

**MINUTES OF MEETING NO. 4****CLIENT MONTHLY PROGRESS MEETING**

<b>CLIENT:</b>	DfE
<b>PROJECT:</b>	Greenshaw School Sutton SM1 3DY
<b>JOB NO:</b>	68094
<b>MEETING DATE:</b>	Thursday 29 <sup>th</sup> August 2024 at 11.00
<b>HELD AT:</b>	B+K Site Offices. Gate 7. Grennell Road Sutton Surrey SM1 3DY

Attendees	Company	Reference	Minutes published by email
1. Annick Sylla ✓	DfE Project Director	AS	✓
2. Rob Douglas (via teams) ✓	B+K Contracts Manager	RD	✓
3. Nigel Harlow ✓	B+K Design Manager	NH	✓
4. Iain Scorgie ✓	B+K Project Manager	IS	✓
5. Neil Harnett ✓	B+K Commercial Manager	NEH	✓
6. Hannah Skinner ✓	B+K Asst. QS	HS	✓
7. Alex Bingham (part time) ✓	Greenshaw High School Director of Operations	AB	✓
8. Hilda Brimfield ✓	Mace Project Manager	HB	✓
9. Becky Burgess ✗	Mace Project Director	BB	✓
10. Carol Comins ✓	DfE Project Manager	CC	✓
11. Ian Kararwa ✗	B+K Asst. QS	IK	✓
12. Nile Ingham ✗	DfE ICT advisor	NI	✓

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NO.	ITEM	COMMENTS	ACTION
1.0	Acceptance of Previous Minutes	The previous minutes were agreed as a true and accurate record.	Note
2.0	Upcoming Meetings	August Meeting No.4 to be held on Thursday 26th September at 11.00. in the new B+K on site conference suite.	Note
3.0	Health and Safety		
3.1	Health + Safety site visits	<p>IS advised that B+K have an internal H&amp;S representative as well an external company that visit, observe + report the sites working conditions.</p> <p>HB noted that Lee Harrison-Lestrange is leaving the project, and her replacement has yet to be named.</p> <p>The following visits have been completed on the dates noted:-</p> <p><a href="mailto:Luke.Williamson@rgwilbrey.uk.com">Luke.Williamson@rgwilbrey.uk.com</a> 22.08.24 + 07.08.24</p> <p><a href="mailto:Lee.Lestrange@macegroup.com">Lee.Lestrange@macegroup.com</a> 08.08.24.</p> <p><a href="mailto:G.Crawley@bandk.co.uk">G.Crawley@bandk.co.uk</a> 19.08.24.</p> <p>Greg Lewis DfE CoW 20.08.24. + 15.08.24</p> <p>Ivaylo Peev DfE CoW 06/13/20.08.24</p>	Note
3.2	Accidents and Incident	is reported no accidents and no incidents	Note
4.0	Design		
4.1	Stage 4	SP&D drawings and matrix have been uploaded for comment and are available on 4P	HB

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4.2	Substation	<p>UKPN sub station is complete. The adjacent switch room and switch panels are installed, and the cables crimped into the panel.</p> <p>the schools meter has yet to be installed.</p> <p>permanent power required on or before the 30.10.24.</p>	<p>IS</p> <p>AB</p>										
4.3	Non-Material Amendment	<p><b>post meeting note</b> NMAs noted as the table below &amp; approved by LBS as attached here</p> <p style="text-align: center;">   <b>NMA approval</b>  <b>screen shot from plar</b> </p> <table border="1" data-bbox="919 972 1401 1574"> <tr> <td>1no. additional window to the north elevation of NB1 and 2no. windows to the west elevation of NB1</td> </tr> <tr> <td>Removal of the covered walkway / canopy between NB1 and NB2</td> </tr> <tr> <td>Additional louvres on the southern elevation of block EFAD</td> </tr> <tr> <td>Revisions to the Construction Logistics Plan (revised to reflect changes relating to access arrangements)</td> </tr> <tr> <td>Enabling works to EFAI South (to keep ramp and landing completely separated from the existing north façade)</td> </tr> <tr> <td>Mini basketball court changes: from three courts to two courts, and the removal of the fencing around the north, west and eastern boundary</td> </tr> <tr> <td>Minor changes to the positioning of cycle storages</td> </tr> <tr> <td>Slight change in layout of the north western car and minibus parking</td> </tr> <tr> <td>Relocation of the memorial tree</td> </tr> <tr> <td>CEMP revised to reflect up-to-date phasing plans.</td> </tr> </table>	1no. additional window to the north elevation of NB1 and 2no. windows to the west elevation of NB1	Removal of the covered walkway / canopy between NB1 and NB2	Additional louvres on the southern elevation of block EFAD	Revisions to the Construction Logistics Plan (revised to reflect changes relating to access arrangements)	Enabling works to EFAI South (to keep ramp and landing completely separated from the existing north façade)	Mini basketball court changes: from three courts to two courts, and the removal of the fencing around the north, west and eastern boundary	Minor changes to the positioning of cycle storages	Slight change in layout of the north western car and minibus parking	Relocation of the memorial tree	CEMP revised to reflect up-to-date phasing plans.	Note
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4.4	Tree No.10	Tree T10 is to be retained by the scheme	note										
4.5	Temporary Accommodation Door Numbering	AB advised Temporary school door numbering/naming is to replicate the same as the main school and photographs should be taken on request for reproduction of same	Note										

