

Haringey Council

NOTICE OF MEETING

Schools' Transformation Board

WEDNESDAY, 11TH JUNE, 2008 at 18:00 HRS - .CIVIC CENTRE, HIGH ROAD, WOOD GREEN, LONDON N22

Name	Title	Organisation
Cllr Liz Santry	Chair of STB & Cabinet Member for Children & Young People	LB Haringey
Vacancy	Councillor	LB Haringey
Cllr Gail Engert	Councillor	LB Haringey
Cllr Bob Harris	Councillor	LB Haringey
Roz Hudson	Head Teacher	Alexandra Park School
Stephanie Gold	Chair of Governors	Alexandra Park School
Keith Horrell	Head Teacher	Blanche Nevile School
Martyn Henson (substituting for A. Onac)	Deputy Head Teacher	Fortismere School
Jane Farrell	Chair of Governors	Fortismere School
Tony Hartney	Head Teacher	Gladesmore School
Vacancy	Governor	Gladesmore School
Patrick Cozier	Head Teacher	Highgate Wood School
Chris Parr	Governor	Highgate Wood School
Andy Yarrow	Head Teacher	Hornsey School
Karen Christie	Chair of Governors	Hornsey School
June Alexis	Head Teacher	John Loughborough School
Keith Davidson	Governor	John Loughborough School
Yolande Burgess	Area Manager	LSC
Andy Kilpatrick	Head Teacher	Northumberland Park School
Vacancy	Governor	Northumberland Park School
Alex Atherton	Head teacher	Park View Academy
Vacancy	Governor	Park View Academy
Michael Edwards	PfS Project Director	Partnership for Schools

Bev Randall	Acting Head of Centre	Pupil Support Centre
June Jarrett	Principal	Sixth Form Centre
Dr Edgar Neufeld	Chair of Governors	Sixth Form Centre
Colm Hickey	Head Teacher	St Thomas More School
Mark Rowland	Deputy Head teacher	St Thomas More School
Vacancy	Governor	St Thomas More School
Nigel Spears	Representative	Archdiocese of Westminster
Margaret Sumner	Head teacher	William C Harvey School
Joan McVittie	Head teacher	Woodside High School
Vacancy	Governor	Woodside High School
Tony Brockman	Representative	Haringey Teacher's Panel

AGENDA

1. APOLOGIES FOR ABSENCE

2. ITEMS OF URGENT BUSINESS

The Chair will consider the admission of any late items of urgent business. (Late items will be considered under the agenda item where they appear). New Items will be dealt with at Item 8 below.

3. DECLARATIONS OF INTEREST

A member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest **and** if this interest affects their financial position or the financial position of a person or body as described in paragraph 8 of the Code of Conduct **and/or** if it relates to the determining of any approval, consent, licence, permission or registration in relation to them or any person or body described in paragraph 8 of the Code of Conduct.

4. MINUTES OF THE MEETING HELD ON 23 APRIL 2008 (PAGES 1 - 6)

5. MANAGEMENT SUMMARY (PAGES 7 - 20)

Programme Summary - Gordon Smith

6. FORUMS OF THE STB

To receive a summary of progress from:-

TMs Forum – TM forum met on 30 April 2008

ICT Forum – Update from the Chair - Paul Guenault

7. ICT UPDATE (PAGES 21 - 60)

MSP Procurement Process:

- Paul Guenault to give update on the process so far
- Presentation from Preferred bidder
- MSP Transition slides
- Governing Body Agreement

8. ANY OTHER BUSINESS

9. DATE AND TIME OF NEXT MEETING

16 July 2008 at 18.00hrs

Yuniea Semambo
Head of Local Democracy & Member Services
5th Floor
River Park House
225 High Road
Wood Green
London N22 8HQ

Clifford Hart
Committees Manager - Non Cabinet Cttees
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3 June 2008

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**MINUTES OF THE SCHOOLS' TRANSFORMATION BOARD
WEDNESDAY, 23 APRIL 2008**

