

TBAP FINANCE, PREMISES AND HR SUB-COMMITTEE

FACILITIES INFORMATION NOTE: MARCH UPDATE

Academies in TBAP East Region: Cambridge, Octavia, Octagon and Unity

TBAP Unity, St Neots site opened on the 3rd January 2017. All external signage has now been completed and formally frames the site. A more streamlined approach to site management and security has been introduced at the St Neots site, via the introduction of 1st Reaction Security who are now managing our access control, alarm response and out of hour's emergency response/key holding provision.

Developmental benefits have been seen, via the works undertaken by our Facilities Regional Lead, Nick Guyan. His enthusiasm and commitment has been welcomed and noted as excellent by all. This has included supporting the closure of the TBAP Foxton and TBAP Hartford sites; contract negotiations around cleaning, logistics and examination support.

Staff

This month saw the departure of Duncan Stewart from Unity. Simultaneously, we will lose the services of Robert Sayers (TBAP Cambridge). However, it is pleasing to note, that following successful recruitment campaigns, we will be joined by three new staff members who bring a wealth of preventative building maintenance, compliance and site management expertise to the fold. Start dates, subject to references and DBS clearances will be the beginning of March, 2017. These new additions will work closely with our Eastern Facilities Regional Lead and develop the next phase of added resilience throughout the region. They are:

Current/Former Officer	Site Responsibility	New Site Manager
Duncan Stewart	TBAP Unity (St Neots)	Mark Misseldene
Robert Sayers	TBAP Cambridge	Stephen Painter
Nick Guyan (NG)	TBAP Unity (Wisbech)	Barry Anscomb-Moon

It will also allow the Regional Lead to continue to offer support the TBAP Trust Facilities Manager.

Logistics:

Two new vehicles for the Cambridgeshire region arrived. These are housed at the TBAP Cambridge site in Ascham Road, CB4 2BD and the TBAP Unity (St Neots) site PE19 1EA. Both have secure parking. However one of them had electrical failures, consequently spending approximately 4 weeks in repairs. Although we were given a replacement vehicle, the situation is being closely monitored, as consideration is being given to changing a potentially problematic vehicle.

Operations:

There have been snagging issues at the new Unity St Neots' site. These have all been flagged to the project team responsible for the build (**BORAS**) and are being followed up. These can now be passed as formal defect notification documents along with the relevant defects correction periods. This is critical as we will need to be vigilant. Former defects have included external surface water/drainage, connectivity with access control, doors and toilets. At the same time, wilful damage has been a problem. There has been a need to strengthen doors and replacing windows which is being monitored.

Academies in TBAP East Region: Bridge, Beachcroft, Latimer, Courtyard, 16-19 Academic AP & Residence

Consultation meetings took place across the region with the Facilities Manager carrying out a series of site visits and extended planning meetings. These resulted in both short and long terms action plans being put in place; as well as the introduction of 'wish lists'. This will be followed up with Heads of Schools in the coming weeks.

Examples of future plans included:

- Improved external lighting
- Innovative play spaces
- Review of ICM Suite

There has also been a notable increase in vandalism across the Western region. In particular, the TBAP Bridge, Beachcroft and TBAP Bridge Residence sites have suffered as a result. For example, there have been noted occurrences of malicious fire alarm activations and window damage (see appendix 1). Door damage is still an ongoing occurrence, although redress measures have been put in place to counter this and this will be an ongoing action.

Staff

The Facilities site managers continue to maintain excellent attendance levels. This has been critical in meeting operational demands around heating & boiler maintenance, out of hour's site works and community events such as TBAP Community Engagement (Bridge) and Resident Consultations (Bridge).

Logistics:

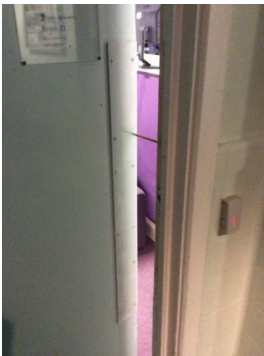
TBAP Courtyard now has a resident minibus with access to local controlled parking. Also at the TBAP Courtyard, the external garden project is thriving and on track for learner engagement over the coming weeks.

