



**Minutes of the Special Meeting of the  
BOARD**

**held on Tuesday 26 February 2019  
at 8.30am**

**Participants:**  
*(by conference calls)*

Nick Wilcock [Chair]	External Member
Anna Douglas [Co-Vice Chair]	External Member
Chris Payne [Co-Vice Chair]	External Member
Olga Bonney-Glazik	Staff Member
Steve Davies	External Member
Dame Zarine Kharas	External Member
Mark Smith	CEO
Kevin Walsh	External Member

**In attendance:**

Gill Winward	Clerk to the Board
Tom Fogden	Dean
Sophie Runcorn	Programme and Performance Manager

*This was a single item agenda to deal with a matter of urgency that had arisen.*

**Action**

**19/01 ADDITIONAL PREMISES - LEASE**

The Dean explained the purpose and reason for the short-notice meeting. Events had moved quickly in completing arrangements, including legal paperwork, for additional premises and it was hoped the formal lease could be signed this week. Board level agreement was needed to the outline terms before proceeding further.

Some supporting documents had been circulated, including the legal advice report from the college's solicitors. The Board were also reminded of the background to the search for additional premises, namely extra capacity to cope with forward Apprenticeships delivery, given the facilities at Broad Lane were now full.

External capital funding had been received to support the project. A Local Authority were assisting by providing premises and at a reduced rent. The Dean then explained further details of the current proposal, including that a minimum of £192k would be needed to get the new premises up and running.

A number of questions were raised by Board Members, which the Dean responded to. These covered:

- Impact on the current year's college finances and budgets and the projected outturn position
- Funding coverage
- Whether projected costs could be reduced if measures to cover the current £30k gap in supporting revenue did not materialise

The Dean turned to the details of the lease document itself and explained that it was difficult to make too many changes to the content, as it was in a standard form and also because PFI factors were involved. However, some adjustments had been

made. The Board noted that a separate PFI document underpinned the lease and acknowledged the connected complications with this. The Dean responded to some questions about this arrangement and the associated risks between those parties involved.

Further details on the lease content were explored and it was noted that there was a break clause after 3 years, on both sides, with an annual rental of £75k. Clarity was currently being sought as to what services and provision that figure covered. The Programme and Performance Manager made additional comments on elements of the costs, including insurance.

In response to a question on the length of the lease, the Dean estimated that the initial 3 years would be fully needed for operational use. If this expectation had been over generous, the lease could not be sub-let and the college would be committed for the 3 years of rent, however other income generating activities could be found to utilise the premises.

The Dean agreed to circulate some further backing notes, clarifying points raised. However, based on all the information received so far and the morning's discussions, the Board **APPROVED** that the proposed lease on Vallance Road premises be entered into. It was noted that the Chair and CEO would sign the documentation on the Board's behalf.

*The meeting concluded at 8.50am*

**Date of Next Meeting:** Scheduled for Tuesday 6 March at 3.45pm

<p><b>Confirmed as an accurate record:</b></p> <p><b>Signed</b>..... <i>(Chair)</i></p> <p><b>Date</b>.....</p>
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