

BIRCHWOOD HIGH SCHOOL Parsonage
Lane Bishop's Stortford CM23 5BD Company
No: 07791971

**Minutes of the Detached Playing Field Strategy Sub-Committee meeting of the
Birchwood Academy Trust held in the BDC at 2pm on 12 November 2021**

	Name	Category	End of Term
	Catharine Gater – Chair of Governors	Community	13.07.24
*	Leigh Lloyd-Warren	Community	22.01.24
	Jane Mansfield	Community	22.01.24
	Gill Turner	Parent	04.12.22
	Chris Emery	Parent	06.09.25
	Chris Ingate - Principal	Staff	Ex-Officio

* Denotes absence

Also present

Charles Gilbank – Deputy Principal

Deryk Bull – Finance Director

Kate Byers – Community Manager

Item		Action
1.	<p>Appointment of Chair</p> <p>It was agreed that Gill Turner would chair this meeting.</p> <p>It was agreed that GTR would approach LLW to discuss the position of Chair</p>	GTR
2.	<p>Welcome and receive apologies for absence</p> <p>Apologies were received and accepted from LLW</p>	
3.	<p>Conflict of Interest</p> <p>There were no declarations of any pecuniary interests, gifts or hospitality. There were no interests declared that related to matters being discussed at the meeting.</p> <p>It was noted that the draft Terms of Reference (see below) required that no person with a conflict of interest should sit on this committee</p>	
4.	<p>Terms of Reference</p> <p>The draft terms and remit of the committee were discussed. Committee members agreed to feed back any comments or amendments to the ToR.</p> <p>The ToR will be approved by the Finance and Estates Committee at the next available meeting, they will then be re-presented to this Committee.</p>	GTR

5.	<p>Potential Options</p> <p>The background to the project and an overview of the responses to the informal period of consultation was set out.</p> <p>Trustees were provided with a list of 6 options, the Committee discussed potential risks and benefits of each.</p> <p>It was noted that this was a preliminary discussion to familiarise Trustees with a range of possible options and potential issues. The engagement of a consultant to assist in identifying viable options for further analysis and to fully consider risks and benefits is considered at point 6. below.</p>	
	<p><i>A summary of points discussed in relation to each option will be presented to the next meeting.</i></p> <p>The discussion was wide ranging and a number of points where external expertise would be beneficial were identified. In addition to the points in relation to the options, general points were noted including:</p> <p>Curriculum It was noted that the DPF is currently needed to deliver the PE curriculum. It was expected that loss of space available would need to be accompanied with improvements / increases to available facilities.</p> <p>Legal The legal framework for any option will need to be understood. In particular it was noted that the approval of the Secretary of State would be needed for any disposal of the land. Reference was made to guidance School land transactions: guidance (publishing.service.gov.uk)</p> <p>Financial and sources of funding The parameters for financing and potential sources of funding were discussed. Financial viability, integrity and constraints will need to be understood for any project.</p> <p>Other options</p> <p>It was noted that other options could also be considered.</p> <p>Two other options raised in consultation were raised:</p> <ol style="list-style-type: none"> 1. Developing the playing fields to the North of Parsonage Lane. 2. Using the DPF land for a different purpose such as a farm or nature reserve. <p>Neither option was considered to be viable in light of curriculum need.</p>	GTR
6.	<p>Project Management</p> <p>There was discussion around the positives of working with an external project manager/ consultant to produce a report with a view to aiding the decision making process.</p> <p>Suggestions for sourcing a project manager were made. Further research will be carried out by the School and Committee members. Potential consultants could be invited to present.</p>	

7.	<p>Timeframe It was noted that a realistic timeframe would be for the FGB to consider the report during the summer.</p>	
8.	<p>AOB and date of next meeting</p> <p>It was noted that details of the sub-committee should be put on the school website. It was suggested that the agreed minutes be made available on the web-site.</p> <p>No date for the next meeting was arranged, this will be arranged by email.</p>	

Meeting closed at 3.10pm

Signed:

Date:

– Chair of Committee Birchwood High School