

Newbury College Corporation Strategic Development Committee

Minutes of a meeting held on Monday 8th November 2021

Present	Name	Role
Membership	Iain Wolloff (IW)	Principal
	Nick Fox (NF)	External Member
	Sally Osmond (SO)	External Member – Chair
	Sam Dibas (SD)	External Member – from Item 5
	Tom Rossiter (TR)	External Member – Vice Chair
Apologies	Derek Peuple (DP)	External Member
	Glyn Howells (GH)	External Member
In Attendance	Jayne Steele (JS)	Director of Finance & Estates
	Jo Houghton (JH)	Director of Business & Partnerships
	Lee Hunt (LH)	Vice Principal
	Tom Barlow (TB)	Finance Director (Interim)
	Jacinta O’Shea (JO)	Keystone Projects – for item 5
Quorum:	3 members required	Meeting quorate, 5 members present

AGENDA ITEMS

Item No.		Action
1.	APOLOGIES FOR ABSENCE Apologies for absence were received from Glyn Howells and Derek Peuple.	
2.	DECLARATIONS OF INTERESTS Members confirmed that they had no declarations of interest to make.	
3.	MINUTES OF THE PREVIOUS MEETING	
3.1	The Committee approved the minutes of the meetings held on 24 th May 2021.	
3.2	The Committee approved the confidential minutes of the meeting held on 24 th May 2021	
3.3	Matters arising The Committee noted that action had been taken in respect of all matters arising and these were recorded in the Action Tracker.	

4.	<p>STRATEGY</p> <p>IW confirmed that there were unlikely to be any significant updates to the Strategy, which was approved by the Board in July 2021. The development of the Estate Strategy will enable the updating on the section relating to the Campus. It is also possible that some of the measures in the balanced scorecard may need to be adjusted, due to changes in national data; particularly as a result of the pandemic.</p>	
5.	<p>CAMPUS</p> <p>Draft Estate Strategy</p> <p>JO introduced herself and explained the work of Keystone projects for the College since 1997. JO provided an overview of the approach to preparing the estate strategy. She highlighted that NC is very much smaller than most colleges (9,000 m2 compared to an average of 40,000 m2). JO explained to the Committee each the key sections of the draft Estate Strategy:</p> <p>Questions from the Committee</p> <ul style="list-style-type: none"> • SO – Queried the reference to ‘1000 courses’, which will be corrected • SO – Asked about the funding of the PFI contract. JO clarified the nature of the loan. • TR – pointed out that the document needs to refer to Sandleford as a ‘potential development’ • SO – asked that the document include the income derived from the various developments on the campus and any ongoing receipts (e.g. service charges) • SO – Asked whether the attenuation pond is adequate for the developments on site. JO explained that it is built into the agreement with NCII that they have to carry out full assessment of this. • JS – confirmed that she needs to check the figures for condition categories • SO – asked when the condition survey is due to be carried out and JO confirmed that this is planned for December. IW confirmed that the DfE advisor on PFI has offered to provide advice on the scope of the condition survey. • JO – observed that, in relation to reducing carbon, the challenge is that the College don’t currently own the building and therefore don’t have control over the lifecycle works and any improvements to carbon use. • SO – asked who the audiences for the strategy are. JO confirmed that the document is primarily for internal stakeholders and selected sections would be used for external organisations; for example, when submitting bids • SO – asked how often the document should be updated. JO confirmed that a full update would normally be undertaken every five years, with minor updates each year. <p>The Committee confirmed that, subject to inclusion of points identified above, they would recommend the Estate Strategy to the Corporation Board.</p> <p>Action: JO will work with SLT to produce a final draft Estate Strategy for approval at the Corporation Board in December.</p> <p>Other items noted in confidential minutes</p>	<i>IW</i>
6.	<p>PFI Contract</p> <p>Item noted in confidential minutes.</p>	

7.	Climate Crisis and Sustainability – The Committee reviewed the current progress of actions in the College’s climate roadmap. The Committee was pleased to note positive progress in a range of areas and recorded their thanks to JS for her leadership in this area.	
8.	Any other business None	

Confirmed as a correct record:	<p style="text-align: center;"> <i>Sally Osmond</i> Sally Osmond (1 Jul 2022 10:16am) Signature of Committee Chair 07 Jul 2022 Date </p>
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Parties involved with this document

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