

John Wheatley College
Board of Management
Sustainable Development Committee

DRAFT

Minutes of the Sustainable Development Committee held on 21st April 2005 at 3pm in SO7, Easterhouse Campus

1. Sederunt

The meeting commenced at 3pm and was attended by:

Alan Inglis (Chair);
I Graham;
J Brown;
M Grant;
F Doyle;
D Thomson; (from 3.05pm);
J Mackay; and
S Wilkie (for recording purposes only)

2. Apologies

A Kirk; and
H Dunlop

Mr Inglis welcomed Mr Mackay to the meeting and advised members that Mr Mackay would attend future meetings of this Committee.

3. Terms of Reference

There were no declaration of interest expressed at the Committee meeting.

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4. Minutes of the Sustainable Development Committee

The minutes of the previous meeting were taken as read. They were accepted as an accurate record of the meeting held on 1 March 2005

5. Matters arising from the meeting held on 1 March 2005.

(a) (i) College Recycling

Mr Brown spoke to this report and advised members of ideas for recycling. He noted that the majority of findings were derived from internet research and discussion with colleagues also contributed.

Bins

Mr Brown advised that materials such as paper, aluminium cans and glass can be collected in separate bins. These bins could be located in strategic points in and around the campuses to include student common rooms.

Mr Graham confirmed that this could be set up for the beginning of next session.

Education

The advantages of this could be featured as part of induction.

The Principal noted that the Carbon Trust is estimating a saving of between 12-17% energy savings costs in Haghill. Savings estimating between £12,000 - £18,000 per year.

Mr Graham advised members that the College is promoting fair trade and noted that he was hoping to have a café proprietor to open a café within the premises at Haghill. He noted that the College would not take any money from the profits however a utility change would be required. The Principal confirmed that a contract would be set up between the proprietor and the College, the café would sell fair trade products.

Existing Recycling Schemes

Mr Brown advised that it is possible for us to charge companies to take the paper shredding away for us. Mr Graham suggested that the kennels which are currently picking up shredding free of charge could pay for a skip to be situated at the College and the shredding could be placed in it on a daily basis, this would elevate the storage at the College.

Ms Grant asked that all small cartridges could be collected at Easterhouse and sent to charities, the charities would send out free postage bags for the cartridges. The charities would recycle them. She identified 4 charities that these cartridges could be sent to.

Mr Graham thanked Ms Grant. He supported this proposal.

(a) (ii) Correspondence from Community Can Recycle

Mr Doyle spoke to this paper and advised members of the purpose of the charity. He noted that this charity helps people by utilising the recycling of cans.

The Principal asked clarification on who delivers glass bins for recycling. Mr Brown advised that he would investigate.

(b) Celtic National Conference – 7th March 2005

Mr Doyle advised members of the key issues taken from the conference he attended. He noted that Jack McConnell gave a brief talk on the launching of sustainable development – promoting best Practice in Scotland and Wales.

The Principal advised that he and Alex Kirk met with representatives from SEPA (Scottish Environmental Protection Agency) about the dissemination of material. Mr Graham confirmed that Callum MacLeod would be an appropriate person to come into the College to talk to students and staff.

Mr Graham confirmed that the College had received grant assistance from the Carbon Trust and advised that there is a lot of things that can be done at the Easterhouse Campus e.g. solar heating.

(c) Development Priorities

Mr Inglis advised members of the development priorities for 2004/06.

The Principal confirmed that the College has applied for funding to support work towards ISO 14001.

He added that staff should start to clear out old materials in both campuses.

The Principal advised that SE Glasgow has awarded the college £200,000 for the surrounding area at the Haghill site. He noted that the designs should be ready next month.

Mr Graham asked Mr Doyle to ensure that meadow plugs are placed in the garden area to stop grass cutting.

(d) Other Items

Item 6 (i)

Mr Inglis advised members that Dr Harvey and Mr Beards visited the College on Friday 11 March 2005.

Item 6 (ii)

The Chair confirmed he is scheduled to meet with June Thomas on 10 May 2005.

Mr Graham advised members that he had submitted a Freedom of Information request to the SFEFC. To date only one of the documents have been found.

The Principal reported that the College has submitted the Green Jobs Strategy to the SFEFC. He noted that it is important for staff and students to understand the philosophy of the building and identified 2 key areas;

1. waste and
2. water recycling

Mr Graham asked that a small group of staff meet regularly to discuss how these issues can be channelled down to students. He then asked for nominations.

