

Building Schools for the Future

Project Board Meeting

7th September 2009 15:00 to 16:30

Municipal Buildings, Conference Room 2

Glossary of Terms

OBC	Outline Business Case	PQQ	Pre-qualification Questionnaire
EOIs	Expression of Interest	E Box	Web based document sharing facility
LEP	Local Education Partnership	RAG	Risk Matrix indicating Red, Amber or Green
DCSF	Department for Children, Schools and Families	F&FE	Furniture & Fitted Equipment
PfS	Partnerships for Schools	PCP	Primary Capital Programme
OJEU Notice	Official Journal of the European Union Notice		

Attendees

Neil Schneider (Chair)	Chief Executive	Alex Cunningham	Cabinet Member for Children and Young People
Julia Morrison	Head of Children & Schools in Complex Needs	Val Goodrum	LSC Partnership Director
David Youldon	Head Teacher Northfield School and Sports College	Tony Beckwith	Head of Support Services
Julie Danks	Corporate Director of Resources	Lionel Danby	BSF Project Director
Jane Humphreys	Corporate Director of Children, Education and Social Care	Richard Pratt	BSF Project Manager
Paul Dobson	Corporate Director of Development and Neighbourhood Services	David Bond	Director of Law & Democracy
Tracey Brown (Minutes)	PA to the BSF Team		

Circulation: as above plus:

John Hegarty Peter Hodge

			Action
1		Apologies	
	1.1	Received from Richard Poundford and Peter Hodge.	Note
2		Minutes (3rd August 09)	
	2.1	To avoid any confusion the next Members Seminars have been left in as previously scheduled. Future meetings will follow a revised timetable.	
	2.2	The terminology within the letter of support for All Saints School is to be adjusted. The subject will be discussed at a diocesan meeting scheduled for 15 th Sept.	LD
3		Updates	
	3.1	<u>Programme Update</u>	
		a) Formal confirmation for the inclusion of St Michaels and St Patricks was received. Design and Survey work is progressing to bring these schools into the current OBC.	Note
		b) Both Academies' EOI's have received ministerial approval.	
		c) A report scoping proposed LEP services has been approved by Cabinet.	
		d) Good academic progress was reported from Billingham Campus. The school closed its doors on 31 st August and will reopen in September 2010 as Northfield.	Note
		e) NS congratulated Board members on their work and progress over the summer.	

3.2	<p><u>Academies and associated matters</u></p> <p>a) A project management company will be assigned by DCSF to manage the academy process. JM has met with Academy's press officers to ensure the message is managed appropriately.</p> <p>b) Predecessor schools closures – Following informal consultation a report will go to Cabinet on 5th November; 6 weeks formal consultation will follow. The closure decision will then be taken by JH & AC.</p> <p>c) Consultation has begun:</p> <ul style="list-style-type: none"> ➤ The press have been briefed / headteachers and chairs have been informed. ➤ Letters to parents/staff/pupils are to be despatched to schools tomorrow. ➤ Staff meetings and public drop in sessions will be held at each school. Sponsors will attend the drop in sessions. 	<p>Note</p> <p>Note</p>
3.3	<p><u>Cabinet Reports</u></p> <p>a) Cabinet have approved the report requesting further feasibility work for schools in the south of the borough. Following the study a report will be brought to Board. Target for completion January 2010.</p> <p>b) The OBC is due for consideration by Cabinet on 1st October</p> <p>c) On 5th November Cabinet will consider whether the statutory school closure notices can be issued.</p>	<p>Note</p> <p>Note</p>
3.4	<p><u>OBC</u></p> <p>a) OBC completion is progressing. An outstanding issues list was tabled (with completed items highlighted in grey).</p> <p>b) Affordability is a high priority issue:</p> <ul style="list-style-type: none"> ➤ The final position will be taken to JD this Friday by Tony Montague for consideration. ➤ A key meeting with PfS design adviser about abnormal values is scheduled for 10th Sept. 	<p>BSF</p> <p>Note LD/RP</p>
3.5	<p><u>Gateway 1</u></p> <p>a) A planning meeting has been completed</p> <p>b) Officer interviews are now set up.</p> <p>c) JS will contact attendees to arrange 45 minute individual sessions.</p> <p>d) LD informed Board that 4ps are now known as 'Local Partnerships'.</p>	<p>JS Note</p>
4	<p>Procurement</p>	
4.1	<p>The OJEU Notice will be issued once OBC is approved. RP tabled the PQQ flow chart and explained the evaluation process. PQQ evaluation scores will be uploaded to E Box and a report will be prepared for Project Board for 18th January.</p>	<p>RP</p>
4.2	<p>NS requested a worst case contingency plan be brought to the next meeting regarding the bidders' selection process.</p>	<p>RP</p>
4.3	<p>Board agreed to consider the possibility of a second Bidders Day at a later date.</p>	<p>Note</p>
5	<p>Risk Register /RAG Report (tabled)</p>	
5.1	<p>The report remains 'amber' meaning progress is as expected. The cover sheet matrix colour guide will be included in future reports.</p>	<p>TB</p>
5.2	<p>It was agreed that F&FE is an important process and a large part of the affordability. F&FE Meetings need to be completed by the end of this month.</p>	<p>RP</p>
6	<p>Primary Capital Programme</p>	
6.1	<p>a) Year one projects are progressing to schedule. The 2011 programme is to be established.</p> <p>b) The amalgamation process is ongoing regarding the merger of Bewley Infant and Junior schools. Design work has begun.</p> <p>c) No response has been received from the Diocese of Hexham and Newcastle regarding review of Catholic primary provision in Billingham this may cause delay.</p> <p>d) The Oxbridge to Grangefield site potential will be reviewed. A site plan will be brought to the next meeting.</p> <p>e) The Tilery Primary School design work has begun.</p> <p>f) Grangefield; Consultation with neighbours will be carried out.</p> <p>g) A planning / development brief will be prepared for the Grangefield / Westlands/</p>	<p>JH</p> <p>TB</p> <p>RP</p> <p>Note</p> <p>TB</p>

		Oxbridge proposals. h) JM meeting with Grangefield ward councillors tomorrow. i) TB advised that PfS have taken over the PCP programme.	Note
7		Any other business	
	7.1	No other business.	Note
8		Next meeting	
	8.1	5th October 2009 10:30am – 12:00pm, Municipal Buildings, Conference Room 2 PLEASE NOTE CHANGE OF TIME	Note