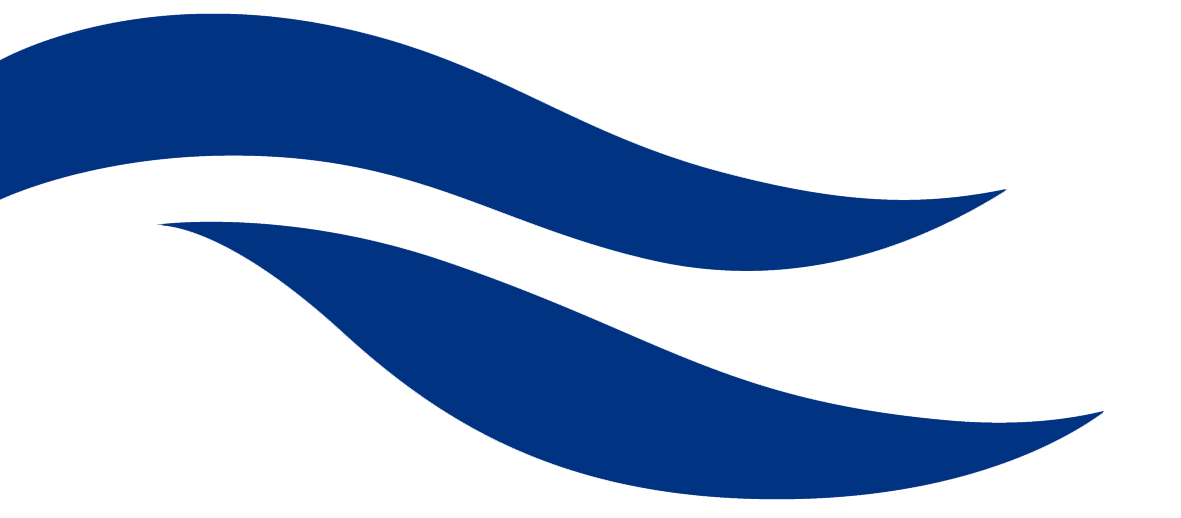
# Schools Capital Sub-Group Meeting



# Thursday 21st January 2021



# Held remotely via Microsoft Teams

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| **PRESENT** | |
| Mark Tilling | Headteacher - High Tunstall College of Science (Chair) |
| Mary Frain | Headteacher - St Teresa’s RC Primary |
| Lisa Greig | Headteacher - Catcote Academy |
| Amanda Baines | Headteacher - Holy Trinity CE Primary School |
| Neil Nottingham | Headteacher - Stranton Academy |
| Julie Reed | Pupil Place Planning, Admissions & Capital Manager - HBC |
| David Mitchell | Capital Projects Officer - HBC |
| Claire Appleton | Group Accountant (Corporate and Schools) - HBC |
| Amanda Whitehead | Assistant Director (Education) – HBC (connection lost at 10:31) |
| Danielle Swainston | Assistant Director (Joint Commissioning) - HBC |
| Kieran Bostock | Assistant Director (Place Management) - HBC |
| **APOLOGIES**  Jo Heaton, Executive Head - Hart & Elwick Federation  Peter Cornforth, Headteacher - Fens Primary School | |

| Item |  | Action |
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| **1.** | **Review of e-mail update from 22nd October 2020.** |  |
|  | No matters arising from the update. |  |
| **2.** | **SEMH Update (DS)** |  |
|  | DS informed the group that AW will be taking a paper to the Schools’ Forum at the beginning of February about inclusion.  It was confirmed that there was approximately £798,000 funding still available in the SEMH budget and attempts to match fund this with HBC corporate funding will be made.  It was confirmed that the spending on the ARPs has been completed.  DS, JR & Finance have a meeting scheduled to look at potential Special Provision Capital with regards to proposed improvements to Catcote and Springwell Schools. |  |
| **3.** | **Free School (DS)** |  |
|  | DS confirmed that HBC is working with capital colleagues in DfE and that the feasibility study in ongoing. DS is meeting with DfE representatives next week regarding the access road. It was hoped for a September 2022 opening date, however it looks more likely this will be January 2023. HBC have a list of pupils eligible. DSconfirmed that a contractor has been appointed. |  |
| **4.** | **2020/2021 Schools’ Capital Works Programme – Progress Update (JR)** |  |
|  | An update was provided on the 2020/21 Capital Works Programme. Good progress has been made throughout the summer on last year’s projects with most projects completed, however there are 4 projects to complete during February half term and Easter. Final accounts are still to be processed and the yellow shaded rows (Fire Door replacements) are a separate item on the agenda. |  |
| **5.** | **2020/21 Proposed Schools’ Capital Works Programme (JR)** |  |
|  | The projects that are proposed for the next financial year have been prioritised in consultation with Building Surveyors and the Mechanical & Electrical Engineers.  It was confirmed that the proposed capital priority list is compiled after considering condition survey information together with a continuation of ongoing phases of work already started in schools. All schools had been visited before Christmas with regards to condition surveys.  The LA currently receives SCA on a formula basis which takes into account pupil numbers, however the DfE are currently reviewing the funding model and therefore the 2021 programme funding is based on 2020/21 allocation. If all agreed, the programme will be taken to Schools Forum on 2nd February 2021 and then to the Children’s Services Committee on 2nd March 2021 for formal approval.  It was confirmed it is unlikely that notification of our funding allocation will not be obtained before the deadline for the Children’s Committee report, therefore this will be communicated within the report.  It was requested and agreed that any changes to the programme be delegated to the Chair and included in the Committee report.  It was agreed that schools should be notified of potential projects at their school as soon as possible and before the schemes are submitted to Schools Forum. | JR  JR  DM |