Name	Title	Organisation
*Cllr Liz Santry	Chair of STB & Cabinet Member for Children & Young People	LB Haringey
Vacancy	Councillor	LB Haringey
*Cllr Gail Engert	Councillor	LB Haringey
*Cllr Bob Harris	Councillor	LB Haringey
Roz Hudson	Head Teacher	Alexandra Park School
*Stjohn Starkey	Substitute	Alexandra Park School
Keith Horrell	Head Teacher	Blanche Nevile School
A. Onac	Head Teacher	Fortismere School
Jane Farrell	Chair of Governors	Fortismere School
*Tony Hartney	Head Teacher	Gladesmore School
Vacancy	Governor	Gladesmore School
Patrick Cozier	Head Teacher	Highgate Wood School
*Imogen Pennell	Governor	Highgate Wood School
Andy Yarrow	Head Teacher	Hornsey School
Karen Christie	Chair of Governors	Hornsey School
June Alexis	Head Teacher	John Loughborough School
Keith Davidson	Governor	John Loughborough School
Yolande Burgess	Area Manager	LSC
*Andy Kilpatrick	Head Teacher	Northumberland Park School
Vacancy	Governor	Northumberland Park School
Alex Atherton	Head teacher	Park View Academy
Vacancy	Governor	Park View Academy
Michael Edwards	PfS Project Director	Partnership for Schools
*Bev Randall	Acting Head of Centre	Pupil Support Centre
June Jarrett	Principal	Sixth Form Centre
Dr Edgar Neufeld	Chair of Governors	Sixth Form Centre
Colm Hickey	Head Teacher	St Thomas More School
*Mark Rowland	Deputy Head teacher	St Thomas More School
Vacancy	Governor	St Thomas More School
*Nigel Spears	Representative	Archdiocese of Westminster
*Margaret Sumner	Head teacher	William C Harvey School
*Joan McVittie	Head teacher	Woodside High School
Vacancy	Governor	Woodside High School
*Tony Brockman	Representative	Haringey Teacher's Panel
Also present		
* Paul Guenault	ICT Forum Rep	
*Gladys Berry	TM's Forum Rep	
Laura Osei		

**MINUTES OF THE SCHOOLS' TRANSFORMATION BOARD
WEDNESDAY, 23 APRIL 2008**

OFFICERS SUPPORTING THE STB		
*Sharon Shoesmith	Director of Children and Young People's Service	LB Haringey
*Gordon Smith	Project Director - BSF	LB Haringey
*David Williamson	Head of Secondary Innovations	LB Haringey
Janette Karklins	Deputy Director of Schools Standards	LB Haringey
*Jeremy Williams	Clerk to the Board - Member Services - OD& L	LB Haringey

LC33. APOLOGIES FOR ABSENCE

Apologies for absence were received from the following:

June Jarrett (Sixth Form Centre)
Aydin Onac (Foristmere)
Jane Farrell (Fortismere)
Roz Hudson (Alexandra Park School – St.John Starkey substitutes)
Alex Atherton (PVA)
Colm Hickey (St Thomas More)

LC34. ITEMS OF URGENT BUSINESS

There were no such items.

LC35. DECLARATIONS OF INTEREST

There were no such items.

LC36. MINUTES - 26 MARCH 2008

The Board requested to correct the spelling correction to Imogen Pennell's name.

RESOLVED:

That the minutes of the meeting held on 26th March 2008 be confirmed, subject to the above alteration.

LC37. MANAGEMENT SUMMARY UPDATE

**MINUTES OF THE SCHOOLS' TRANSFORMATION BOARD
WEDNESDAY, 23 APRIL 2008**

The Board received a management summary update, containing information on three key areas currently being discussed with Partnerships for Schools: these were the PFI/Deed of Variation, Design and Affordability and Choice, Diversity and Fair Access. The Board noted that Partnerships for Schools had recommended approval for the final Strategy for Change part 2 document, and that MSP bidders were nearing the close of dialogue.

It was noted that the next stage of the programme would see the Final Business Case being prepared. Pre-construction work on some Wave 2 schools was due to take place over the summer holiday period. The interim MSP service will start in the Autumn Term 2008. Each governing body would be required to sign a governors' agreement indicating their commitment to the MSP contract. It was noted, however, that this was not an opportunity for any school to renegotiate the terms of their involvement.

