concern</p> <p><u>Mr. John Willis</u>: Governor of Meath School, Ottershaw and St. Johns School Leatherhead</p> <p><u>Ms Sandra Dessent</u>: unremunerated Company Secretary NESCOT Enterprises Ltd., Paid employment NESCOT Enterprises Ltd.</p>
<b>46.20</b>	<b>3.0 NESCOT Bid to the Capital Transformation Fund (FECTF)</b>
	<p>The Deputy Principal (Finance &amp; Resources) confirmed the purpose of calling the Extraordinary meeting which was to consider and seek agreement for a bid to the Further Education Capital Transformation Fund (FECTF) for the refurbishment of the Yorkon Building and to reconfirm approval of the Estates Strategy. The College is applying for match funding on a bid totalling £1.67m (£833k funded by the College).</p> <p>The following papers had been circulated prior to the meeting:</p>

## Agreed Minutes

- Cover Sheet
- Summary of the FECTF bid for the refurbishment of the Yorkon building
- Stage 1 Policy Proposal Application Form
- Condition Survey Report
- Business Case
- Project Plan
- NEScot Estates Strategy

It was noted that the application was a near final draft and still being worked on. The revised deadline for final submission of the bid was Friday 19<sup>th</sup> March. It was anticipated that the outcome would be known on 14<sup>th</sup> May.

The Corporation was reminded that the bid was for an upgrade and improvement of the building condition only and did not include any costs for fixtures and fittings.

The renovations were a necessity and even if the bid were not successful the College would need to go ahead with the project. However, having been mainly assessed as a category C building it was aligned with the bid criteria. Members were advised to refer to the Independent Condition Survey report for full details of the current state of the building.

If the bid was successful, approval for the second stage application would be sought in October.

The meeting was advised that the Estates Strategy, an essential part of the application and aligned with the bid, was being re-circulated for re-approval by the Corporation as agreement of the original document was not sufficiently clearly recorded on 25 July 2019 and it was important for clarity and transparency for both the funding application and the Governing Body.

The Corporation discussed the bid, and the following points were raised:

- It was agreed to double-check that there was sufficient corridor width for wheelchair access however it was also confirmed that the bid was compliant with the Disability Discrimination Act 1995.
- The Corporation was advised that the project cost of £1.67m was a final figure for the bid and any escalation in cost after the bid had been accepted would have to be met by the College.
- The Corporation was assured that there was sufficient resource/capacity to produce a stage 2 bid and that the College's building surveyors would prepare a large part of the content.
- It was agreed that the Estates Strategy would need reviewing and revising once this project had been completed and the Corporation

### Agreed Minutes

	<p>would be advised in due course on any plans to engage with external consultant.</p> <ul style="list-style-type: none"> <li>• It was recognised that investment in the Yorkon Building would need to be supported by a detailed financial model based on increased student numbers. It was confirmed that a Curriculum Plan was being prepared by the Deputy Principal (Curriculum &amp; Quality) associated with use of the Yorkon Building.</li> <li>• It was suggested that to monitor the progress of the project, a form of the previous Property Group would be re-instated, which was an informal group comprising the CEO &amp; Principal; the Deputy Principal (Finance &amp; Resources) and two Governors as well as others involved in the capital project.</li> </ul> <p>Having considered the documents presented in support of the bid and subsequently discussed the questions arising the Corporation unanimously agreed to approve the Stage 1 bid to the FECTF.</p>
<b>47.20</b>	<b>Re-approval of the Estates Strategy</b>
	<p>The Corporation was informed that a successful bid was dependent on the request for funding being aligned with an existing Estates Strategy.</p> <p>The CEO &amp; Principal shared the Estates Strategy which had originally been approved by the Finance &amp; General Purposes Committee and the Corporation in July 2019. However, it had not been sufficiently clearly recorded in the Corporation minutes at the time. In the interests of openness and transparency it was therefore considered to be appropriate to re-confirm the Corporation's approval alongside the FECTF bid.</p> <p>Accordingly, the Corporation unanimously re-approved the Estates Strategy subject to it being reviewed and revised in due course.</p>
<b>48.20</b>	There being no further business the meeting concluded at 9.00am
<b>49.20</b>	<b>Date and Time of the Next Meeting: Friday 26<sup>th</sup> March 2021 at 9.00am</b>

### Decisions:

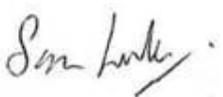
1. The Corporation approved the Stage 1 bid to the Capital Transformation Bid Fund (FECTF).
2. The Corporation re-confirmed approval of the Estates Strategy subject to it being reviewed and revised in due course.

### Actions:

1. Corridor width to be checked in order to ensure wheelchairs can be accommodated.
2. Clerk to liaise with the Chair to set up a project monitoring group.



**Agreed Minutes**

Signed 

Date...28<sup>th</sup> May 2021...

**Professor Sam Luke, Chair of the Corporation**