

Attendees: Chair: Shaun McCarthy (Action Sustainability), Nitesh Magdani (BAM), Shamir Ghumra (BRE), Keith Chanter (EMCOR), Ian Heptonstall (Action Sustainability), Hilary Hurrey (Action Sustainability), Kieran Brocklebank (United Utilities, via telephone), Dale Turner (Skanska), Graham Edgell (Morgan Sindall), Richard Bayliss (CITB), Anna Baker (Sir Robert McAlpine, via phone), Caroline Johnstone (Galliford Try via phone)

Shaun McCarthy announced that David Picton will unfortunately be no longer part of the Board due to the situation at Carillion. The Board would like to thank David for his tremendous support and contribution to the School over the past years. He will be a sorely missed member of the Board.

1. Progress against actions

Hilary Hurrey reported against the progress on actions. The majority were complete. The topic of Wellbeing was being left to the next Board meeting as the agenda for the current meeting was large.

It was noted that the action around CITB being involved in the Labour Category group was not quite complete. Helen Carter was in touch with Richard Bayliss who now has the Terms of reference for the group and will appoint an appropriate representative.

Ian Heptonstall reported that the VAT solicitor advised that the School was unable to share the opinion gained as this could be misinterpreted by other organisations. Skanska has already gained opinion direct with HMRC as the issue was flagged during recent VAT visit. Advice from HMRC was that no VAT was due.

2. Operational Report

Hilary Hurrey highlighted that the target against active members was unlikely to be achieved this year. There has been progress made on increasing the number of active members from this time to last year.

In the Management Actions the action around the Green Dragons programme has been greyed as it will not take place. The activity has been replaced by the Category Groups development. The area around the sales pipeline was being covered later in the agenda.

The FIR project was gaining momentum since the new team have been in place, with Tolu Oke driving the project forward.

Agreed:

- ✓ The AS team did not have a Marketing Manager in place due to VISA issues which could be said to have had an effect on the numbers.
- ✓ The target was a big stretch target and 2018/19 should look at a lower target such as 3,000 active members. Next year's focus on engaging a Knowledge Manager into the School and developing the automated marketing will help to support the achievement in target.
- ✓ It was agreed that the Board should show a more pragmatic approach to supporting the active member target. A task group will be set up with volunteer Board members and the Chairs of each Leadership Group. A proposed strategy will be presented with the aim to develop and build a consistent strategy for all Partners to follow and drive activity.

- ✓ The management action around engaging PQQ bodies will be changed to just show Build UK PQQ group and the date changed to 2018 onwards.
- ✓ There needs to be further work done on the PR/ publicity piece for FIR as the topic is becoming more prevalent.

Actions:

- Board members to volunteer for being part of the sub-group to develop a mandate to support of driving active members. **Please respond to Hilary Hurrey by Friday 23rd February.**
- AS to develop a proposed process and set date for task group to meet and discuss.

3. Developing the Relationship with CITB

Richard Bayliss presented the CITB's vision 2020 and drew out some ideas of where the School could join up with some of the objectives that CITB are aiming for. The CITB are going through a process of radical change and KPI's are currently being formulated against the new strategy.

Agreed:

- ✓ The School workshops and e-learning should be mapped against the CITB short duration courses this may unlock future funding opportunities for levy payers.
- ✓ The new financial model around the training courses (ATO's) and the drawdown of money needs to be considered how it will work with the School as currently the School states that 'everything is free to use at point of use'. The new model means that the grant money would not go directly to the School but to the beneficiary.
- ✓ The School needs to understand how many of its members are levy payers.
- ✓ Though the School is seen as one of many projects that the CITB is funding, there is a clear need for the profile of the School to be elevated within the CITB organisation. The impact the School is having on the supply chain needs to be communicated to the CITB to demonstrate that the reach and impact of the school is far wider than just a one-off project. As a result, the School can support the CITB to meet its vision.

Actions:

- HH will send top line results from the Impact survey to the Board.
- The results of the Impact Survey will be an agenda item and discussed in more detail at the next Board meeting.
- Richard Bayliss and Ian Heptonstall to discuss and draw up an engagement plan between the School and CITB for discussion at the next meeting.
- How the School's financial model will work with the CITB's new funding structure for short duration courses will be investigated and a briefing paper developed for the Board.

4. Risk Register & Board Elections

Shamir Ghumra talked through the final version of the Risk Register. Ian Heptonstall reported that Itineris and himself are meeting with EMCOR's IT Security Director to discuss IT security.

Shamir Ghumra also talk through the Board election matrix.

Agreed:

- ✓ It was agreed that the risk register would be sent to the Board with every pack. Any changes would be highlighted with a 'change log' i.e. whether the risk has gone up, down or stayed the same due to the change.
- ✓ The risk register would be reviewed every six months by Shamir Ghumra and the Board to include other scenarios.
- ✓ The election process needs to be considered in detail. The Board need to us the matrix to establish gaps in skills in the makeup of the Board to create a profile. This will be used to then find the right person to replace David Picton and for future Board elections.

Actions:

- HH to send the matrix to Board members with deadline for completion and submission.
- SM, IH and SG will then build a profile will be generated based on any skills gaps along with a proposition on how to take this forward. This will be an agenda item at the next meeting.

5. Sales Pipeline

Paul Parkinson talked through the current sales pipeline and the strategy for 2018/19.

Agreed:

- ✓ It was agreed that a list of the top '20 – 40' contractors should be distributed so that Board members can identify any organisations they have contacts for and provide support.
- ✓ It should be considered to branch out to the power companies and the other industry e.g. aerospace as the main contractors are all linked with them.
- ✓ Interserve was now at risk as the whole sustainability team was redundant.

Actions:

- The Board will be sent the '20 – 40' contractor list to identify where they can support and feedback to Paul Parkinson.
- Any Board member with good relationships with the "at risk" Partners should consider how best they can help. These are; Fusion (GE), Interserve (GE), Taylor Wimpey (IH), Covance, Colas
- Keith Chanter and Paul Parkinson to have a discussion around the FM sector and potential leads.

6. Business Planning 2018/19

The business plan will be discussed separately.

Actions:

- Hilary Hurrey to arrange a separate call with all the Board members to discuss the business plan 2018/19.
- Board members are to send questions on the business plan through to Ian Heptonstall in the meantime.

7. Horizon Group Terms of Reference & Funding

Cathy Berry who leads the Horizon Group gave an overview of the group, the current research projects and the direction for future research projects.

Actions:

- Cathy Berry to liaise with the Sector Managers and attend sector group meetings to present the Horizon Group and unearth any potential research opportunities.
- The Horizon Group should look for other sources of academic funding.

8. AOB & Date of the next meeting

Shamir Ghumra stated that GDPR should be updated in terms of risk. The Action Sustainability GDPR policies will be made available to the Board once complete.

The date of the AGM is Friday 16th March, 1pm to 4pm.

The date of the next meeting is Tuesday 5th June 2018, 10am – 1pm.