

**MINUTES OF A MEETING OF THE CORPORATION CAPITAL COMMITTEE
HELD ON WEDNESDAY 19 OCTOBER 2016 AT 13.15PM UNTIL 15.15PM IN ROOM A7
AT THE ISLE OF WIGHT COLLEGE**

	Dr Nick Sinnamon	Chair
GOVERNORS PRESENT:	Mrs Debbie Lavin	Principal
IN ATTENDANCE:	Ms Lynne Christopher	Deputy Principal
	Mr Derek Kingsland	Resource Manager
	Mr David Loudon	Project Manager
	Mr Brian Bowker	Clerk
ITEM 21/16 ONLY	Ms Tracy Bull	College Accountant

ACTION**17/16 APOLOGIES**

Peter Conway (H), Dr David Wake (W)

18/16 DECLARATIONS OF INTEREST

There were no declarations of interest.

19/16 MINUTES OF THE MEETING OF 28 September 2016

The minutes were APPROVED as a true record of the meeting.

20/16 MATTERS ARISING FROM THE MINUTES OF THE 28 SEPTEMBER 2016

It was noted that all the Matters Arising had been addressed or were in hand.

With the meeting's approval, the Project Reconciliations (STEM/Pathways) appendix was taken as the first item of the meeting and was presented by the College Accountant.

21/16 PROJECT RECONCILIATIONS (STEM/PATHWAYS)

The College Accountant took Members through her report and stated that its purpose was to consider the final projected costs for both STEM and Pathways project builds, having undertaken a reconciliation of costs. The reconciliation had taken place between; the Project Manager, the Finance Department and Pick Everard. She identified the two key elements of the report as being the incorrect bid income shown in the original September 2014 Pathways paper, which overstated income by £72k as a result of incorrect EFA paperwork. In addition, final costs for Pathways assumes liquidated damages receipt of £30k, which is a risk and, if not received, the actual project costs will be £30k higher. The College Accountant then took Members through the detailed summary report based on actual STEM and Pathways project expenditure.

The Committee CONSIDERED the report.

The College Accountant left the meeting at this point and the Chair reverted to the original agenda order.

22/16 INTERNAL PROGRESS REPORT ON CECAMM

The Project Manager provided an update on the progress of work, SSE Wayleave, road resurfacing, Southern Water and IT infrastructure.

With regard to the Wayleave, Members were informed that the College had instigated a formal complaint against SSE and although a solution to the Wayleave issue has been found, there is a significant risk to the College if the deadline for energising the substation is not met by 24 October 2016. It was noted that the complaints process is working to focus SSE's attention on meeting the deadline but the Project Manager was asked to contact Balfour Beatty to ask them to quantify what the specific costs might be if the deadline is not achieved. He was asked to inform the Committee of the outcome, following the deadline date.

DLo

The Committee noted that the first IT infrastructure meeting was held on 6 October 2016 and that following a positive meeting, greater clarity was achieved regarding the requirements of the College's IT and Facilities staff and the electrical sub-contractor. It was noted that a second meeting would be held with the specialist sub-contractors that will be carrying out the specialist installations.

The Committee NOTED the report.

23/16 CECAMM CASHFLOWS

The Project Manager took Members through the cash flow report and reminded them that the Pick Everard report is produced a month in arrears. He informed Members that there were no specific issues but an adjustment is required in the risk contingency figures, where double counting has occurred, resulting in an over-estimate of circa £8k.

The Committee CONSIDERED the report.

24/16 PICK EVERARD PROGRESS REPORT ON CECAMM

The Project Manager reminded Members that this report had been circulated via email.

The Chair drew attention to a reference to the Kone crane and asked if the College would carry the consequences of any modifications. The Project Manager stated that he had met with an alternative crane manufacturer and subsequently the design has been amended, which may result in a cost reduction.

The Resource Manager highlighted that the risk budget was down to £95k from £112k last month. Members expressed concern about any unauthorised expenditure on this budget and the Principal stated that any changes must be approved and signed off by her. The Project Manager was asked to interrogate the figures and report to the November meeting. In addition, a copy of the latest revised risk register to be circulated to members.

DLo

The Chair asked for an update on any significant Health & Safety issues and the Project Manager informed the Committee of just one matter. The Chair also asked about the post fencing around the swale and if it was considered adequate. The Project Manager said that consideration is being given to installing mesh to enhance safety and this option is being costed. Members requested an update at the November meeting.

DLo

The Committee CONSIDERED the report.

25/16 MINUTES OF CECAMM PROGRESS MEETINGS HELD ON 15 SEPTEMBER 2016 AND 6 OCTOBER 2016

The Committee NOTED the minutes.

26/16 PETER MARSH CONSULTING PROGRESS REPORT

Members stated that this is a valuable report because it captures issues raised in the Pick Everard Progress meeting minutes. The Chair asked how matters raised in the report were being addressed and actioned and the Project Manager said that a site meeting is taking place on 20 October 2016 to consider and address these matters.

The Committee CONSIDERED the report.

27/16 INTERNAL PROGRESS REPORT ON PATHWAYS

The Project Manager informed Members that external legal advice has been taken prior to notifying Stonehams that the College is commissioning an independent inspection report on the hydrotherapy pool issues. This will take place on 27 October 2016 and any defect works identified will be costed prior to any instruction to rectify. The legal position of commissioning repairs is being identified.

The Committee CONSIDERED the report.

28/16 PATHWAYS CASHFLOWS

The Committee NOTED the report.

29/16 PICK EVERARD PROGRESS REPORT ON PATHWAYS

The Committee NOTED the report.

30/16 INTERNAL PROGRESS REPORT ON STEM

The Project Manager then updated the Committee on progress with the PVE panels.

The Committee CONSIDERED the report.

31/16 PROJECT RECONCILIATIONS (STEM/PATHWAYS)

It was noted that this had been considered earlier in the meeting.

32/16 ANY OTHER BUSINESS

There were no items of any other business.

16/16 DATE OF NEXT MEETING

Wednesday 23 November 2016 at 13.15hrs – 15.15hrs in Room A7

Chairman: _____ Date: _____

<p>MISSION STATEMENT: Putting Students First Working for Employers Supporting Our Community</p>
