



Schools Capital Sub-Group Meeting

Thursday 24th June 2021

Held remotely via Microsoft Teams



PRESENT	
Mark Tilling	Headteacher - High Tunstall College of Science (Chair)
Sian Lamplough	In lieu of Headteacher - Catcote Academy
Jo Heaton	Executive Head - Hart & Elwick Federation
Peter Cornforth	Peter Cornforth, Headteacher - Fens Primary School
Julie Reed	Pupil Place Planning, Admissions & Capital Manager - HBC
David Mitchell	Capital Projects Officer - HBC
Claire Appleton	Group Accountant (Corporate and Schools) - HBC
Kieran Bostock	Assistant Director (Place Management) - HBC
APOLOGIES	
Amanda Whitehead - Assistant Director (Education) - HBC	
Mary Frain, Headteacher - St Teresa's RC Primary	
Lisa Grieg, Headteacher - Catcote Academy	

Item		Action
1.	Review of minutes from 21st January 2021.	
	No matters arising from the minutes.	
2.	SEMH Update (JR)	
	An update from Danielle Swainston (DS) had been received. DS is no longer responsible for the SEMH budget and responsibility for this now lies with the Schools Forum. It was explained that the Schools Forum are reviewing their system architecture and once it is finalised they can look at the priorities for the town.	
3.	SEMH Free School (JR)	
	JR updated the group on behalf of DS and that HBC are currently working through planning in relation to the school and the access road – all surveys etc. have been completed.	
4.	2020/2021 Schools' Capital Works Programme – Progress Update (JR)	
	An update was provided on the 2021/22 Capital Works Programme. All projects from 2020/21 are completed apart from Lynnfield toilets which is scheduled to be completed in the summer holidays.	

Item		Action
	<p>Hart inner perimeter fence is now complete with handover of the fencing to the school on 24th June 2021.</p> <p>Jo Heaton thanked everyone who was involved in the rebuilding of the Hart boundary wall and construction of the new inner fence around the school field.</p> <p>JR reported that the Parish council had approached HBC landscape architects for some assistance in submitting a bid to repair the Chare Wall.</p>	
5.	2020/21 Proposed Schools' Capital Works Programme (JR)	
	<p>There are two schemes from this year's programme that have been put on hold. Namely the High Tunstall pool flooring and the Lynnfield boundary wall.</p> <p>High Tunstall would like the pool flooring to link into another project in the pool area and therefore it made sense to delay this project until both projects are in a position to proceed together.</p> <p>With regards to Lynnfield boundary wall – it was determined, due to further deterioration of the wall over the winter, that the initial proposal to render the wall was not the best long term maintenance solution. Therefore, a feasibility is underway to put forward an alternative design with long term maintenance in mind.</p>	
6.	Finance Update (CA)	
	<p>Update provided and no queries. £17k has been moved back into the unallocated pot.</p>	
7.	Fire Safety Modifications (DM)	
	<p>The resultant surveyor's reports from recent surveys identified approximately £670,000 of remedial work required across 5 schools. Advice was taken from the HBC H&S team, HBC Building Design & Construction team and the contracted surveyor on how to prioritise funding.</p> <p>After consultation, Kingsley school was prioritised for the school capital programme for 2021/22 and in addition, Throston school was also included in the capital programme for 2021/22.</p> <p>So far the initial pre-start meetings have been carried out at both schools. The work programme is tight and the work extensive and complex, however the programme has a fall back option to complete the work in the October half term.</p> <p>Given the extent of remedial works identified it was advised that all Headteachers should ensure the implementation of all actions identified within their Fire Risk Assessments (FRAs) and take advice where necessary from their H&S provider.</p>	
9.	DfE CDC2 Programme (Condition Data Collection) (DM)	
	<p>The key points regarding the CDC2 programme:</p>	

Item		Action
	<ul style="list-style-type: none"> • 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. • Rossmere's survey was undertaken on Wed 9th June. • Tranche 2 includes Greatham Primary School and starts in August 2021 • Tranche 3 includes Golden Flatts, Clavering & Rift House Primary Schools and starts in February 2022. • There will be 9 tranches of school visits in total taking until 2025 to complete. • All responsible bodies will receive information from surveyors or the DfE so schools should keep an eye out for this information. 	
11.	Group Membership (JR)	
	<p>The review of the Sub Group membership is to go to a Headteachers meeting to identify replacements for those who have stepped down.</p> <p>MT requested that Sandra Shears receives a copy of the School Capital Sub Group minutes to take to the Schools' Forum once they have been ratified by the Sub Group.</p>	<p>MT</p> <p>DM</p>
12.	Any Other Business	
	<p>It was asked about the possibility of future meetings being a hybrid of both in person and virtual. It was mentioned that the Civic Centre has the facilities to host such a meeting with a webcam.</p> <p>MT thanked Peter Cornforth and Stephen Hammond for their service on the Sub Group and wished them well in their retirement.</p>	
13.	Date and Time of Meetings for 2020/21 Academic Year	
	<p>All via Microsoft Teams, however, should this change a revised invitation will be sent.</p> <p>Thursday 20th January 2022 at 10am. Thursday 23rd June 2022 at 10am.</p>	