**10 Year Property Plan   
Planning Meeting – Agenda**

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| Meeting Details | |
| School Name / Number |  |
| Date |  |
| Time |  |
| Location |  |

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| Attendees | | |
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| Apologies | | |
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| Items to discuss | | |
| Item | **Discussion Item** | **Comments** |
| 1 | Introductions and Apologies |  |
| 2 | School vision for property   * School Evaluation of Physical Environment (SEPE) |  |
| 3 | Hazard/Risk Register |  |
| 4 | 5 Year Agreement (5YA) Budget Allocation and Approved Funding |  |
| 5 | School Roll Projections |  |
| 6 | Check of CAD plan and ownership |  |
| 7 | School Property Guide / Rationalisation Plan / Teaching Space Count |  |
| 8 | Condition Assessment Summary - WebFM including   * Specialist infrastructure reports (boiler/heating, electrical, drainage, roofing, plumbing) * Cyclical maintenance provision |  |
| 9 | Capital Works (Weathertightness / Earthquake Strengthening/ Roll Growth / Redevelopments) |  |
| 10 | Any projects not started on previous 5YA to be cancelled and budgets transferred to new 5YA  Priority Projects:   1. Health and Safety 2. Essential Infrastructure 3. Fit for Purpose Learning Environments |  |
| 11 | Planned Board-funded projects and third party contributions to projects   * Consider investment v. donation and if a Supplementary POD is required |  |
| 12 | Any Other Business |  |