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

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

|  |
| --- |
| Attendees |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Apologies |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| 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 5YAPriority 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 |  |