

## **Notes of the First Meeting of the CIBSE Schools Design Group Committee**

Meeting held 17<sup>th</sup> July 2007  
At CIBSE, 222 Balham High Road, London SW12 9BS

### **Present:**

John Palmer (Faber Maunsell – (Chair)  
Dejan Mumovic (Bartlett, UCL) – (Secretary)  
Richard Daniels (Schools Capital Design Team, Dept of Families, Schools and Children – DFSC)  
Gordon Hudson (Mott McDonald)  
Colin Ashford (ConsultECO)  
Steve Sharples (School of Architecture, University of Sheffield)  
Ian Pegg (Buro Happold)  
Paul Eslinger (White Young Green)  
David Coley (University of Exeter)

### **CIBSE Staff in attendance:**

Marie Dignan (Director of Member Services)  
Samantha McDonough (Director of Policy & Groups) - Minutes

### **Apologies:**

Andrew Wright (DMU)  
Maria Kolokotroni (Brunel University)  
Dick Bradford (Barnsley BC)  
Mukund Patel (Deputy Director of Design & Assets team - DfES)  
Mike Davies (UCL)  
Mike Entwistle (Buro Happold)  
Gerald Clark (NUT)  
Ian Taylor (Fielden Clegg Bradley)

		<b>Action</b>
<b>1.</b>	<b>Welcome and Introductions</b>	
	The attendees introduced themselves and stated their interests.	
	<p>SM explained that she would take minutes for this inaugural meeting. This is something CIBSE provides as a service for the first meeting only to allow the group to appoint its officers at the end of its first meeting once its objectives are more firmly established and members know what they want to contribute.</p> <p>SM explained that CIBSE Groups run themselves with some basic help from CIBSE and a small budget shared between the groups for committee travel expenses, room hire and seed funding of small group events. The Director of Policy &amp; Groups will be handing over administrative responsibility for the Groups and Societies to the Director of Member Services at the end of August. Someone from CIBSE always prepares the minutes of the inaugural meeting to give members a chance to allocate committee positions and to ensure that all questions about the setting up of a new group are answered.</p> <p>CIBSE would not expect the secretary, once appointed to produce such full and narrative minutes in the future – action points are sufficient but the minutes of the first meeting are also useful for articles, reports etc., so they are a fuller record for this reason.</p>	

2.	<b>Background to the Schools Group</b>	
	<p>The CIBSE Board had approved a proposal to establish a special interest group aiming to foster long-term knowledge exchange partnership between all stakeholders working on sustainable school design, construction and maintenance.</p> <p>The UK Government has committed to a massive programme of rebuilding and refurbishing schools in England and Wales in the next 10 to 15 years. The aim of this programme entitled 'Building Schools for the Future' is to <i>'build facilities for 21<sup>st</sup> century at the scale not being seen since Victorian times'</i>. However, it has to be admitted that <i>'the science of designing learning environments is currently remarkably under developed'</i>. In order to deliver this programme successfully professionals from industry needs a forum which will provide them with the best practice guidelines on school design.</p> <p>Many of the existing groups cover specific issues, but none give a systematic coverage which integrates design, construction, and maintenance issues. Furthermore, this group will aim to engage the end users in the school design process. After all, the relation between a building and its users determines success or failure of the school design. This is particularly important if we are to play a meaningful role in tackling sustainability. The group could help to deliver the Carbon Neutral schools agenda</p> <p>There is going to be a lot of school building but also a lot of refurbishment in the near future which could be better. The BB100s do not work for the contemporary requirements of many schools – lecture theatres, large spaces for computer suites (e.g. 120m<sup>2</sup>), increasing requirements for fire safety, security, energy efficiency and internal environment. The standard specifications of layouts and designs are moving to modern methods of construction and some very specific design requirements. Some schools have required staff rooms overlooking each staircase and open plan washing facilities for toilets as ways to address bad behaviour. Schools design is a holistic activity and services engineers need to engage with all those involved in particular architects and clients. This group is in a good position to understand the unique nature of schools – often naïve clients, challenging occupants, specific groups of people that should be listened to such as school caretakers.</p> <p>The RIBA Schools Client Forum has been in existence for 5 years and would be a good group to engage with. How to negotiate design requirements for schools is a unique undertaking.</p> <p>It will be a fundamental tenet of this group that the educational requirements need to drive the way in which a school is designed and serviced.</p> <p>Document 03 of the OGC has a procurement map which should have a schools element. This includes a sustainability auditor and could provide a route for procurement discussions for the schools design group.</p> <p>Funding for the group's activities was discussed. DFES works with established networks such as CABE and the group could also do this.</p> <p>It was suggested that the group could provide guidance on compliance with building regulations before looking at how to surpass them because this is a problem currently. Even temporary buildings have to comply. It is not just energy efficiency – disability access is a requirement.</p> <p>Some schools can showcase their achievements based on one particular requirement – for example there is a school that made daylighting a primary requirement of its design – it complies with regulations across the board of</p>	