Operations:

- **TBAP Courtyard** - saw a number of immediate maintenance tasks undertaken including carpet cleaning, boiler maintenance and improvements around internal lighting. The boiler suffered a whole system failure; partly due to the age and this was made worse as the parts needed to come from central Europe. The Facilities team were able to address this with a long term repair and in the short term, via the procurement of heaters. This ensured that the site could remain operational and minimised impact on staff and learners. The coming weeks will see scoping with a view to the removal of decorative stumps in the playground area.
- **TBAP Residence: *Broadfield Park*** - was visited and a number of fire safety and broader compliance matters actioned. This included addressing faults with the boiler. The cold weather and the age of the building meant that drastic action was required and in this instance an additional contractor was called in to support the operation. Fortunately heating was swiftly returned and again, minimised learner and staff environmental wellbeing. These will ensure we are *inspection ready*. It was noticeable that there was an obvious decline in the prevalence of vandalism. This should be credited to the collective efforts' of the site manager and broader staff team.
- **TBAP CSS** - sites have continued to be supported from the facilities team. Meetings were held with relevant lead teachers and consideration was given to the current SLA arrangements, with a focus on where improvements could be made. Additionally, where hosting arrangements could be further supported, to ensure that the TBA presence was obvious at the outset.
- **TBAP Bridge** – has been going through a period of increased wilful damage. This is noted and is being addressed via the collective coordinated efforts of the site manager and the senior leadership team. There has also been a review of internal doors and arrangements were made to strengthen 12 doors identified as problematic. These were reinforced with metal strips and or in some cases, new locks were added. Both staff and some learners have been complimentary on the efforts of the team in addressing the doors.

- Campus refurbishment and new build – we have held a series of public consultation meetings since November 2016 with local residents. We are currently consulting on our latest design which we continue to develop based on feedback until we make our planning application in spring 2017. The current design boards are included in the Director’s papers. TBAP staff and architects have also continued to work together on agreeing the internal layout of the building and are now starting to work on layout and data sheets for each of the internal and outdoor learning spaces.
- **TBAP 16 – 19** - continues to thrive as a new resource. This is being supported by a rigid cleaning schedule and a proactive approach to on-site snagging via direct reporting to **3BM**. A drainage survey was undertaken to bring the business hub toilets into play. The results are being considered. Simultaneously, repairs were carried out to replace an Art room door and repair damage to the vision panel within the library door.
- **TBAP Latimer** - enjoyed internal decorations with painting undertaken in communal 1st and 2nd floor spaces, toilets and classrooms. Additionally the local authority undertook roof/gutter maintenance as well as remedial works, within the ground floor playground. We were also able to reconfigure vehicle spread resulting in Latimer now having resident 17 seater minibus which broadens logistical options for learners. This was greatly appreciated by the Head of School and Assistant Headteacher.
- Weekly meetings between architects, project managers and TBAP SLT from Bridge and Latimer have been taking place since January 2017 to prepare for the September decant. We now have an agreed room schedule for the site and are now starting work on the detailed room data sheets for each of the classrooms and work spaces.

Appendix 1: Current Damage & Repair



Door Replacement and Strip Strengthening (TBAP Bridge)



Wilful damage (TBAP Bridge)

Appendix 2: SNAPSHOT OF REGIONAL COST OF SITE DAMEGE (2month period)

