

**Minutes of the Extraordinary Corporation Meeting held on  
Friday 30<sup>th</sup> August 2019 at 11.15am**



**Present:** Christine Bampton  
John Clarke - Principal  
John Fell  
Veronica Fell (Chair)  
Terry Fleetwood  
Rob Firth  
Vickie Hayes  
Suzanne Knowles  
Mo Kundi  
Lisa Owens  
Kathy Passant (Vice Chair)  
Carol Reid  
Vipin Trivedi

**In Attendance:** Eddie Green – Vice Principal Services  
Caroline Jenkinson – Assistant Clerk to the Corporation  
Jan Regan – Director of Facilities Management (FM)

**Action**

**C.20.07 Item 1: Apologies for absence**

Apologies for absence were received from Alex Kenny, Mark Grutters and Gareth Catterson, Clerk to the Corporation.

In the absence of the Clerk Caroline Jenkinson took the minutes of the meeting and Christine Bampton acted as Clerk. The reason for this being to manage conflicts of interest with the Assistant Clerk working in Principalship.

**C.20.08 Item 2: Declarations of Interest**

A standing declaration of interest was received from Veronica Fell (Chair) as she is married to John Fell.

**C.20.09 Item 3: Accommodation Strategy Update**

The Chair explained that the meeting had been called for the Board to consider a revised budget cost for the Gas and Plumbing (G&P) works following the May Board meeting.

The Director of FM presented for information a report on the G&P Workshops and requested approval of an increased budget.

The Chair advised that a group of governors had come together that morning to consider the G&P project. Questions from governors who had been unable to attend the meeting had also been considered. The Principal had informed the meeting that a LCR grant had been approved in the sum of £385k and a Letter of Comfort was expected that day confirming the approval, which would be circulated to all governors.

The Chair summarised the current position being that an original budget of £350k budget had been approved at the Corporation meeting in May, irrespective of receiving grant funding with the College being asked to contribute approximately £30-40k. However, the cost of the project had since increased significantly to £482k which equated to the College now being asked to fund up to £100k. Governors were concerned about the processes in place at the College which had resulted in tenders being received well in excess of what had originally been scoped out and advised to the Board in May.

Following the pre-meeting discussions it is now recommended that the project progress on the revised costs of £482k with the contractor called [REDACTED]. It is now expected that the figure of £482k will be the actual following a value engineering exercise. However, the Director of FM stated she could not guarantee additional costs would not arise on any unforeseen works but costs such as those for firewall curtains were included in the budget and an asbestos survey previously undertaken had shown there would be no issues in this respect.

Governors discussed the value engineering exercise which had been undertaken. The Vice Principal Services explained a number of items from the original specification had been identified as desirable but not essential, for example, sub-meters had been specified for each workshop bay when one meter for the whole workshop would be sufficient. Additionally full waste specifications had been included in the bathroom layouts which were also not essential. He informed governors that the two contractors had been invited back into College to give further consideration to the works and consider other possible avenues for cost savings.

Governors discussed how such projects could be handled in the future and how they could be opened up to wider competition. A governor raised the possibility of setting up a SLA with Sefton MBC whereby the College would have access to their 'Chest' of approved contractors. It was agreed that the governor would provide management with further details for them to then follow up and report back.

The Chair advised the Board that at the pre-meeting the process for appointing architects and Qs be reviewed and in future the proposed appointments be brought to the Resources Committee for discussion and approval.

Management confirmed that there were no further major College projects in the near future, other than a potential significant project for the refurbishment of the Pennington Building which would only be undertaken subject to the success of a grant application. Should grant funding not be obtained only smaller remedial works would be carried out.

Governors discussed whether the original timetable for the project could still be achieved. The Director of FM confirmed the original completion date had been October half term, however, it was now envisaged to be carried out on a phased basis and beyond the October half term. Departments had previously been made aware of the effects of the works

in their areas and had planned student teaching and relocation around this.

A governor noted that the Gas and Plumbing Department made a significant net contribution to College overheads and the cost of the project would see a 3 year return with an approximate life span of 10 years. It was also recognised the refurbished workshops would be attractive to both present and future students and once completed a governor suggested it should be promoted heavily by Marketing and that a Grand Opening event takes place. The Principal suggested approaching the Metro Mayor to open the workshop whilst on his visit to the College in December.

***The Board resolved to approve the appointment of [REDACTED] and a revised budget for the Gas and Plumbing Workshops of £482,830 subject to the following:-***

- ***Confirmation that the LCR will approve a grant of £385k.***
- ***To continue the value engineering exercise with the contractors and project team.***
- ***That the Board be informed immediately should the costs exceed the figure of £482,830.***
- ***Enquiries to be made with Sefton MBC into “the Chest Portal” of approved contractors.***
- ***That future appointments of architects and QSs be brought to the Resources Committee for discussion prior to approval.***