

SITE SURVEY REPORT

Construction Meeting Minutes

Prepared for	Derwent Learning Trust
Date	22 Oct 2026
Site	Elmhurst Primary School extension, Derby
Prepared by	K. Bhatti

FORM

Construction Meeting Minutes**1. Meeting details and attendance**

Project	Elmhurst Primary School extension, Derby: progress meeting 7 (completed example)
Site address	Elmhurst Primary School, Ashcroft Lane, Derby DE22
Client	Derwent Learning Trust
Location (GPS)	52.9301, -1.5003
Meeting date	22 Oct 2026
Minutes taken by	K. Bhatti
Meeting number	7
Meeting	Site progress meeting
Start time	10:00
Place	Site cabin, Ashcroft Lane compound
Chair	G. Fairclough
Contract or job number	EPS-2026-014
Date of the previous meeting	8 Oct 2026

Attendees and apologies 1: G. Fairclough

Name	G. Fairclough
Organisation	Trentside Construction Ltd
Role	Project manager (principal contractor)
Attendance	Present

Attendees and apologies 2: K. Bhatti

Name	K. Bhatti
Organisation	Trentside Construction Ltd
Role	Site manager
Attendance	Present

Attendees and apologies 3: H. Osei

Name	H. Osei
Organisation	Derwent Learning Trust
Role	Estates manager (client)
Attendance	Present

Attendees and apologies 4: R. Lomas

Name	R. Lomas
Organisation	Fenwick Lomas Architects
Role	Architect and principal designer
Attendance	Present

Attendees and apologies 5: S. Varga

Name	S. Varga
Organisation	Peakdale Cost Consultants
Role	Quantity surveyor
Attendance	Apologies

Attendees and apologies 6: M. Doherty

Name	M. Doherty
Organisation	Amber Valley M&E Ltd
Role	M&E subcontractor
Attendance	Present
Present	5
Apologies	1
Absent	0

2. Previous minutes

Minutes of the previous meeting	Agreed with the amendments below
Amendments	Item 4.3: the steel lintel delivery date was 15 October, not 13 October.

3. Health and safety

Projects in Great Britain. Where there is more than one contractor, the principal contractor must organise cooperation between contractors and coordinate their implementation of health and safety requirements (CDM 2015 regulation 13(3)), and make arrangements for workers to cooperate and be consulted on health, safety and welfare (regulation 14). The meeting can record how that is being done; it is not the whole of it.

Accidents since the last meeting	0
Of which reportable under RIDDOR	0
Near misses reported	2
Site safety inspections done	2
Site inductions given	5

Health and safety items 1: 3.1

Item ref	3.1
Status	Open
Discussion	School drop-off overlaps with deliveries at 8:30 am. Two deliveries arrived during drop-off since the last meeting.
Action	Remind suppliers in writing: no deliveries between 8:15 and 9:15 am or 2:45 and 3:30 pm. Banksman at the gate for every delivery.
Owner	K. Bhatti
Due by	23 Oct 2026

Health and safety items 2: 3.4

Item ref	3.4
Status	New
Discussion	Near miss: 110 V extension lead trailing across the walkway by the mixer. Reported by the bricklayers' foreman.
Action	Run leads overhead on hooks or along the edge of the walkway. Check at the daily walk round.
Owner	K. Bhatti
Due by	23 Oct 2026

Photos



Health and safety items 3: 3.2

Item ref	3.2
Status	Closed
Discussion	Hoarding panel by the playground repaired and re-fixed on 12 October. Checked at the weekly inspection.
New	1
Open	1
Closed	1

4. Programme and progress

Programme revision	Rev C, 1 October
Contract completion date	16 Apr 2027
Forecast completion date	30 Apr 2027
Against the programme	Behind
By how many weeks	2
Work complete (%)	38
Average labour on site this period	14
Work done since the last meeting	First floor slab poured 13 October. Ground floor blockwork complete. Roof steel delivered.

