



Faculty of the
Built Environment



Getting the Best out of Educational Premises

*Ensuring buildings work
for you - not against you.*

A training seminar for
Head Teachers, Governors,
Bursars, and Building Services
Managers

2 Regional Venues
Nottingham and Reading

2 Dates
November 2007

Choose the most convenient

The essentials

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**CONSTRUCTION
KNOWLEDGE EXCHANGE**

Getting the Best out of Educational Premises

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2 Regional Venues • 2 Dates

Nottingham

Wednesday 7th November 2007

Reading

Tuesday 13th November 2007

While government devolvement of capital, repair, maintenance and refurbishment budgets directly to schools has brought great benefits - it raises a number of questions for Head Teachers and Governors, Bursars and Building Services Managers new to the responsibilities of looking after buildings:

- *How can we ensure that our building maintenance budget is realistic?*
- *How can we manage the maintenance of our buildings more effectively?*
- *How can we avoid costly emergency repairs?*
- *How do we get the best from our suppliers and what educational benefits can they bring?*
- *How can we minimise disruption during school terms?*

This one-day seminar, answers these and many other questions in the process of giving you a thorough understanding on how to ensure that your repair, maintenance and refurbishment budget is spent wisely while taking up the minimum of your time.

A one-day seminar led by UWE



The University of the West of England's Faculty of the Built Environment is the largest faculty of its kind in the UK. The faculty has extensive experience in delivering short course training seminars. The **Getting the Best out of Educational Premises** seminar will be facilitated by Martyn Jones, the faculty's principal lecturer in Construction Management.

Participate in Research

In addition to delivering the training workshop, UWE is also engaged in a research project to determine how schools and colleges currently manage their buildings and comparing this with best practise in other sectors. The results of the initial research, which will be shared with you at the workshops, have informed the design of the workshops.

Outline Programme



Presenters include:

Martyn Jones

Principal Lecturer in Construction Management, University of the West of England, Bristol

A member of the School of Construction Economics, Management and Engineering and the Centre for Research in Construction and Property, his teaching, research and publications focus on inter-organisational relationships and procurement approaches.

Andrew Jarvis B.Sc, FRICS, MCIQB
Head of Corporate Building Services, Gloucestershire County Council

Andrew Jarvis leads a team of professional staff who manage the implementation of the Council's capital building programme and provide technical support services to premises managers throughout the County to assist them with their delegated building maintenance responsibilities.

Paul Evans MCIQB
Property Services Manager, Solihull MBC

The Property Services Team (PST) that Paul Evans leads is part of the Solihull Metropolitan Borough Council's Resources Directorate. PST is responsible for administering all external repairs and maintenance, heating and electrical repairs to approximately 200 of the Council's non-housing properties including schools.

Mike Turner
Development Director,
Ian Williams Ltd.

Ian Williams Ltd is a major service provider heavily focussed for many years in providing responsive and planned repairs and improvement works for a wide range of public and private sector clients, particularly education, with significant experience in partnering contracts.

Stewart Scarff
Development Manager,
ICI Paints

ICI Paints is the manufacturer of Dulux, the UK's leading paint brand. ICI has a long history of working in partnership with Public Sector clients to help provide buildings that both look great and deliver best value against budgets.

Registration, networking and refreshments

Session 1: The role of buildings in education

- The devolvement of funding - advantages and disadvantages
- The role of school buildings in teaching and learning
- The need for effective management of educational premises
- The benefits of closer working with suppliers in integrated teams

Case Study:

The devolution of maintenance at Gloucestershire County Council

Session 2: Effective budgetary control

- Understanding the principles
- Setting the boundaries of your approach
- Preparing your own team
- Changing the emphasis from lowest price to best value - the benefits and concerns
- Choosing the right supplier/s and assembling an integrated team
- Building relationships based on mutual benefit and trust
- Using Asset Management Plans (AMPs)
- Using Positioning Matrices (PMs) to establish and manage performance

Case Study:

Managing schools for Solihull MBC

Session 3: Working as an integrated team

- Asset management planning and agreeing the priorities for maintenance and refurbishment projects
- Developing ways to deliver demonstrable improvements in time, cost, safety, quality and sustainability
- Identifying and managing the costs, risks and rewards
- Developing new ways to design, plan and implement refurbishment projects
- The training to develop the skills for maintenance and refurbishment

Case Study:

Collaborative working in action

Session 4: Investing in the future

- Providing apprenticeships and work experience
- Improving skills and continuous learning
- The role of Construction Industry Training Board (CITB)

Case Study:

The use of colour in schools and colleges

Conclusions and Checklist for Action

Close

The essentials

Delegate Booking Form

Getting the Best out of Educational Premises

Ensuring buildings work for you - not against you.

Please fill in the details below and return the completed form by post or fax by: **19th October 2007**

A separate booking form needs to be completed for each delegate applying

Post or fax to...

University of the West of England
Constructing Knowledge Exchange
Coldharbour Lane
Bristol
BS16 1QY
Fax: 0117 32 83002

Organisation:

Delegate name:

Title (Mr / Mrs / Miss / Ms / Dr)

Job title:

Role/responsibilities (Please give very brief outline) :

Email:

Address:

Postcode:

Tel:

Fax:

Please indicate order of preference for seminars

Venue	Date	Preference 1st/2nd/3rd
Nottingham	Wednesday 7th November 2007	
Reading	Tuesday 13th November 2007	

Booking fees

Booking fees (per event): £60.00
Fees include all refreshments, lunch and course materials.

Payment

Invoice address (if different from above) :

Postcode:

Official order number. (If applicable) :

Cheque enclosed Invoice required

Cheques should be made payable to: UWE Bristol

Cancellation policy

The following charges will be made:

Cancellation within 14 days: 50%

Cancellation within 7 days: 100%

All cancellations should be received in writing.

Details of the venue will be sent with confirmation of the booking and a receipt/invoice.

Data Protection: Your personal information will be held on databases held by UWE and Ian Williams Ltd. Your details may be obtained from or made available to external companies for marketing purposes. If you do not wish your details to be used for this purpose, please write to University of the West of England, Constructing Knowledge Exchange, Faculty of the Built Environment, Coldharbour Lane, Bristol BS16 1QY.



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