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4.6	O&M and H&S File Format	HB/School/DfE to discuss if 3 full hard copies of O&Ms are required and advise (raise variation) to B+K as appropriate.	HB
4.7	Building User Guide	B+K to employ someone to look at the best format for this and submit the template to AB for his review	IK
<b>5.0</b>	<b>BREEAM</b>		
5.1	BREEAM Tracker	AS asked for B+K's BREEAM tracker and risk register to be shared and saved on DfE SharePoint channel. the current BREEAM assessment was reported as 49% - the target score is 76%	NIH
<b>6.0</b>	<b>Clerk of Works (CoW)</b>		
6.1	Greg Lewis – DfE CoW site visit	<p>B+K access to DfE SharePoint is resolved, BB has uploaded the CoW reports to the Contractor channel to share with both DfE and B+K colleagues.</p> <p><b>post meeting note</b> – CoW report dated the 02.09.24 responded to &amp; attached here for clarity</p> <div style="text-align: center;">             Report 02-09-24            Build B+K comments (         </div>	HB
<b>7.0</b>	<b>Programme</b>		
7.1	Slips + Gains measured against programme	The programme summary position was reported as “on programme” with no slips and no gains	Note
7.2	Drawing references	Services works (including ICT) - IS to advise drawing number so that we can review.	IS

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7.3	News Letter distribution	<b>post meeting note</b> - the 2 <sup>nd</sup> B+K newsletter has been published in its 2 <sup>nd</sup> draft on the 10.09.24. and forecast for distribution to the local community on or before the 12.09.24.	IS
7.4	Works During School Summer Holidays 2024	all works during the summer holidays in school occupied areas are now complete.	AB
7.5	Change	the new laid hard play surface court markings were changed on the 29.08.24. to 1 x netball court + 1 x small basketball court the temps physics prep room on the 1 <sup>st</sup> floor of T2 additional work top space was discussed – B+K reinforced the need for the design freeze to be upheld	Note
7.6	Existing SES water trunk main	SES/water main - B+K have found this (done some vac ex adjacent) and it is in good condition.	Note
7.7	School telephones	school handsets replaced new for old in the last week of August. engineer attended site to manage the 20 x phones “not working” issue.	IS
<b>9.0</b>	<b>Commercial</b>		
9.1	commercial issues	Cisco Meraki license - only 5 years included in the contract sum as requested by the ERs. The school can then upgrade to 10 years for free because Cisco Meraki are offering years 6 to 10 for free. Discussion re why the 5 years included in the contract sum is not the total amount as years 6-10 are free. <b>Action: HB</b> to follow up and set up meeting as necessary.  School have requested serviced science demo benches in the temporary accommodation. It is too late to request this from the supplier as the order has been placed. <b>Action: HB</b> to liaise with AB/DfE/B+K about how we can best resolve this.	Note  HB

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9.2	Variation	No variations recorded	Note
END			

**MINUTES PRODUCED BY:** Iain scorgie

**DATE:** 10.09.24

