

Building Schools for the Future Project Board Meeting

6th April 2010 15:00 to 16:30

Municipal Buildings, Conference Room 2

Glossary of Terms			
PCP	Primary Capital Programme	CDA	Client Design Adviser
DCSF	Department for Children, Schools & Families	PfS	Partnerships for Schools
BSF	Building Schools for the Future Team	SOB	South of the Borough
PID	Project Initiation Document	RAG	Risk Matrix indicating Red, Amber or Green
IPD (1/2)	Invitation to participate in dialogue (phase 1 or 2)		
Attendees			
Neil Schneider (Chair)	Chief Executive	Lionel Danby	BSF Project Director
David Youldon	Head Teacher Northfield School and Sports College	Richard Pratt	BSF Project Manager
Jane Humphreys	Corporate Director of Children, Education and Social Care	Kirsty Watt	BSF Communications Officer
Paul Dobson	Corporate Director of Development and Neighbourhood Services	John Hegarty	BSF Project Manager
Alex Cunningham	Cabinet Member for Children and Young People	Peter Hodge	PfS Project Director
Tony Beckwith	Head of Support Services	Tracey Brown (Minutes)	PA to the BSF Team
Circulation as above plus:			
Julia Morrison	David Bond	Richard Poundford	Julie Danks
			Ann Lees
			Action
1	Apologies		
	1.1	Received from: Richard Poundford, Julia Morrison and Julie Danks.	Note
	1.2	The Diocese representative Ann Lees was unable to attend due to the bank holiday change in schedule.	Note
2	Minutes of meeting held on 9th February 2010		
	2.1	Accepted as a true record.	Note
	2.2	BSF have identified and appointed a Client Design Adviser by the name of Gurminder Sanghera. He is from Aedas Architects and is proving to be a very valuable member of the team.	Note
	2.3	Insurance adviser; Willis have now been appointed.	Note
	2.4	The Data Room is now completed and will be updated continually.	BSF
3	PCP Update		
	3.1	A revised cabinet report outlining the forward strategy was approved in March.	Note
	3.2	Bewley will be adapted in September 2011. Durham Lane is set for August 2010. Fairfield is currently priced under the estimate and will start in May 2010.	Note
	3.3	a) Options continue to be explored in relation to Oxbridge Lane. b) TB confirmed that all options must be assessed and no final decisions have been made.	TB Note
	3.4	The pace of work at Whinstone Primary will be advanced so that it will be ready to accommodate 90 places this September.	Note
4	Updates		
	4.1	Academies a) Funding agreements have been signed for both schools. b) The North Shore title. Noted concern has been expressed about the North Shore title	Note

		and elected members have asked for this to be fed back by Julia Morrison to the sponsors.	Note
		c) E.C Harris are to hold 2 evening drop in sessions. Mop up sessions for those who are unable to attend those two sessions will also be discussed. KW will look into this.	KW
		d) Environment improvement works to the predecessor schools are funded by DCSF. BSF are working with technical services to commission this work which has to be delivered by 1st September.	Note
		e) A schedule of proposed improvements has been provided which needs to be developed into a schedule of works. A meeting was held with E.C. Harris to move this process forward to the next stage so that a PID can be produced. A formal process will need to be followed, meetings will be set up and academies sponsors will need to agree upon the design details.	LD
		f) It was pointed out that care must be taken not to clash these environmental improvement works with the Camp Blakeston Programme which runs during the summer.	LD
		g) JH suggested looking into how year groups are to be integrated. A statement about this is needed to explain the process and reassure the community.	LD
	4.2	<u>BSF IPD1 Process</u>	
		a) The formal process is now well under way; about 60% of the scheduled meetings have taken place with Bidders; BAM, E4L & Shepherds.	Note
		b) Interim design submissions complete with feedback from CDA.	Note
		c) Regeneration and sustainability meetings have taken place with Bidders.	Note
		d) Jill Collison from PFS has requested additional ICT Meetings, these will be accommodated.	Note
		e) The bid back date is set as 14 th May, 6 weeks evaluation will follow and BSF will report to Board on 28 th June.	Note
		f) Evaluation plan tabled and scoring/weightings process explained by RP.	Note
		g) PD has agreed to be the chair of the Evaluation Board.	
	4.3	<u>South of the Borough</u>	
		a) Following Cabinet a sub group has being formed which JHe is leading. Russell Smith is involved in reviewing the sites for the desk top study and from these surveys will be decided.	JHe
		b) Work on SOB will continue to progress for the next few months.	Note
		c) A report will be brought back to Cabinet in October.	
	5	RAG Report (tabled) & Risk Register	
	5.1	The Rag Report was tabled; it is currently showing amber status. Progress is as expected.	Note
	5.2	IPD2 Meetings schedule tabled, all meetings are now in diaries.	Note
	6	Any other business	
	6.1	Board members agreed that there is not as much need for a monthly meeting as there had been during strategic development stages. The next meeting will therefore take place on the 28 th June and future meetings frequency will be decided upon at that meeting. The BSF team provide a schedule of milestones to help board to assess the future meeting dates.	Note LD/RP
	6.2	PfS will be supplying information and guidance for PCP and will be coming more active with this programme shortly.	Note
	6.3	AC will hand over his seat at Project Board to Ann McCoy who will attend all future meetings. AC thanked everyone for his involvement in the Board Meetings and the BSF Programme.	Note
	7	Next meeting	
	7.1	Monday 28th June 2010, 15.00-16.30, Conference Room 2 Municipal Buildings.	Note