| **6.** | **Finance Update (CA)** |  |
|  | Update provided and no queries. |  |
| **7.** | **Fire Doors (DM)** |  |
|  | A recap of the current position was outlined. Fire Risk Assessments (FRAs) were- previously undertaken in schools with some of the recommendations from these FRAs being in relation to fire doors. As a result, £100,000 was allocated from the SCA. However, on further inspection not all fire doors were to be considered as acting as fire doors (and therefore didn’t need to be replaced) or were ineffective due the fire being able to circumvent the doors. Therefore, a compartmentation survey was recommended and an accredited contractor was commissioned to identify which doors needed replacing.  The resultant surveyor’s report identified approximately £670,000 of remedial work required across 5 schools. Advice was taken from HBC H&S team, HBC Building Design & Construction team and the surveyor on how to prioritise funding. The HBC H&S team advised the following options:   1. Address the issues at Kingsley school first and put a plan in place for the other four schools. 2. Address issues with the schools which have the 3 lowest costs and put a plan in place for the other two higher cost schools. 3. Address all high risk issues within the schools but this would cost almost £500,000. 4. Repair / replace / install only the doors in all schools which would cost circa £295,000.   It's worth noting that options 3 & 4 would require multiple contractor visits to the school to complete all works thus leading to increased overall costs. In addition, the works completed in isolation would not provide full fire protection until all the remedial works were completed.  After consultation a recommendation to prioritise Kingsley Primary school is proposed, with the rationale being:   * The school has the highest remedial costs/most defects * There is additional capital allocation this year which means funds are available to undertake the most expensive school without impacting on the capital programme. * Two storey buildings are prioritised due to the time taken to evacuate. * It would be cheaper to do the most expensive school in one go, rather than in phases.   It was also pointed out that Kingsley includes special needs pupils that will increase the evacuation times.  The Chair requested a response regarding the query from Jo Heaton sent prior to the meeting i.e.  “There are still schools who were not an academy in 2016 and have not yet been informed that the fire door issue should have been raised when their FRA was carried out as they have not been followed up in the way the maintained school report/quote have. I am concerned that these schools would not be aware of the need to take action and potentially a risk.”  HBC’s Health & Safety team commissioned the Fire Risk Assessments (FRA’s) and they were sent to schools to action the recommendations some time ago. There were a significant number of doors, with various issues, identified within the assessment. Therefore, a capital a sum was allocated to address the issues where doors required replacing. The schools which this affected were visited and informed that fire doors would be replaced but the school would be responsible for any maintenance/revenue related items highlighted within their FRA. It is understood that HBC’s H&S team are to carry out a review of the FRA’s in the future. None of the schools identified for capital works have since academised.  It was also noted that it is the responsibility of the Headteacher to review FRAs and implement any actions required. Should schools need clarification on any item within their FRA, they should contact the H&S team or the author of the assessment.  It was requested that works required to schools be reviewed as it was thought that the initial list of schools was more than five. | DM |
