

Building Schools for the Future

Project Board Meeting

9th February 2010 13:30 to 14:30

Municipal Buildings, Conference Room 2

Glossary of Terms			
PQQ	Pre Qualification Questionnaire	IPD	Invitation to participate in dialogue
PfS	Partnerships for Schools	CDA	Client Design Adviser
BSF	Building Schools for the Future Team	CABE	Commission for Architecture and the Built Environment
DCSF	Department for Children, Schools & Families	RAG	Risk Matrix indicating Red, Amber or Green
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	David Bond	Director of Law & Democracy
Val Goodrum	LSC Partnership Director	Tracey Brown (Minutes)	PA to the BSF Team
Declarations of Interest:-			
Councillor Cunningham advised the board he has a personal non pecuniary interest in one of the BSF bidder companies due to a relative working within their supply chain. It was agreed that he would not be selected to assist in bidder submission evaluations.			
Circulation as above plus: Kirsty Watt & John Hegarty			
			Action
1		Apologies	
	1.1	Received from: Richard Poundford.	Note
2		Minutes of meeting held on 7th December 2009	
	2.1	Accepted as a true record.	Note
	2.2	Minor changes will be altered accordingly.	TBr
3		PQQ Evaluation Report	
	3.1	a) The evaluation has been carried out. Evaluation results were tabled. b) It was pointed out that these are commercially confidential and should not be disclosed outside of project Board. c) Scores are at the expected level.	Note Note
	3.2	PH stated that 3 Bidders are viewed as satisfactory at this stage.	Note
	3.3	PFS will only need to approve this process when we are down to the final Bidder.	Note
	3.4	LD stated that the BSF Team is now seeking approval from Board to proceed with the 3 Bidders. Board agreed however they do not hold decision making powers therefore a delegated decision form will be created and signed off today by KL (leader) and JH.	LD/JH
	3.5	The evaluation process was explained in more detail by RP and JM.	Note
4		Updates	

4.1	<u>Academies</u> <ul style="list-style-type: none"> a) Closure arrangements of predecessor schools are now completed and consultation is progressing regarding the opening of the academies. b) The programme is being driven by lead sponsors and E.C. Harris; the project management company. c) The post for Principal Designate at North Stockton Academy has not been filled and will be readvertised. d) Both academies have an Education Working Group led by an education advisor appointed by DCSF and E.C. Harris. 	<p>Note</p> <p>Note</p> <p>JM</p> <p>Note</p>
4.2	<u>IPD1 Evaluation Plan</u> <ul style="list-style-type: none"> a) Evaluation plan explained by RP. b) RP/LD have discussed with Ian Miles the involvement of corporate IT in the evaluation process. Ian has agreed that corporate IT need to be kept in the loop but felt no need to attend the meetings. Andrea Warburton will represent Ian at appropriate meetings. c) Paul Dobson accepted as designated Chair for the evaluation panel. RP will send PD the schedule of meetings. 	<p>Note</p> <p>Note</p> <p>PD/RP</p>
4.3	<u>South of the Borough</u> <ul style="list-style-type: none"> a) A paper will be taken to Cabinet on 11th Feb. b) 4 options were identified at the last CMT. The paper explores two variants for each option. Cabinet will be asked which options/variants they wish to be investigated further. c) Community consultation will follow after further investigations have been carried out. 	<p>JM</p> <p>Note</p> <p>Note</p>
4.4	<u>CDA & Design Champion</u> <ul style="list-style-type: none"> a) Appointments are set up to interview potential CDA's these have been identified from the CABE framework. b) Mike Davison, Head teacher of Ian Ramsey School, has been identified as the project Design Champion 	<p>LD/RP</p> <p>LD</p>
5	RAG Report (tabled) & Risk Register	
5.1	<ul style="list-style-type: none"> a) The Risk Register is being reviewed. b) The Rag report was tabled it is currently showing amber status. 	Note
5.2	The creation of a BSF Data Room is currently high priority.	LD/TBr
5.3	The IPD Evaluation Matrix will be presented at the next Board Meeting.	RP
6	Any other business	
6.1	Board members agreed Diocesan representation would be acceptable and adequate. LD to approach for one rep.	Note
6.2	<ul style="list-style-type: none"> a) An insurance advisor is required within the BSF process. Tenders have been received and are being evaluated. b) It was agreed that once an adviser has been selected the Project team have approval to process that appointment. 	LD
6.3	With regard to an email sent by Richard Poundford requesting more involvement of regeneration within the PQQ process; Board agreed that BSF team would liaise with a regeneration representative and invite them along to the appropriate partnering sessions.	RP
7	Next meeting	
7.1	<p>Monday 1st March 2010, 15.00-16.30, Conference Room 2 Municipal Buildings.</p> <p>Post meeting note this date has been cancelled Next meeting is as scheduled for Tuesday 6th April (due to 5th being a Bank Holiday).</p>	Note