The Principal confirmed that the College could place a plasma type screen which would be located in the reception and would be linked to the building management system and would detail key information about the new building. This information could be made available to students and would be a key learning source to students.

Mr Brown reported that if staff and students are made aware of what is happening they will be interested.

The group discussed a number of possible ways to heighten knowledge of sustainability to students induction to the College. The Principal confirmed that the use of photographs could be used. Ms Grant noted that a film would be ideal. Mr Graham confirmed that he was happy to use a film and photographs.

Mr Graham advised that Catherine Blake should attend the next meeting of this Committee.

Mr Thomson confirmed that he had spoken to the Art and Design team about the incorporation of issues of sustainability into their curriculum and they were happy to do it.

The Principal referred to the building specification and added if there are no movement with a specific time then the power would be switched on in that specific office/room.

Mr Thomson asked that this information be introduced into core teams. Mr Graham confirmed that the College could introduce this onto this summer's quality days.

The Principal identified two (2) large areas that are coming up;

1. induction for students and staff
2. would require to write up the quality manual and customise the current manual.

Mr Thomson asked that an article be placed in every College's newsletter. Mr Graham confirmed that he would ask Lesley Lang for an environmental page to be done in each issue of the publication.

The Principal asked for 1 person to take editorial right's for this page in the newsletter. Mr Grant accepted. She asked that the page be online. Mr Graham replied that he was happy to have it online.

6. Correspondence

- i) **E-Mail from Wendy Galloway, Sustainability – Creating the Culture 2nd Annual Conference, Aberdeen Exhibition and Conference Centre held on 2nd, 3rd and 4th November 2005.**

The Chair advised that the College would consider purchasing a three day ticket. Ms Grant asked that she would like to attend. Mr Inglis advised that he would have to check on the costings of sending a representative to this conference as overnight accommodation would be needed.

Members noted this correspondence.

- (b) **Email, EAUC E-Newsletter March 2005**

The Chair advised that the circular welcomes car sharing for the conference.

Members noted this correspondence.

- (c) **Email from Andrew Grant, BSI – ISO14001: 2004**

Mr Inglis confirmed that The Principal has completed an application for funding towards ISO 14001 status. He noted that the full initial gap analysis and initial registration would cost around £6,000. The Assistant Principal advised that BSI have also provided examples on training that they can provide. The Principal confirmed that the College should buy in some training.

- (d) **Letter from Janet Lowe, Principal of Lauder College to Martin Kirkwood, Scottish Further Education Council - Sustainable Buildings**

Members noted this correspondence

- (e) **Buro Happold: Renewable Services – SWIFT Rooftop Wind Energy System**

Members noted this correspondence.

- (f) **Buro Happold: 009216 Renewable Technologies Appraisal**

Mr Graham advised members that by harvesting rain water this would save the College around £10,000. The Principal then proceeded to run through the document. He added that heat extractors would be installed this would allow for heat to be taken out and put back into cooler areas. He confirmed that this would like to achieve around 12-17% efficiency.

7. Managing your Recycling Responsibilities

The Chair confirmed that this paper was referred by the Risk Management Group. He noted that the European Parliament is concerned about the accumulation of waste within with EU, it has implemented legislation to address some aspects of waste management. Three areas of disposal have been highlighted;

1. safe disposal of cars
2. disposal of electronic equipment
3. batteries

Members noted this correspondence.

8. SE – Sustainable Action Grant Application

The Chair advised that this paper is being presented to the Committee for information only.

Members noted this correspondence.

9 EAUC – Membership pack

10 EAUC – Earth Newsletter

11 EAUC – Annual General Meeting Agenda and Associated Papers – 5th April 2005

The Chair advised members that items 9, 10 and 11 are information from EAUC.

The Principal asked for 2 or 3 people from this group to be the contact people for this body to liaise with.

Mr Graham reported that the College should seek regular information from this body.

Members noted this correspondence.

12. BSi Training: Leading Providers of Environmental Management Systems Training Courses

The Principal advised that the College requires to buy this training.

Mr Graham briefly described system design & implementation and auditor training.

Members noted this correspondence.

13. Additional Item

Radioactive Waste Management – Your Invitation to Comment by 27th June 2005

Members noted this correspondence

14. Closure

Having discussed all items on the agenda the Chair of the Committee thanked members for their attendance. The meeting closed at 4.45pm.

15. Date of Next Meeting

Members were advised that the next meeting of the Committee would take place on Monday 13th June 2005.