RESOLVED:

That the updates be noted.

LC38. FORUMS OF THE STB

It was noted that there had been no meetings of the TMs Forum since the last meeting, due to the relatively short gap between STB meetings.

ICT FORUM UPDATE

The Board were informed that visits to relevant reference sites had been carried out, including St Martin in the Fields School in Lambeth. A visit to Marlowe School, Ramsgate was due to take place in the coming weeks.

Hope was expressed by Board Members that the forthcoming 14-19 Conference would provide an opportunity to link various streams of BSF work in a holistic manner. It was noted that the recruitment for the Head of ICT Strategy post was actively ongoing, with Peter Cotterill, widely praised for his current work, being able to continue in his rôle on an interim basis.

Officers stated that although not all Schools were regularly represented at forum meetings, they felt that they were all engaging with the process. Board Members were pleased to note that all of the borough's special schools were represented at the forum meetings.

Members of the board enquired over the possibility of on-line reporting being included as a work stream. It was noted that a pilot session would be taking place the following day, with Officers agreeing to attempt to send a representative from Haringey. Officers stated that they would look at the feasibility of on-line reporting with a view to deciding on its including in next year's ICT Development Plan.

RESOLVED:

1. That the ICT Forum be congratulated on their good work so far, with the high regard it is held in by Partnerships for Schools noted.

**MINUTES OF THE SCHOOLS' TRANSFORMATION BOARD
WEDNESDAY, 23 APRIL 2008**

2. That the updates be noted.

LC39. SFC2

The Board received the final version of the 'Changing Lives' Strategy for Change (part 2): Detail and Delivery.

It was noted that Partnerships for Schools had carried out an initial assessment of the strategy, with approval being awaited by the Department for Children, Schools and Families.

Members raised concerns over the number of references to the new school being part of a hard federations or Trust, stating the desire of the stakeholders for a 'Community Comprehensive' School. The Board were adamant that no decisions had yet been made, with the options of Hard Federations and Trusts incorporated as an aspiration, balancing the Haringey's local concerns against national considerations. The paper had been approved by the Council's cabinet and submitted to other key stakeholders for information. Further details would be provided over the course of meetings with governing bodies and the Council's advisor.

RESOLVED:

That the Strategy be noted.

LC40. SPECIALIST PROVISION FOR CHILDREN WITH MENTAL HEALTH NEEDS

The Board received an update on progress regarding the Young People's Centre. Officers informed Members of the challenge of taking the concept forward to achieve something transformational.

The Board noted that there was a robust dialogue in place between SS as the Director, Children & Young People's Service and DCSF. SS suggested that a 'task and finish' group be assembled to deliver this project, with regular reports back to the STB.

RESOLVED:

1. That the STB be kept apprised of ongoing developments.
2. That the update be noted.

LC41. ANY OTHER BUSINESS

There was no such business.

LC42. DATE AND TIME OF NEXT MEETING

Next meeting to be held on 11th June 2008 at 6pm.

Cllr Liz Santry

**MINUTES OF THE SCHOOLS' TRANSFORMATION BOARD
WEDNESDAY, 23 APRIL 2008**

Chair

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BUILDING SCHOOLS FOR THE FUTURE PROGRAMME**SCHOOLS TRANSFORMATION BOARD 11TH JUNE 2008
HIGHLIGHT REPORT****1. MANAGEMENT SUMMARY**

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**2. TRANSFORMATION MANAGERS' FORUM
RECOMMENDATIONS & POINTS TO DISCUSS**

- ICT Forum Update was given and focused primarily on the MSP and the governing body agreement.
- Richard Hall introduced himself as the Continyou representative tasked to develop an overarching extended schools strategy and a sports and active places strategy.
- Discussion took place around ways of carrying out ICT MSP Forward Planning.
- David Williamson updated on feedback from PfS on Strategy for Change- Part Two.
- David Williamson updated on progress to provide support for schools to discuss the choice and diversity issue referred to in SFC2.

