

# Building Schools for the Future Project Board Meeting

5<sup>th</sup> October 2009 15:00 to 16:30

Municipal Buildings, Conference Room 2

<b>Glossary of Terms</b>			
<b>TCS</b>	Thornaby Community School	<b>PID</b>	Project Initiation Document
<b>OBC</b>	Outline Business Case	<b>RAG</b>	Risk Matrix indicating Red, Amber or Green
<b>PfS</b>	Partnerships for Schools	<b>ICT</b>	Information Communication Technology
<b>LEP</b>	Local Education Partnership	<b>BSF</b>	Building Schools for the Future Team
<b>Attendees</b>			
Neil Schneider (Chair)	Chief Executive	Alex Cunningham	Cabinet Member for Children and Young People
Julia Morrison	Assistant Director/Head of Children, Schools and 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	Richard Poundford	Head of Regeneration and Economic Development
<b>Circulation: as above plus:</b>			
John Hegarty	Peter Hodge		
			<b>Action</b>
<b>1</b>	<b>Apologies</b>		
	1.1 Received from Peter Hodge.		<b>Note</b>
<b>2</b>	<b>Minutes (7<sup>th</sup> September 09)</b>		
	2.1 Accepted as a true record.		<b>Note</b>
<b>3</b>	<b>Updates</b>		
	3.1 <u>Academies</u>		
	a) EC Harris has been assigned to project manage the academy process for TCS. The project management company assigned to North Stockton will be decided on Friday.		<b>Note</b>
	b) The assigned companies will work together with sponsors to manage the development of the academies through to funding agreement and sign off.		<b>Note</b>
	c) Staff meetings and public drop in sessions have been held at each of the predecessor schools.		
	d) JM clarified the specialism within the North Stockton Academy as science supported by a health and well being theme.		<b>Note</b>
	3.2 <u>OBC</u>		
	a) OBC was submitted to Cabinet and approved on 1 <sup>st</sup> October. The hard work and effort put into preparing the document was acknowledged.		<b>Note</b>
	b) OBC formal submission to PFS will be on 12 <sup>th</sup> October.		
	3.3 <u>Gateway 1 Feedback (tabled)</u>		
	a) Gateway reviewers gave an amber/green rating to the project overall.		
	b) Issues to be worked on include more detail of the scope of the LEP, which is now being reviewed and the need for adequate resources during competitive dialogue.		<b>Note</b>

		c) The interviews were considered robust, challenging and very useful to the programme's development.	<b>Note</b>
		d) Note from the recent reviewers meeting, reviews after April 2010 are to be re-charged to clients at £15,000 per review.	<b>Note</b>
	<b>3.4</b>	<u>South of the Borough</u>	
		a) The PID and project timeline were discussed.	<b>Note</b>
<b>4</b>		<b>RAG Report &amp; Risk Register (both tabled)</b>	
	<b>4.1</b>	Discussion with the South of the Borough schools with regards to the potential 20% ICT provision to be completed this week for OBC submission.	<b>BSF Team</b>
	<b>4.2</b>	Drawing of Grangefield potential primary school site tabled and discussed. Meetings with Dave McGuire from Sport England taking place tomorrow.	<b>LD</b>
	<b>4.3</b>	Next month producing main procurement documentation: <ul style="list-style-type: none"> <li>➢ Workstreams and group membership will be decided in the 'balcony session'.</li> <li>➢ Meetings management will be challenging during procurement and will require colleagues to allocate significant amounts of time to BSF, this will cause back fill implications and effect Project Board and Project Team Meetings.</li> </ul>	<b>BSF JM /LD</b>
			<b>Note</b>
	<b>4.4</b>	There are no major changes to the Risk Register as all timescales have been reached.	<b>Note</b>
<b>5</b>		<b>Primary Capital Programme</b>	
	<b>5.1</b>	a) Awaiting feasibility study from diocese. TB met with the diocese and they are aware we are concerned about the delay.	<b>Note</b>
		b) Extension of Whinstone ongoing.	<b>JH</b>
		c) Programme of meetings with head teachers and specific meetings about communities to be scheduled.	<b>TB</b>
		d) High Clarence, Levendale, Mill Lane and Wolviston are the 4 schemes about to be completed. Preston and Thornaby schemes due for next year. The Fairfield scheme is due to start in April and runs throughout 2010.	<b>Note</b>
		e) Need to review the programme over the next 3 months to see what the next 3 years planning will look like.	
<b>6</b>		<b>Any other business</b>	
	<b>6.1</b>	No other business.	<b>Note</b>
<b>7</b>		<b>Next meeting</b>	
	<b>7.1</b>	Tuesday 2 <sup>nd</sup> November 15.00-16.30, Conference Room 2 Municipal Buildings	<b>Note</b>