Site	Date	Damage	Repair Cost	Total spend between 01/12/2016 - 17/02/2017 ex VAT
TBAP Octagon	Ongoing	OAPA average replacing 4 electronic locks per week, each lock is approx £9.25 which are bought in bulk	£425.50	£425.00
TBAP Octagon	01/01/2017	Gym lock	£18.00	£18.00
TBAP Octagon	Dec and Jan	replacement of 3 porthole windows	£240.00	£720.00
TBAP Octagon	Feb	Complete replacement of door and frame UL4A referred to police for CD	£760.00	£760.00
TBAP Octagon	Dec	repair to Maglocks Learner referred to police for CD together with damage to locks	£246.68	£246.68
TBAP Octagon	Dec/Jan	Repair to 3 Maglocks (nuts and bolts which were removed)	£12.00	£12.00
TBAP Octagon	Dec	Replacement ceiling tiles	£20.00	£20.00
TBAP Octagon	Dec	Replacement sack bin	£109.99	£109.99
				£2,311.67
Site	Date	Damage	Repair Cost	Total spend between 01/12/2016 - 17/02/2017
TBAP Beachcroft	01/12/2016	Damage to door cylinders	£796.50	
TBAP Beachcroft	01/12/2016	Maintenance of damaged security cameras	£850.77	
TBAP Beachcroft	14/12/2016	Damage to door locks	£174.00	
TBAP Beachcroft	21/12/2016	Re-glazing of broken windows	£780.00	
TBAP Beachcroft	19/01/2017	Glass panes for doors	£290.00	
TBAP Beachcroft	27/01/2017	Engineer call out to survey broken shutter	£140.00	
TBAP Beachcroft	02/02/2017	Damage to door locks	£330.00	
TBAP Beachcroft	07/02/2017	Fix and parts for shutter	£963.00	£4324.27

Site	Date	Damage	Repair Cost	Total spend between 01/12/2016 - 17/02/2017
TBAP Bridge AP Academy	09/12/2016	Repair and replace glass PO1642	£360	
TBAP Bridge AP Academy	12/12/2016	Glass repair in ICM x5 PO1688	£360	
TBAP Bridge AP Academy	12/12/2016	Broken glass (multiple panes) – ICM Suite	£300	
TBAP Bridge AP Academy	12/12/2016	Maglock –vandalism on staff room door; damaged lock in ICM area	£135	
TBAP Bridge AP Academy	12/12/2016	Broken glass (multiple x ICM, Rm 1a, Kitchen and Reception	£300	
TBAP Bridge AP Academy	20/01/2017	Vandalism – Head Teachers Door and locking mechanism	£135	
TBAP Bridge AP Academy	20/01/2017	Vandalism to locker room door; associated cabling	£135	
TBAP Bridge AP Academy	20/01/2017	Vandalism – staff male toilet (135		
TBAP Bridge AP Academy	20/01/2017	Vandalism – Rm 12	£135.	
TBAP Bridge AP Academy	21/01/2017	Window glass repair to ICM/Room 20 PO2922	£150	
TBAP Bridge AP Academy	27/01/2017	Glass repair to ICM/1A/Kitchen/Reception	£225	
TBAP Bridge AP Academy	08/02/2017	Broken windows – ICM (x2) Suite, ICT Stairs and Rm 15	£300	£2535

Site	Date	Damage	Repair Cost	Total spend between 01/12/2016 - 17/02/2017
Unity (St Neots)	January 2017	Inner Entrance Door To supply and install a replacement door leaf, transfer Existing door sensors and furniture. Supply and install a high security double Mag lock - fixed to the leading edge jamb, including an upgraded power supply	£965.00 + vat	
Unity Wisbech	January 2017	3 x toilet doors (awaiting quotes to be returned) Other various door damage throughout the site to include door frames (awaiting quotes for these also)	£ £	
TBAP Octavia		Nothing to report for this period as any damage has been repaired with items from previous repaired spare parts	£0.00	£965

Site	Date	Damage	Repair Cost	Total spend between 01/12/2016 - 17/02/2017
TBAP Courtyard	01/12/2016 – 17/02/2017		0.00	0.00
Site	Date	Damage	Repair Cost	Total spend between 01/12/2016 - 17/02/2017
TBAP Residence	January	6 Fire Extinguishers let off Replacement of three ID signs, disposal of six extinguishers and attendance	£466.8 on the 06.02.17 for Invoice 19099	£466.80
TBAP Residence	December	Broken glass in the GF bathroom and repairs to Georgian wire glass roof - JJ GLASS	£919.20 on the 07.01.17 for Invoice 3764	£919.20
TBAP Residence	January	Broken glass within the therapy room door and fire door leading to playground - JJ GLASS	£169.20 on the 31.01.17 for Invoice 3803	£169.20
TBAP Residence	February	Broken glass in the corridor near kitchen - JJ GLASS	£177.12 on the 02.02.17 for Invoice 3810	£177.12
TBAP Residence	December	Rewire 1 Maglocks and repair 1 exit button - SFS	£180.00 on the 13.01.16 for Invoice 121	£180.00
				£1,912.32