	course, but has a particularly high achievement where use of daylight is concerned. Other areas schools could pick might be acoustics, indoor air quality and low energy. It is possible to achieve a satisfactory school within budget.	
	<b>Aims (what the group intends to do in terms of CIBSE and schools design)</b>	
	<ul style="list-style-type: none"> <li>▪ Inform clients and designers by having dialogue and attempting to understand their requirements. Develop a common language between consultants and clients.</li> <li>▪ Act as a conduit for liaising with the DFSC and other target audiences.</li> <li>▪ Act as a link for CIBSE with SCHEME and SCALA</li> </ul>	
	<b>Scope (what aspects of school design/operation do we intend to cover)</b>	
	<p>The principal terms of reference had been approved by the Board as follows:</p> <ol style="list-style-type: none"> <li>1. to foster knowledge exchange between all interested parties working on sustainable school design</li> <li>2. to develop a strategy for healthy and sustainable school buildings</li> <li>3. to encourage cooperation between different professional bodies and institutions of relevance for school design</li> <li>4. to reflect on changing procurement routes and design standards</li> <li>5. to identify gaps in the science of designing learning environments</li> <li>6. to initiate cooperation between academia and industry to resolve the problems of relevance to the industry</li> </ol> <p>SM advised that the terms of reference should remain as close as possible to those originally submitted for approval as these are the ones the Board will have approved and have been published in the Journal. However should these need amending once the group had been going for a while then they could be changed – the terms of reference should assist the group in achieving its objectives and not hinder it.</p>	
	<p>Activities (what do we intend to do to further CIBSE knowledge of school design – e.g. seminars, TMs, visits, workshops, CPD, web forum)</p> <p>The key activity is to put an action plan together based on the terms of reference and translating them into objectives that can be achieved. This is something that CIBSE can respond to – e.g. if one of the actions is a publication then PROD (the Publications, Research Outputs and Delivery Committee) could agree a timetable for publication with the group to allow them the time they need to provide the intellectual input. The events team could help with major events. The Policy Committee could take recommendations for policy positions and feed into the CIBSE press office for announcements.</p> <p>John Palmer and Dejan Mumovic to get together and draft out an initial action plan.</p> <p>Suggested activities were:</p> <ul style="list-style-type: none"> <li>▪ Comment on the SSLDs for CIBSE to the PFS (perhaps with the RIBA Schools Forum)</li> <li>▪ Consider a knowledge series publication (“The Productive School” is a suggested title).</li> <li>▪ Hold a mini-conference – possibly as the inaugural event to include best practice on good classrooms, layout, halls etc.</li> <li>▪ Input into architectural competitions</li> <li>▪ Some sort of discussion forum – if not on the CIBSE site then through “Share Fair”</li> <li>▪ Schools visits – possibly associated with the CIBSE National Conference</li> </ul>	<b>JP/DM</b>

	<p>– there are some good schools to visit in Newcastle and Gateshead.</p> <ul style="list-style-type: none"> <li>▪ Review the document ‘Optimising the internal environment’. Eileen Gill – Head of Schools Estates at the Scottish Executive could provide the document.</li> <li>▪ Review DFSC documents ‘Sustainable Schools Design’ and ‘Security in Schools’.</li> <li>▪ Provide a list of building regulations and other regulations required for schools and where to find them.</li> <li>▪ Get key design guidance up on CIBSE website.</li> </ul> <p>Gordon Hudson to make contact with educationalists.</p> <p>Colin Ashford offered to adapt his procurement framework and send it round the Committee.</p> <p><u>Events</u></p> <p>Large events can be organised for groups by the Events department but these need a longer run-in time as they have to be timetabled in with all other events. Smaller scale events can be run by the groups and are often run in conjunction with regions. Another option is to have a large event as a one-off in London (usually) and then to offer one popular session from that event around the country as an evening or lunchtime event.</p> <p>Colin Ashford invited group members to attend a presentation he is giving for the Home Counties South East region on schools low energy design. The event is on 4<sup>th</sup> October at CIBSE.</p>	<p><b>GH</b></p> <p><b>CA</b></p>
	<p><b>Constitution of the Group (how will the group organise itself, i.e. chair, secretary, committee, membership)</b></p>	
	<p>The Group should be constituted according to the guidance in the Groups Manual – this is currently being reviewed and streamlined. SM to send John Palmer and Dejan Mumovic a copy of the current manual.</p> <p>It was suggested that the Chairman and Secretary be appointed right away but that other group positions could wait until the group had met again – possibly a few times – these positions might include a vice-chair and individuals to take responsibility for events, website content, policy liaison, newsletter. These are ‘non-statutory’ posts – set up if the group wants them. There is no requirement in the groups manual to have anything more than a Chair and secretary.</p> <p>The Chairman or a nominee is invited to attend Groups Liaison Committee (where all the Group Chairmen meet together and has a place on CIBSE consultative Council. The Chairman can nominate a substitute to take these positions as Council members are not trustees the system is now more flexible than before.</p> <p>The constitution of the group should be simple enough to allow the group to achieve its objectives – the rules for groups are all in the Groups Manual.</p> <p><b>Elected Committee:</b></p> <p>John Palmer (Faber Maunsell – (Chair)  Dejan Mumovic (Bartlett, UCL) – (Secretary)  Richard Daniels (Schools Capital Design Team, Dept of Families, Schools and Children – DFSC)  Gordon Hudson (Mott McDonald)  Colin Ashford (ConsultECO)  Steve Sharples (School of Architecture, University of Sheffield)  Ian Pegg (Buro Happold)  Paul Eslinger (White Young Green)  David Coley (University of Exeter)</p>	<p><b>SM</b></p>

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	<p><b>Next Meeting</b>          It was agreed that there should be at least one more meeting of the committee to help members get to know each other and learn some more about the areas of expertise in the committee – also to identify any gaps.</p> <p>It was agreed that the group should meet again on Wednesday 12<sup>th</sup> September 2007 at UCL at 11am – Dejan to book a room and provide details of how to get there.</p> <p>The next meeting of the steering group will begin with a further opportunity for members to tell each other what they do, what their areas of expertise is and their particular objectives from the schools design group.</p> <p>Members will have an opportunity to talk some more about their individual perspectives –perhaps illustrated by a school design, delivery or management problem they have experienced personally and how it was solved (or could have been solved).</p> <p>It will give the members that could not make the first meeting a chance to meet everyone on the committee and understand what they do as well. Members can bring slides if they like (but they don't have to – no more than four slides though – each slot will be just a few minutes).</p>	