

**Minutes of a Project Board Meeting of:
Park House School – Expansion Project
held on: 16th March 2021 15.30
at: Virtual Zoom Meeting**

Present:	Andy Green	Facilities Manager	AG (CHR)
	Nicola Lang	Project Officer	NL
	Mark Lewis	Education Services	ML
	Cllr Tony Vickers	Councillor	TV
	Cllr Adrian Abs	Councillor	AA
	Tom Goodenough	Headteacher	TG
	Laura Bromberg	Transform Learning Trust	LB
	Coleen Jackson	Transform Learning Trust	CJ
	Chris Burnell	CGS - Project Manager	CB

Apologies: Cllr Dominic Boeck, Cllr David Marsh

	<u>Action</u>
<p>1. INTRODUCTION</p> <p>Introductions were made.</p> <p>AG advised that this was the third Project Board meeting in line with the WBC Project Management Methodology (PMM).</p> <p>At present the project is at design stage with approval and sign off being sought to enable the tender process to commence.</p>	
<p>2. PROGRESS REPORT</p> <p><u>Project Board Report</u></p> <p>NL presented the project board report. This current stage has covered the development of the design of the preferred solution with a view to progressing the procurement of a contractor.</p> <p>NL confirmed that the school have been involved in all of the design process thus far and have agreed to all elements presented thus far.</p> <p>Planning approval has been granted with no dischargeable conditions attached. Building Control are appointed and providing advice where required.</p> <p><u>Stage 3 design reports</u></p>	

Design reports have been provided as appendices to the Project Board Report.

AA raised some queries regarding the technical aspects of the lighting within electrical specification and detailing. CB noted that specific products are included on the drawings and if there are any particular concerns, these can be raised and considered.

CB

AA also questioned the sensibility of providing a new gas boiler given the current climate emergency. CB explained that the design had been developed by the team taking into account the specific requirements of the project and funding allocations. CJ confirmed that the design has been investigated and queried through the process. Agreed that a report would be obtained from the M&E consultant and circulated with the minutes as to why gas boilers are being utilised.

ML noted that all reference to the Sandleford development need to be omitted from reports as this project is completely unrelated.

Budget / Cost Report and Procurement

CB presented the Pre Tender Estimate for the project, based upon the Stage 3 design information. The budget is finite as it is based upon developer contributions and must be spent by July 2022.

This includes contingency sums (project and construction) and allowances for consequential improvements as required by Building Control. Currently the project is £1,615 under budget.

Procurement will be via the Council standard 2 stage approach with a selection process before the tenders are released.

ML noted the need for potential Value Engineering as we are close to the budget. CB explained that a few options have been considered (fitted furniture, rooflights) to enable a quick response should this be necessary.

Procurement will follow the standard WBC 2 stage process with Selection Questionnaire (SQ) followed by the Invitation to Tender (ITT). SQ is open to all appropriate parties registered on the WBC portal with assessment and analysis bringing these down to 5-7 contractors for the ITT.

ML noted some issues recently with contractor insolvency and whether there was anything further that procurement were requesting at this stage. NL noted that they are doing what they can in terms of credit check and accounts reviews to try and limit issues.

Programme

CB tabled programme Rev 2.

ML queried Rev 2 as Rev 1 hadn't made it to Project Board. CB explained very minor changes around the discharge of planning

conditions (not required) and the procurement board approvals. Nothing fundamental was changed.

CB explained the requirements of the standstill period.

Overall completion is currently targeted for April 2022 which is well ahead of the July 2022 deadline.

Risk Register

CB ran through.

Budget – the current estimate is very close to the budget for the works. There is no additional funding available so Value Engineering may be required.

COVID – there are risks to both programme and cost associated with the current situation. These can be managed at this time but should further restrictions be applied or an outbreak occur, this will impact the works outside of our control.

Infrastructure – some concerns regarding the unknown age and integrity of the services strung between Park House and the existing library block.

Supply chain – there are some concerns regarding the supply of materials at present, due to lockdowns and reduced availability of some workers.

3. **SIGN OFFS**

Stage 3 – Procurement Approval

AG asked if all parties were content to progress.

ML asked if the school understand what has been detailed / specified. LB, CJ and TG all agreed that they have been fully involved in the process and understand what the finished project will deliver.

All agreed that they were happy to progress to the next stage.

NL to provide sign off documentation via email.

4. **ANY OTHER BUSINESS**

None.

5. **DATE OF NEXT MEETING**

TBC.