

# Building Schools for the Future Project Board Meeting

2<sup>nd</sup> November 2009 15:00 to 16:30  
Municipal Buildings, Conference Room 2

## Glossary of Terms

<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>PCP</b>	Primary Capital Programme	<b>BSF</b>	Building Schools for the Future Team
<b>CDA</b>	Client Design Adviser		

## Attendees

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
Kirsty Watt (Minutes)	BSF Communications Officer		

## Circulation: as above plus:

John Hegarty      Tracey Brown

			Action
<b>1</b>		<b>Apologies</b>	
	<b>1.1</b>	Received from Peter Hodge, Julie Danks, Richard Poundford	<b>Note</b>
<b>2</b>		<b>Minutes (5<sup>th</sup> October 09)</b>	
	<b>2.1</b>	Accepted as a true record.	<b>Note</b>
<b>3</b>		<b>Matters arising from minutes</b>	
	<b>3.1</b>	<u>Academy in North Stockton</u> AC alerted the Board to sensitivities surrounding the specialism and the need to raise awareness that the "Health and Well-being theme" encompasses sport.	<b>Note</b>
<b>4</b>		<b>Primary Capital Programme</b>	
		a) Technical reports for the four Billingham schools are now complete. Meetings will take place to review the estimate costs.	<b>TB</b>
		b) Meetings have been scheduled to review the impact that new housing developments will have on central Stockton schools.	<b>Note</b>
		c) A report is to be prepared for Cabinet in February to outline proposed changes to the PCP programme.	<b>Note</b>
<b>5</b>		<b>Updates</b>	
	<b>5.1</b>	<u>Academies</u>	
		a) EC Harris has been assigned to project manage the establishment of the Academy in North Stockton.	<b>Note</b>
		b) The position of Principal Designate for the Academy in Thornaby has been	

		<p>advertised and interviews will take place on the 22<sup>nd</sup> and 23<sup>rd</sup> November.</p> <p>c) The position of Principal Designate for the Academy in North Stockton hasn't been advertised yet.</p> <p>d) A Stakeholder Reference Group has been established for each Academy. It is a consultative group consisting of key stakeholders which coordinates the delivery of communication and consultation.</p> <p>e) A Design User Group has been established for each Academy and the first meetings will take place this Friday.</p>	
	<b>5.2</b>	<p><u>OBC</u></p> <p>a) Soft submission of OBC was submitted to Peter Hodge on 9<sup>th</sup> October.</p> <p>b) PH then gave permission for the formal submission to be made on Friday 23<sup>rd</sup> October.</p> <p>c) A few comments have been received from PfS ICT Adviser but no major concerns.</p> <p>d) Peter Hodge will start his formal review on Wednesday 4<sup>th</sup> November.</p> <p>e) A Balcony session has been held with core BSF team members to ascertain the necessary team structures for the procurement phase.</p>	<b>Note</b>
	<b>5.3</b>	<p><u>South of the Borough</u></p> <p>a) An email was circulated to Group Leaders inviting them to suggest any further site options by 30<sup>th</sup> October.</p>	<b>Note</b>
	<b>5.4</b>	<p><u>Grangefield</u></p> <p>a) Meeting will take place with planners on 4<sup>th</sup> November to discuss development of Planning Brief.</p> <p>b) Consultation will take place at end of November/beginning December.</p>	<b>BSF Team Note</b>
	<b>5.5</b>	<p><u>Design Champion</u></p> <p>a) The Design Champion role will become more predominant throughout the procurement phase and will be responsible for evaluating quality and ensuring the spaces created link to the Campus Stockton philosophy.</p> <p>b) Due to the time demands of this role which is currently taken by NS it was agreed that an alternative individual was approached.</p> <p>c) JM will investigate potential individuals to fulfil this role.</p>	<b>Note</b>  <b>Note JM</b>
	<b>5.6</b>	<p><u>Client Design Adviser</u></p> <p>a) PfS will not accept an internal CDA for the next stage and therefore there will be a requirement to procure a CDA from the Framework.</p>	<b>LD</b>
<b>6</b>		<b>RAG and Risk</b>	
	<b>6.1</b>	<p>a) Soft market testing meetings are continuing.</p> <p>b) Medium term financial plan was discussed.</p> <p>c) BSF Team is ready to respond to any OBC clarifications as quickly as possible.</p>	<b>Note</b>
<b>7</b>		<b>Any other business</b>	
	<b>7.1</b>	No other business.	<b>Note</b>
<b>8</b>		<b>Next meeting</b>	
	<b>8.1</b>	Monday 7 <sup>th</sup> December 15.00-16.30, Conference Room 2 Municipal Buildings	<b>Note</b>