

Building Schools for the Future

Project Board Meeting

7th December 2009 15:00 to 16:30

Municipal Buildings, Conference Room 2

Glossary of Terms			
LEP	Local Education Partnership	PQQ	Pre Qualification Questionnaire
TCS	Thornaby Community School	IPD	Invitation to participate in dialogue.
OBC	Outline Business Case	RAG	Risk Matrix indicating Red, Amber or Green
PfS	Partnerships for Schools	BSF	Building Schools for the Future Team
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	Tony Beckwith	Head of Support Services
David Youldon	Head Teacher Northfield School and Sports College	Lionel Danby	BSF Project Director
Julie Danks	Corporate Director of Resources	Richard Pratt	BSF Project Manager
Jane Humphreys	Corporate Director of Children, Education and Social Care	Peter Hodge	PFS Project Director
Paul Dobson	Corporate Director of Development and Neighbourhood Services	Tracey Brown (Minutes)	PA to the BSF Team
Circulation: as above plus:			
John Hegarty	Val Goodrum	Richard Poundford	David Bond
			Action
1	Apologies		
	1.1	Received from: David Bond, Val Goodrum, Richard Poundford and Alex Cunningham arrived part way through the meeting.	Note
2	Minutes of meeting held on 2nd November 2009		
	2.1	Accepted as a true record.	Note
3	Primary Capital Programme		
	3.1	Briefing note tabled and explained by TB.	Note
	3.2	a) Extension of Whinstone ongoing and funded by basic needs money rather than primary capital. b) Feasibility study from diocese will be deferred for further discussion.	Note TB
	3.3	A cabinet report will be presented in March 2010 including proposals for the expenditure of £1m of PCP funding over the next year.	TB
4	Updates		
	4.1	<u>Academies</u> a) Good progress is being made and public consultation has begun. b) Programme is being driven by lead sponsors and EC Harris's public relations company. c) A Principal designate will start on 1 st April and will be based in TCS. d) Current issue of numbers for North Stockton Academy. We have projected the need for 1050 places; however admissions suggest a shortfall in 2010.	Note Note JM

4.2	<u>OBC</u> a) OBC has been submitted. b) The Peer Review Panel has approved it with 8 conditions; these are currently being worked on. c) A revised OBC will be sent to PFS mid week. All is expected to be finalised by the end of the week ready for the procurement notice to be published on Monday. d) PH confirmed that news of the OBC approval can be published as soon as the approval letter is received or in the post.	Note BSF Team Note
4.3	<u>IPD1 Evaluation Plan</u> a) Evaluation plan tabled and explained by RP. b) The PQQ process will begin early 2010 and will determine a shortlist of 3 Bidders. The short list will be ready to share with Board on 9 th February therefore the meeting on the 1 st February will be moved to suit this date. c) When the list is approved, these selected Bidders will be sent the IPD1 documents and be asked to carry out the lengthy procedure in which they will prepare and provide information for evaluation. d) JH suggested an independent chair for the evaluation panel. This was agreed and will be changed accordingly. e) JD suggested that the wording of the document be changed to allow Board members to change the membership of the evaluation team if they so wish. f) The evaluation teams will attend a workshop to discuss protocol, confidentiality etc. g) JS suggested a corporate IT member attend the ICT evaluation team. Agreed by all members.	TBr RP RP/LD RP RP RP/LD RP RP
4.4	<u>South of the Borough</u> a) Work is ongoing to prepare a paper for 11 th February Cabinet.	RP/LD
4.5	<u>Grangefield Site Development Brief/Consultation</u> a) JM met with ward councillors this morning for a preview of the public presentation. b) Westlands staff consultation will take place on Tuesday afternoon; parent consultation follows on the evening. c) On Wednesday a combined session will outline the basis of BSF and the project aims. Grangefield control option will be shared and the benefits of the option provided will be discussed. A question and answer session will end the session.	Note JM JM
4.6	<u>CDA & Design Champion</u> Currently waiting for tenders to come through for CDA. Once information is received it will be reported back to Board. A Design Champion has been selected	LD/RP
5	RAG Report & Risk Register (both tabled)	
5.1	South of the Borough schools have agreed to access 20% of ICT funding from PFS to access an interim ICT service.	Note
5.2	Bidders are currently attending sample school tours.	Note
5.3	Three intent to bid letters have been received from Bidders.	Note
5.4	Survey work still needs to be uploaded to E Box.	RP
5.5	A data room will be set up physically and electronically with tight security restrictions in place.	TBr
5.6	Fewer risks are visible on the Risk Register this month.	Note
6	Any other business	
6.1	NS thanked everyone for their efforts in getting to this stage in the process.	Note
7	Next meeting	
7.1	Tuesday 9th February 2010, 13.30-15.00, Conference Room 2 Municipal Buildings.	Note