**3. ICT FORUM
RECOMMENDATIONS & POINTS TO DISCUSS**

- Final Bids were received on 25 April 2008, provided detailed written proposals of the solutions being offered and a thorough evaluation was undertaken of the proposals of both suppliers.
- A recommendation of the Preferred Bidder based on the detailed evaluation was approved by BSF Board on 20th May 2008.
- Governing Body Agreement (GBA) and ICT Services Contract (and schedules) distributed to all heads prior to presentations after half term
- TTP programme monitoring continues, the initial sessions have been successful
- Peter Cotterrell and John Davies have taken on the role of leading the School and MSP Transition planning stream on an interim basis
- Interim Service planning initial meetings to be held with all schools within 2 weeks of half term
- Issues for awareness & development
 - The GBA needs to be signed by each school by the end of June

Papers to support this summary:

Governing body agreement
 GBA overview slides
 Governing body letter
 MSP Transition slides

4. KEY ACTIVITIES**4.1. Key Activities in this reporting period (11th April to 19th May):****OVERALL PROGRAMME STATUS:**

Overall RAG Status		Timescale	Resources	Budget	Issues	Risks
This month	Last month					
A	R	R	G	G	A	A

4.1.1. Design and Construction**Design Development**

The current position for design development in each school is shown below.

PROJECT STATUS SUMMARY:

School:	Project Status:
STM	The project is progressing through Stage C; a revised floor plan has been presented to the school following comments from the Early Stage C review. These changes were agreed by the school and the scheme is proceeding on a revised/reduction in the reception area and a change to the layout in the music department. The Stage C report is due for completion 27 th May.
GLM	The Stage D report has been issued and approved by the DSRG however; changes were requested by PfS which included an internal lobby area to link the maths, science and auditorium blocks. These changes have been designed by the DTP and a revised drawing has been commented on by the CDA. The revised board paper and drawings highlighting these changes was approved on the 20 May 2008.
GLM (BLF)	Thomas Sinden signed JCT 2005 D&B contract agreeing to contract sum and completion date of 19 th December 2008. Agreement has been reached with Thames Water regarding building over the Lea Valley Water Tunnel. All site set up works were completed as scheduled during the April half term period.
WSH	The Employers Requirements are being drafted ready for the construction partner contract. Consideration being given to an enabling contract for the summer holidays.
PVA	Stage D report has been completed and submitted by the DTP for review and costing. Mini competition tenders are being evaluated by the team and interviews have taken place.
NPS	Project status this month has been suggested as amber, as last month. Whilst the suggested programme dates have improved, costs now exceed the cash limit by some £234,000 and so the gains made in terms of programme have been lost in overall terms. It is not proposed at this stage to de-scope the scheme to bring the projected costs back within the cash limit budget as contractors pricing will commence shortly and the need for de-scoping may not in fact be necessary if pricing is competitive. It is essential therefore that the Stage 1 tender submitted by the successful contractor is within the CLB.
JLS	Discussions with the successful contractor will commence immediately following appointment of the contractor to establish what works, if any, can reasonably be expected to take place during the

School:	Project Status:
	summer '08 holidays. All other works currently programmed are proceeding well and the interest shown by the school recently has improved significantly.
NEW	The scheme design which will be presented in the Stage C report is within the parameters of the OBC addendum and indicative budget. Recovery of the programme is now critical to meet the September 2010 deadline; a combination of acceleration to the Stage D design, early agreement of design freeze, and early preparation of the employer's requirements should alleviate pressure on the programme early enough to avoid costly acceleration during construction. Although not identified on the critical path submitting the planning application early will alleviate risks and reduce the potential for delays further down the road.
YPC	The Cash limit budget has been resolved ensuring the project design is fulfilled. B&S have liaised with PfS regarding pupil numbers and consequently PfS are happy with the YPC having 80 pupils on roll, with 60 in attendance – providing at least 10 classrooms are provided to house 8 pupils. Stage C report to be reviewed, amended and issued to DSRG at the earliest opportunity.
HGW	The scheme is currently still in Stage D following comments made by PfS dining and circulation, during the recent Early Stage D Review. Consequently, DTP have been instructed to produce designs for dining and circulation, with a view to adding these to the Stage D report. Mini competition tenders have been returned, with 4No contractors interested in undertaking the works. PRP currently cost checking and interviews due on 16/5/08
HOR	The design team are progressing with Stage D design. Governor Sign off of the Stage C report was achieved on 29 th April. Mini competition process is underway.
FOR	The Stage B report has been issued to the DSRG and approved by the BSF Board. The report needs to be approved by the FOR Governing body and a strategy for this is being discussed with school for how best to do this. The Design team are planning the Stage C process now and the aim is to get Stage C sign off before the summer holidays
ALP	Stage B Report has been signed off by the DSRG and the School Governors. It has also been presented to BSF Programme Board on 6 th May 2008. Additional Fees have pushed the budget over the CLB, however, indications are that this is recoverable through further funding from PfS.

