

Schools Forum

8th December 2015

High Needs Review Update - Report 2 to the Schools Forum

1. **Project Meetings** held / arranged –
 - a. Initial project meeting 1/10/15 (minuted) Full HNF team (includes Diane McConnell, Jane Harvey, David New, Pete Ewart, Maryssa O'Connor, Graham Waller, Shona Randle, Karen Norton and Sue Symington).
 - b. 9/10/15 (minuted) Full HNF Team held at Thornaby Academy
 - c. 21/10/15 Core meeting held to initiate the project plan and agenda the risk assessment meeting – Jane Harvey, Graham Waller and Sue Symington
 - d. 9/11/15 (minuted) Risk Assessment meeting – The full HNF team brainstormed the risks associated with the project.
 - e. 23/11/15 Core meeting members updated the project plan and agreed on the presentation format of the risk register.
 - f. 5/1/16 Arranged Core team meeting to update project plan and finalise risk register
 - g. 8/1/16 Arranged Full HNF Team to discuss project plan tasks and agree update for the schools forum on 26/1/16
2. **Project Plan (version controlled)** – The plan is updated at each project meeting. 2 major tasks have been completed by Graham regarding the allocation and current use of the HNF funds.
3. **Risk Register**- The risks identified in the risks assessment meeting are currently been used to populate the risk register and have been prioritised H/M/L. The mitigating controls are currently being identified.
4. A **Questionnaire** has been circulated to schools on survey monkey asking for information to support the project. Responses will require collating and the results will be captured as appropriate in the project plan and risk register.