Site	Date	Damage	Repair Cost	Total spend between 01/12/2016 - 17/02/2017
TBAP Latimer	January 2017	Glass Repairs	£900.00	£900.00
TBAP Latimer	January 2017	Toilet repairs	£7.50	£7.50
TBAP Latimer	January 2017	Damaged Cabling	£15.00	£15.00
TBAP Latimer	January 2017	CCTV Broken	£40.00	£40.00
TBAP Latimer	Up to 17 th February 2017	Intercom Vandalised	£50.00	£50.00
TBAP Latimer	Up to 17 th February 2017	Fit new lock to office door	£10.00	£10.00
				£1,022.50
NB: This snap shot does not take into account, the on-site repairs carried out by the Facilities Team				

Appendix 3: Site up

Facilities Site Update	Improvements and maintenance	In progress
Beachcroft AP Academy		<p>Scheduled for Easter 2017:</p> <ul style="list-style-type: none"> • Improve doors across the secondary site • improve games room door to reduce vulnerability • put in place access to new outdoor recreational space • Improvements to corridor doors • Replacement of doors to internal quadrant
Latimer AP Academy	<p>Painting refresh</p> <ul style="list-style-type: none"> • of classrooms and central corridor • Emergency health and Safety work to be completed by the council in February half term • Improvement grant application submitted to EFA 	<ul style="list-style-type: none"> • Water Leak being still to be fully addressed • Condition Improvement Fund application being submitted by TBAP in December • Decant planning application to be completed and submitted for works to be done from April onwards. Weekly meetings taking place between architects, project management and TBAP SLT.
TBAP 16 – 19 Academic AP Academy	<ul style="list-style-type: none"> • Install of blinds in all rooms • Replacement of carpets in corridors • Install of new doors in toilet areas • Install of new fence and gate between pre and post 16 • Decoration of the front door • Re location of Finance Team to back office 	
Octagon AP Academy		<ul style="list-style-type: none"> • Planned pressure wash of outside reception to improve 1st impressions • Painting of metal frame and repair of guttering • Review of CCTV and Security
Cambridge AP Academy	<ul style="list-style-type: none"> • Installation of remaining outdoor play item (Kick-boxing stand) • Reception office and Head of School office to be redecorated • Condition Improvement Fund application 	

	<ul style="list-style-type: none"> being made • Planning application being finalised for submission for new security measures to be introduced. • Replacement of minibus 	
Bridge AP Academy	<ul style="list-style-type: none"> • Improvement of doors • Repairs to the hot water boiler 	<ul style="list-style-type: none"> • Continued work on the Campus designs • Continued work on finalising the PSBP2 works • Continued ground and building survey work
Octavia AP Academy	<ul style="list-style-type: none"> • General site maintenance and statutory maintenance • Repair of minibus • Switch of CCTV and security system 	
Residence	<ul style="list-style-type: none"> • Replacement of the lights in the bedrooms 	
Courtyard AP Academy	<ul style="list-style-type: none"> • Improvements to the garden area at the front of the school 	<ul style="list-style-type: none"> • Review of the playground area to make further improvements by the removal of playground climbing stumps.
Unity Academy	<ul style="list-style-type: none"> • Move of resources to St Neots site from Foxton and Hartford • Training for site staff for the St Neots site • Clearing of Foxton and Hartford sites and handing back to the LA • Renew of minibus 	<ul style="list-style-type: none"> • Review of Unity Wisbech site and schedule improvements
All Sites	Fire Risk Assessments and First Aiders reviewed across all sites and training in place as required.	