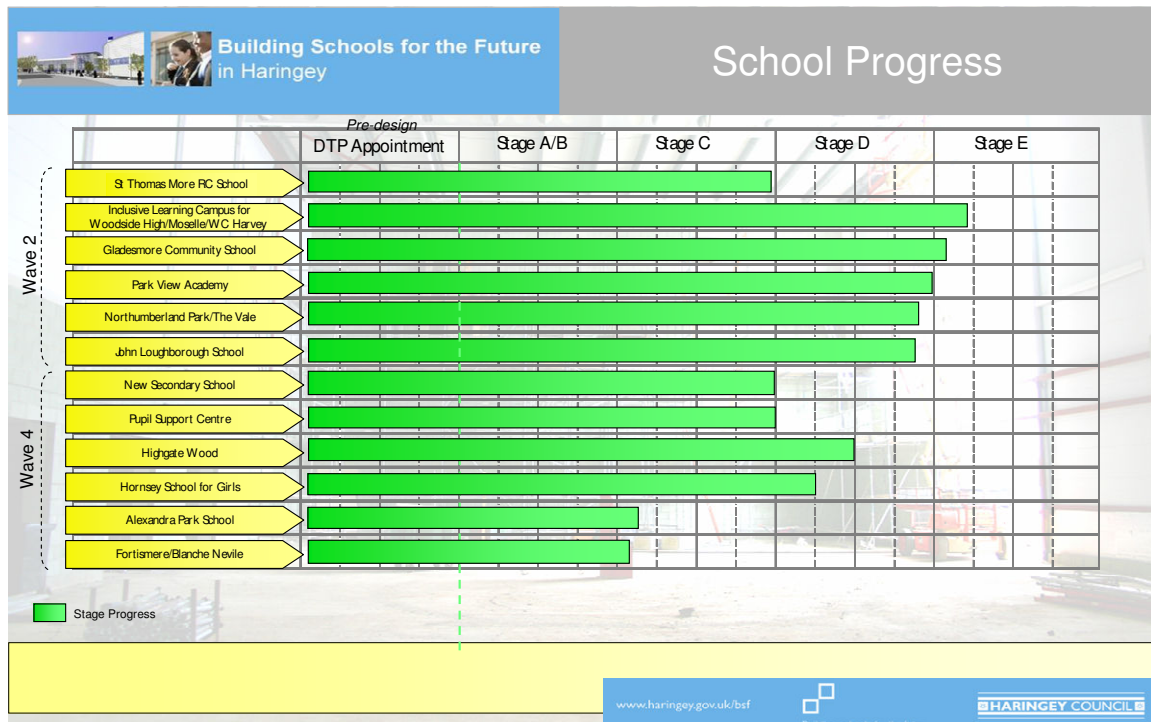
4.1.2. Transformation / Change (Gladys Berry/David Williamson)

Please see the report (appendix A) from the TM Forum

4.1.3. ICT (Paul Guenault)

Please see the report (appendix B) from the ICT Forum.

Other Programme Activities



Strategy for Change

- SFC2 has now been conditionally approved by DCSF. Conditions included:
 - Further approvals by DCSF (OSC) about plans for the of long term futures of Woodside High, John Loughborough and St Thomas More
 - Approval of the OBC addendum elements concerning design and affordability
 - More work on aligning targets to actions in some areas of SFC2 (*not specific*)
 - School plans reflecting SFC2, especially in relation to BESD
 - Strategic planning of sports facilities, including their use in extended schools.

