

Attendees: Chair: Shaun McCarthy (Action Sustainability), David Picton (Carillion), Nitesh Magdani (BAM), Dale Turner (Skanska), Anna Baker (Sir Robert McAlpine), Caroline Johnstone (Galliford Try), Anna Baker (Sir Robert McAlpine), Kieran Brocklebank (United Utilities), Shamir Ghumra (BRE), Keith Chanter (EMCOR), Ian Heptonstall (Action Sustainability), Ursula Cooper (Action Sustainability)

Apologies: Hilary Hurrey (Action Sustainability), Graham Edgell (Morgan Sindall)

1. Board Elections/ Welcome New Board Members

The following new board members were welcomed to the board, being duly elected by the School's Partners in the recent election

1. Kieran Brocklebank, Head of Innovation, United Utilities
2. Keith Chanter, CEO, EMCOR
3. Shamir Ghumra, Associate Director, BRE
4. Caroline Johnstone, Group Sustainability Manager, Galliford Try

2. Notes of last meeting/ Matters arising

Ian H. gave update on progress against action points as laid out in Board briefing paper.

3. School performance – 2016 year to date

Ian H. updated the group using the performance dashboard infographic, which displays statistics reporting on the use of the School website. The deliverables and management actions of the School were discussed.

Agreed:

- ✓ A CITB representative on the board is allowed due to the success of the recent strategic bid for 5 years of funding. This was allowed under the Constitution where provision is made for significant funders to have a seat on the board.
- ✓ CECA to host their infrastructure programme on the School website. The Infrastructure Steering Group to be kept informed.
- ✓ The School to look to increase the School's partners to include designers and architects. This aligns with the ambition of the Business Plan and the launch of the School's work to produce with RIBA and offsite overlay to the RIBA Plan of Works is a welcomed step in the right direction.

Actions:

1. Hilary to circulate the three e-learning CECA wish us to host to the group.
2. Ian H. to add a budget page into the slides for the board to have visibility of the School's budget.
3. Ian H to meet with CITB and work out how best they contribute to leadership groups and who should represent CITB on the board

4. Progress on new market leadership groups

Shaun M. gave an overview of the new group proposals.

a. *Materials Group – Terms of Reference*

Ian H. talked through the ToR of the materials group, including the scope. The Board agreed that the Materials Group should go ahead under the Chairmanship of Graham Edgell.

b. Welsh Leadership Group

Ian H. gave an overview of the first meeting of the Welsh leadership group which included Welsh Water, representatives of current Partners who are active in Wales and a selection of new potential partners including Welsh mid-sized contractors. IH reported that the School is working with Neath & Port Talbot College and Swansea University with a view to being out local Partner in Wales to provide Welsh context and access into key Welsh Stakeholders. Follow up with Welsh contacts and a first leadership group meeting is planned in June and July

Agreed points:

- ✓ The materials group's final Terms of Reference to be circulate to the Board.
- ✓ The Welsh School needs to consider all the different regions of Wales to incorporate a number of supply chains.
- ✓ Activities in Wales eventually need to become self-funded through partner contributions.
- ✓ Wherever possible to engage the Welsh market with existing resources rather than creating new content. However it was recognised new content will be required to meet regional differences in sustainability issues and drivers.

Actions:

1. The Materials group to clarify the Terms of Reference as some of the outcomes/ outputs of the group are unclear. Graham Edgell, as chair of the group to report back at the next board meeting for discussion.
2. Paul Parkinson to continue School development activities in Wales
3. Ian H. to report back on progress of the Welsh School in Board papers for future meetings

5. School Values – developing the values

Shaun M. gives an overview of the process for developing the values of the School. The Board debated the benefits and resources required for the proposed process and the necessity for a consultation process with members. Clarification that these are the values for the School and not for the board.

Agreed:

- ✓ Agreement that the process is worthwhile, as long as significant resources are not diverted from front line services
- ✓ Agreement that we need to articulate our values better.
- ✓ Feedback from the Partners and more active members is vital.
- ✓ Academic research could help us understand how values link to improved sustainability outcomes

Actions:

1. Shaun to lead on developing the values - the work will be carried out early autumn with a view to presenting to the Board meeting in November.

6. Special Interest Groups

Ian gave an overview of the proposals for SIG's going forward, introducing the proposals from the groups. Offsite overlay plan of works to engage with designers.

Agreed:

- ✓ Apprentice Levy was approved - as per the proposal
- ✓ BIM was approved - as per the proposal
- ✓ Social Value through design was approved with caveat that the Social Value group should meet and assess the benefits of this approach. The Board did not want a book but influencing designers and tackling social value are both high on the list of what the School should be doing.
- ✓ RIBA plan of works not a SIG group - but a key topic for the Offsite Group
- ✓ Carbon Management is not a SIG group but as business as usual and the School should focus a month's worth of activity on this

Actions:

1. Hilary to appoint team members to run the SIGs
2. These appointed secretariats then to call together interested parties.
3. EJ to include in School Partner update
4. The School to introduce a campaign on carbon awareness from the school instead of a SIG group.
5. Ian to present a list of the SIGs at the next board meeting to discuss a board sponsor for each group.
6. Ian to send Nitesh Magdani the RIBA Plan of works to peer review

7. AOB

1. Shamir will present the School at the next CPA meeting for clarity on what the School does.
2. Caroline requested an update from Toby B on the communication strategy of the School at the next board meeting. Ian to add this to the agenda.
3. Kieran suggested that the School reaches out to new board Chair of BuildOffsite. Ian H to action.
4. Kieran offered United Utilities venues based in the North West.
5. Nitesh now can't make the Construction news awards dinner.
6. Ian to create a memorandum of how the School and UK Green Building Council can work together more effectively.