Work planned before the next meeting

First floor blockwork, roof steel erection from 28 October, windows measured.

Programme and progress items 1: 4.2

Item ref	4.2
Status	Open
Discussion	Two weeks behind after the wet ground at the foundations in September. Recovery plan: extra bricklaying gang from 27 October and roof steel brought forward.
Action	Issue programme rev D showing the recovery plan.
Owner	G. Fairclough
Due by	29 Oct 2026

Photos**Programme and progress items 2: 4.3**

Item ref	4.3
Status	Closed
Discussion	Steel lintels delivered 15 October and fixed at the ground floor.
New	0
Open	1
Closed	1

5. Design and RFIs

RFIs awaiting a reply 2

Design and RFIs items 1: 5.1

Item ref	5.1
Status	Open
Discussion	RFI 014: rooflight upstand detail at the classroom 3 ridge. Awaiting the architect's reply.
Action	Reply to RFI 014 with a revised detail.
Owner	R. Lomas
Due by	27 Oct 2026

Design and RFIs items 2: 5.3

Item ref	5.3
Status	New
Discussion	RFI 017: the M&E riser position on the first floor clashes with the stair core blockwork.
Action	Architect and M&E to agree the riser position and issue a marked-up drawing.
Owner	R. Lomas
Due by	30 Oct 2026
New	1
Open	1
Closed	0

6. Procurement

Procurement items 1: 6.1

Item ref	6.1
Status	Open
Discussion	Windows: 10 weeks lead time from approval of the shop drawings. Approval needed by 30 October to hold the programme.

Action	Approve window shop drawings.
Owner	R. Lomas
Due by	30 Oct 2026
New	0
Open	1
Closed	0

7. Quality

Quality items 1: 7.2

Item ref	7.2
Status	New
Discussion	Riser opening in the first floor blockwork cut larger than the drawing. Needs a fire-stopping detail before the services go in.
Action	Confirm the fire-stopping detail for the oversize opening.
Owner	R. Lomas
Due by	30 Oct 2026

Photos



Quality items 2: 7.1

Item ref	7.1
Status	Closed

Discussion	Cube results for the first floor slab received: all meet the specified strength. Copy sent to the client.
New	1
Open	0
Closed	1

8. Commercial and change

Record instructions and changes by their reference number. The minutes are not an instruction: changes are instructed and valued under the contract.

Commercial and change items 1: 8.1

Item ref	8.1
Status	Open
Discussion	Client asked for an extra data outlet in each classroom. Quote sent on 15 October.
Action	Client to confirm or reject the quote.
Owner	H. Osei
Due by	5 Nov 2026
New	0
Open	1
Closed	0

9. Client matters

Client matters items 1: 9.1

Item ref	9.1
Status	New
Discussion	Half term 26 to 30 October: the school is closed, so noisy work and deliveries can run all day that week.
Action	Use half term for the roof steel deliveries.
Owner	K. Bhatti
Due by	26 Oct 2026

New	1
Open	0
Closed	0

10. Any other business

Any other business items 1: 10.1

Item ref	10.1
Status	Closed
Discussion	Site photos for the school newsletter: client to choose from the progress photos. Noted, no action.
New	0
Open	0
Closed	1

11. Summary, next meeting and sign-off

Items minuted	13
New	4
Open (carried forward)	5
Closed	4
Items to carry to the next meeting	9
Result	9 items carry forward to the next meeting
Next meeting date	5 Nov 2026
Time	10:00
Place	Site cabin
Minutes issued to	All attendees and S. Varga
Issued on	23 Oct 2026
Key points for people who were not there	Two weeks behind; recovery plan in programme rev D next week. Window shop drawings and RFI 017 must be answered by 30 October to hold the dates. No accidents; one near miss with a trailing lead, fixed.
Minutes taken by	K. Bhatti

Minutes taken by: signature

K. Bhatti

Chair

G. Fairclough

Chair signature

G. Fairclough