E-transformation

- The e-transformation document, titled 'Towards an e-transformation' has been with members of the ICT forum for consultation. Comments have been captured in the form of an online survey and the deadline for these has now passed. The e-transformation document will now be given to the preferred Managed Service Provider for further consultation.

Extended Schools

- Both the overarching extended schools strategy and the sports and active place strategy have made significant headway over the past period. Richard Hall, the Continyou representative supporting the development of the strategies, has met with a number of key stakeholders over the past few weeks. These meetings have helped to ensure that the strategies take into account wider issues.
- The overarching strategy will be presented to the STB at the July meeting, assuming agenda space.
- Sam Davidson and Lucy Callan have begun the work with one or two pilot schools to see how facilities can be promoted and marketed and how the public can make bookings.

Choice Diversity and Fair Access (CD&FA)

- Following a successful mini-competition a choice and diversity champion has been identified. Work is now underway to refine the scope of the work and establish a timetable of actions. It is likely now that guidance will be provided during the remainder of the summer term and the governor meetings will be during the autumn term.
- The C&D champion has begun to write a discussion paper that will be circulated to appropriate representatives within schools. This discussion paper aims to stimulate conversation and enable key stakeholders in Haringey schools to make well informed decisions about their future governance arrangements.

Provision for Young People with Behavioural and/or Mental Health Needs

- The DCYPS has been in dialogue with DCSF about how we will implement our vision and address some of the challenges along the way. This dialogue continues and Peter Costa has been commissioned to take this development forward. Peter will meet secondary Headteachers on 10th June.

ASD strategy

- The ASD Strategy is still in draft form and will be finalised during June and July.

14-19 provision

- Good progress is being made on the 14-19 strategy. Six Diplomas will be in place by September 2009. School ISVs and building designs reflect the 14-19 requirements.

Training Schools

- The STB will be updated on progress by the training schools in summer 2008.

Communication

- Consultation events have taken place for HOR, and HGW
- Preferred new school name identified by members, following competition among primary schoolchildren. New School consultation continues with community events, members briefings earmarked. A recruitment drive to the Temporary Governing Body is underway.
- Programme communications plan agreed by Board, and individual communications plan are being developed or, and implemented for each school
- Members Briefings are ongoing across the programme
- BSF School's newsletters compiled and distributed for APS, HOR, and JLS

4.2. Key Activities planned for next reporting period (for information):

Choice Diversity and Fair Access (CD&FA)

- Finalise discussion paper and promote at various stakeholder forums.

Inclusion:

- Progress ASD strategy and publish.

14-19 Strategy

- The strategy will be designed ready for publication.

- Establish project plan for the implementation of the 14-19 strategy.

Extended School

- The extended services strategies will be in the final stages of consultation.
- There will be a pilot school involved in the asset capture exercise.

Design Development

- Design development will continue through the RIBA stages for schools both waves.

Communication

- Consultation events will have taken place for the following projects: APS, PVA, FORT , YPC and the NEW School
- New School name prizes awarded, school name publicised
- Student Survey results reported back to schools
- BSF School's newsletters to be compiled and distributed for projects including: YPC, NPS, and HGW
- GLM sports hall - publicity around the first dig at the sports hall

End of report

**APPENDIX A
BUILDING SCHOOLS FOR THE FUTURE PROGRAMME**

SCHOOLS TRANSFORMATION BOARD
CHAIR'S REPORT – ***TRANSFORMATION MANAGERS' FORUM***

RECOMMENDATIONS & POINTS FOR DISCUSSION

- ICT Forum Update was given and focused primarily on the MSP and the governing body agreement.
- Richard Hall introduced himself as the Continyou representative tasked to develop an overarching extended schools strategy and a sports and active places strategy.
- Discussion took place around ways of carrying out ICT MSP Forward Planning.
- David Williamson updated on feedback from PfS on Strategy for Change- Part Two.
- David Williamson updated on progress to provide support for schools to discuss the choice and diversity issue referred to in SFC2.