| **8.** | **Spending Review Outcome (JR)** |  |
|  | In October 2020 the Treasury announced that the Spending Review will settle for one year only due to the Pandemic.    The highlights of the Spending Review, in relation to schools capital, is:   * Ten Year Rebuilding Programme for schools, launching with a commitment to announce 50 new school building projects a year. * Committing £1.8 billion in 2021-22 to help maintain condition of school buildings via the School Condition Allocation and the Condition Improvement Fund. * £300 million in 2021-22 for school places for children with special educational needs and disabilities. Over the last couple of years the LA has received a few allocations of Special Provision Capital and it’s been used for the expansion at Springwell and the remainder has been allocated to the Catcote expansion, which is still in the feasibility and costing stage. |  |
| **9.** | **DfE CDC2 Programme (Condition Data Collection) (DM)** |  |
|  | The key points regarding the CDC2 programme:   * The 1st Condition Data Collection (CDC1), undertaken from 2017 to 2019, visited every government maintained school in England to collect data about the physical condition of school buildings and how they are managed. * From 2021 to 2026 the DfE’s Condition Data Collection 2 (CDC2) programme will repeat the process. * The data is to be used together with CDC1 Data to provide a credible picture of changing investment needs over time. * The rollout has been delayed slightly due to Covid with the Pilots now scheduled to start in February 2021 and the main programme visits in March 2021. * We have no schools in the pilot stage. * Tranche 1 includes Rossmere, Catcote Academy and Barnard Grove. * Tranche 2 includes Greatham. * There will be 9 tranches of school visits in total with other dates being published later. |  |
| **10.** | **Good Estate Management – DfE Guidance (DM)** |  |
|  | DM highlighted the excellent DfE web resource for schools entitled “Good Estate management”. It includes information on such things as:   * The important policies, processes, and documents that schools should aim to have in place. * Planning and organising resources * Estate Maintenance * Health & Safety – including building structure, electrical, heating, ventilation, water, Fire, fire doors & external areas. * Managing your estate projects * Useful Tools & Checklists   The website can be found here: <https://www.gov.uk/guidance/good-estate-management-for-schools>  This website is to be put onto the Headteacher’s notice board. | DM |
| **11.** | **Group Membership (JR)** |  |
|  | Membership of the Schools’ Capital Sub Group will be considered at the School Forum on 2nd February. |  |
| **12.** | **Any Other Business** |  |
|  | A safeguarding issue regarding St Helen’s was raised for discussion. It was explained that a feasibility & costing exercise had been completed with two options for potential capital funding. The first option was to relocate the reception area together with some restructure to the entrances which would cost approximately £135k. The second option would focus on securing the vehicle and pedestrian access points, with automatic locking and intercoms, together with some fencing which would allow access to the existing reception but not to other parts of the school premises. The second option would cost approximately £45k and be within the capital budget. It was recommended that option 2 was feasible subject to SCA funding allocation for 2021/22. There were no objections to the proposal. |  |
| **13.** | **Date and Time of Meetings for 2020/21 Academic Year** |  |
|  | Thursday 24th June 2021 at 10am, High Tunstall College of Science (subject to Covid restrictions). |  |