Key Activities in this reporting period (11th April-19th May):

This bulletin confirms the actions and outcomes from the meeting on Wednesday 30 April 2008.

(Please note SFC II accompanies this bulletin for information)

Attendees: Transformation Managers – Chair DS (NPS); MH (FORT); CH (STM) LC (GLM); SS (APS); ME (FORT) BSF - DW (TRA); BW (TRA); NK (TC); SD (TRA); MB (COMMS); LCa (COMMS); Richard Hall (ContinYou) Apologies GB (HGW)

ICT Forum Update:

AA - raised concerns about the legalistic nature of the 'bidders' document circulated about the Managed Service Provider (MSP) and the requirement for governors' sign-off. He also suggested that there was a need for greater transparency and for issues to be discussed with governing bodies.

DW Suggested that there could be a meeting set-up to share information with governors

NK said that dates for a governors' meeting would need to be identified quickly given sign-off timeframe and added that there would be a benefit in circulating the FAQs and any other documents to address common questions.

DS also emphasised the need to act quickly given the proposed sign-off date for documents

DW added that key documents about the MSP timescales and milestones should be circulated to ICT forum members and headteachers for distribution to governors, particularly those governors already engaged in the MSP process by schools. He also confirmed that details and arrangements for interim services had been circulated to schools and that there was a school-by-school timeline.

Extended Schools:

An extended schools draft strategy was circulated for information. Richard Hall from ContinYou explained his role and brief of developing the strategy with the input and expertise of schools.

AA said he had concerns about the vastness of the extended services issue. He suggested that there should be some sharing of best practice between schools and that the document should set out the nature of the extended services available, with the local authority acting as enabler.

MH emphasised that each school is different and that - for example – Fortismere's extended services were very much focused around its own particular specialism around music. MH also said that there was a need to balance improved access for the community with commercial aspirations around extended services.

NK asked whether the best way forward was to develop a focus group.

DW explained that headteachers will be involved in the process of developing the strategy with the draft document going to STB. DW added that an initial strategy would be produced to generate further discussion.

In conclusion it was decided that an outline draft strategy should be produced which could be used as a starting point for dialogue. Additionally the document could contain a range of options about how extended services might be delivered at a school level.

ICT MSP Forward Planning:

NK set out the importance of forward planning with regard to the role of the MSP and interim service provision. He also explained that there was a need to meet with each school's key players to support schools in preparing for interim services.

DS reminded the TM Forum that there was only a short time between selection of the preferred bidder and the start of interim services.

Strategy for Change – Part II:

DW explained that SFC 2 has received initial feedback from Partnership for Schools. PFS's comments were around:

Their expectation that *school development plans* should reflect the aims of SFC2

Managing BESD – DW advised that there has been a new appointment to help manage this process, and

Choice, Diversity and Fair Access –

Malcolm Groves and Stephen Forster have now been appointed to share the role of CDFA Champions. They will lead dialogue with schools, elected members, governors and parents on the future of schooling and the options for developing greater choice and diversity of schools.

(A further issue in the PFS feedback was about how extended schools were being developed, especially sports provision.)

DS said that it was clear that school's own plans must be linked to the borough's own aspirations.

SS asked for clarification on how each school's development plans would be audited.

DW explained that elements such as inclusion and extended services would naturally be part of all school's plans and added that individual school visions should relate to development plans. Clearly some of the priorities expressed in the school's vision should be translated into the school planning process. He expected that this would naturally be part of the school's professional responsibility to deliver on its agreed vision.

NK said that in his experience headteachers were fine in principle with being audited in this way

AOB:

LC raised the issue of enabling works over the summer holidays specific those at Gladesmore, and said that there was urgent need for clarity on which fixtures and fittings were acceptable.

DW & NK said they would follow-up his concerns.

Next Meeting: Wednesday 25 June 2008, from 2.15-3.45pm

**APPENDIX B
BUILDING SCHOOLS FOR THE FUTURE PROGRAMME**

SCHOOLS TRANSFORMATION BOARD
CHAIR'S REPORT – ***ICT FORUM***

RECOMMENDATIONS & POINTS FOR DISCUSSION

- Final Bids were received on 25 April 2008, provided detailed written proposals of the solutions being offered and a thorough evaluation was undertaken of the proposals of both suppliers.
- A recommendation of the Preferred Bidder based on the detailed evaluation was approved by BSF Board on 20th May 2008.
- Governing Body Agreement (GBA) and ICT Services Contract (and schedules) distributed to all heads prior to presentations after half term
- TTP programme monitoring continues, the initial sessions have been successful
- Peter Cotterrell and John Davies have taken on the role of leading the School and MSP Transition planning stream on an interim basis
- Interim Service planning initial meetings to be held with all schools within 2 weeks of half term
- Issues for awareness & development
 - The GBA needs to be signed by each school by the end of June

1. Key Activities in this reporting period (11th April-20th May):

Procurement of Managed Service Provider (MSP)

- Following final authorisation by PforS Dialogue was formally closed on 22nd April 2008 and the two final bidders were invited to submit their final bids. Bids were received on 25 April 2008.
- Final Bids provided detailed written proposals of the solutions being offered and formal responses to questions raised during the dialogue. In addition they confirmed the contractual position agreed during dialogue and fixed programme costings.
- A thorough evaluation was undertaken of the educational and operational proposals of both suppliers. Additionally, the commercial and contractual proposals were evaluated.
- A recommendation of the Preferred Bidder based on the detailed evaluation was approved by BSF Board on 20th May 2008.

E-transformation development

- TTP programme monitoring continues, the initial sessions have been successful
- Continue supporting schools to complete their ICT Self Review Framework and Action Plans
- The School-MSP engagement form and the School Planning Checklist for Interim Services were presented to ICT Forum for use with schools prior to engagement with the preferred bidder
- Presentation on Transformation at 14-19 Conference by David Williamson
- Head of Information Strategy and Communication post has been advertised
- Peter Cotterrell and John Davies have taken on the role of leading the School and MSP Transition planning stream on an interim basis

School and MSP Transition & Planning

- This is a new workstream of activity to reflect the move into the delivery phase of the project as the Preferred Bidder starts to come on board
- Meetings are being setup with key stakeholders from schools (including Heads) for a planning meeting prior to engagement of the MSP, to be completed by the 2nd week after half term
- Dates for school/MSP planning meetings are being agreed for all schools

Design Development

- Ongoing input on ICT-infrastructure from Cambridge Education into the RIBA Design stage reports

Communication

- The BSF / CYPS integration group met on April 21st, where it was proposed that a list of all currently active ICT-related projects should be collected in order to understand the impact of the BSF ICT on these projects and vice-versa

2. Key Activities planned for next reporting period (for information):

Procurement of Managed Service Provider

- Presentation for final approval on Selected Bidder by Procurement Committee on 24 June 2008.
- Development of Final Business Case for presentation to PforS and sign-off by DCSF, including funding profile and authorisation.
- Presentations to Heads and Governors on the Governing Body Agreement and by the Preferred Bidder
- Governing Body Agreements to be agreed and signed with each school.
- Contract schedules to be agreed
- Contracts signed with MSP.
- Meetings between Council, Trade Unions and Preferred Bidder regarding the TUPE of staff

School and MSP Transition & Planning

- Meetings with Schools and the Preferred Bidder to develop individual school's implementation plans
- Development of Operational Service Management structures and processes by Nowshad Choudhury in conjunction with the Preferred bidder

E-transformation development

- Develop the e-transformation strategy with Preferred Bidder
- Support schools to complete their ICT Self Review Framework and Action Plans (ongoing)
- Support schools to include MSP interim services/change plans into their development planning process
- Start interviewing candidates for the Head of Information Strategy and Communication post

Design Development

- Handover between Cambridge Education and the Solution Architect from the Preferred Bidder on projects as they reach RIBA Stage D+

Communication

- Continue to develop the strategy to increase awareness of issues for schools – training, strategic development
- Creating a list of ICT related projects currently being undertaken in CYPS that might have a bearing on the ICT MSP

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