

BUILDING SCHOOLS FOR THE FUTURE PROGRAMME

SCHOOLS TRANSFORMATION BOARD 15TH JANUARY 2007 HIGHLIGHT REPORT

1 MANAGEMENT SUMMARY

- Wave 4 submission was successful. Next step is to develop the 'Strategy for Change', which outlines our intentions under BSF for Wave 4 schools;
- Wave 2 schools have successfully engaged in a range of activities to develop a general design brief across schools and prepare specific briefs for each school;
- DfES funding now approved - £178m – including additional funding for inflation, abnormals and SEN;
- Key programme activities have included procurement, in particular of:
 - Design Team Partners;
 - Project Managers;
 - Quantity Surveyors;
 - ICT provider and
 - Construction Partners,
- Work is progressing to convert the PFI Implementation Protocol into a Variation Agreement and continuing to brief and involve schools;
- Work is continuing to formalise the programme governance process and standards, and to get the basic management systems in place to allow the programme to operate smoothly;
- Key focuses are the creation of essential project documentation for each stream, the clarification of the existing budget and how it has been allocated, and the creation of systems to manage the programme in the future, and to conform to council standards such as HR and health and safety;
- The programme now moves from the planning phase to the implementation phase.

2 PROGRAMME BOARD/TEAM SUMMARY

2.1 Key Activities in this reporting period:

2.1.1 Transformation

2.1.1.1 Wave 4 submission (David Williamson)

- We have received confirmation from DfES that Haringey has been accepted into wave 4 for the second phase of its BSF programme. This will enable us to proceed as a single, continuous programme and gain efficiencies in the programme.
- The next step is to prepare our 'Strategy for Change' which will update *Bright Futures* and outline how we will implement our vision. Initial draft of the SfC to be provided at next meeting of STB.

2.1.1.2 Sixth Form Centre (June Jarrett)

- Update on progress of the sixth form centre (see attached report)

2.1.1.3 Thematic Workshops (Nick Kemp)

- 5 thematic workshops have been completed for wave 2 schools, led by Nick Kemp and supported by John Drewery from Barron and Smith. Generally good feedback about workshops from schools. The summaries provided useful information to feed into a standardisation working group and then back to schools as an initial draft. Comments from schools have been included in the final draft.
- Two schools (PVA and St TM) undertook Design Quality Indicators (DQI) workshops, facilitated by PfS. Whilst the DQI structure was found to be very useful, the workshops themselves were not successful and alternative arrangements have been made to do these through the design partners appointed to schools.
- Further exemplar school visits arranged for January 10th (Ashmole and Southgate schools – both within easy travelling distance) and further thematic workshops to follow in spring term.

2.1.1.4 School support (David Williamson - see also supplementary paper)

- School Transformation Managers inaugural meeting on January 25th (pm)
- Nick Kemp and Peter Bratton commissioned to support wave 2 schools as BSF transformation co-ordinators
- Project managers and cost consultants appointed for each school project
- Pauline Ashbee commissioned to assist schools with SEBD strategy, working with Sue Panter.

2.1.1.5 Design Development (David Williamson)

- Design partners appointed. A short list of 10 design partnerships was interviewed by a panel of Haringey staff, including two headteachers. From the ten, six were selected for appointment onto the Haringey framework. Announcements will be made in January about which DTP will be appointed to the first two school projects (WHS and ST T M). **(Input from Joan McVittie/ Martin Doyle about the process)**
- General design brief – wave 2 schools consulted on and their feedback informed further refinements
- Draft design briefs for St T M and WHS Inclusive Learning Campus (ILC) sent for consultation at end of term.
- Wave 2 schools have been clarifying their thinking to inform the design brief and prepare for the appointment of their design team partner **(input from school leaders about preparation in their school)**

2.1.1.6 e-Transform Programme (Rob Carter)

- Further work has been carried out to develop the initial requirements of a Leading Transformation Programme (LTP) and a Leading Learning Programme (LLP). There will also be other workforce development programmes focusing on all the other stakeholders.
- Fortismere has not yet committed to the annual contribution for ICT provision and further discussions with governors is required to assure them of the benefits of the approach being taken.
- LTP & LLP have both been developed with the School Standards Improvement & Inclusion Service & City Learning Centre building on existing good practice.
- The Secondary National Strategies Consultants are being prepared to support schools with their e-transform programme.

2.1.1.7 Communication Strategy

- OBC approved by DfES November. Final copy to be made available through Haringey's BSF web pages.
- BSF newsletter (issue 2) distributed early December to schools and community stakeholders.
- BSF e-bulletin briefing for schools issued 8 January.
- Gateway peer review scheduled for January to focus on Procurement.
- BSF updates included in Governors Spring Term mailing, Schools newsletter and Haringey C&YPS staff newsletter.
- Parents survey regarding new school proposals ongoing. (see notes below regarding further workshops arranged at Primaries in January).

- Key information for each school project, such as School ISVs, site options, timetable for activity etc to be published as wall displays in school.
- BSF FAQs document is currently being updated.
- 6FC: Communication Plan ongoing - including burial of Time Capsule 17 January; Topping Out ceremony with Minister in Spring; Open Evening 6 February at West Green Learning Centre and Open Day 24 March.

2.1.1.8 School Visits

- DW and GS have now visited all schools to explain key actions, next steps and discuss each school's particular issues.
- NK made visits to wave 2 schools re curriculum modelling, followed up by Roger Winkley for rooming analysis.

2.1.1.9 New School (Sharon Shosmith)

- Four submissions received, including one from the Local Authority for a community school
- Public meeting 16th January to hear about and ask questions about each of the submissions
- Parents' meetings held at Alexandra and Nightingale schools. Further meetings planned for the spring term at Earham, Noel Park, Campsbourne. Parents seem to favour a community school at this stage
- Land purchase completed 07.12.06
- Site design developing in consideration with Environmental Impact and other surveys planned.
- Initial meeting with General Manager of Alexandra Park and Palace Trust to progress playing field options.

2.1.1.10 ICT procurement (Eugene Cash)

- Completed and signed-off base procurement documentation (OJEU notice, PQQ and MOI). These were published 07.12.06. Since then Haringey has been receiving expressions of interest from potential MSP's.
- Information researched and collated for individual schools ICT requirements (cross referenced to interfaces and OS documents). This will be confirmed with each school over the next 3 months.
- Initial draft of newly formatted OBS (to prescribe to PfS template) has been completed.
- Completing initial drafts of Invitation to Participate Dialogue (ITPD) document, contract schedules and the Competitive Dialogue Strategy document.
- ICT Design principles have been developed and refined.

- Completed ICT interfaces summary document & briefing paper. Presented summary document to the Design Standardisation Group and Deed of Variation Working Group.
- ICT Technical Designers have been procured to work with each school developing functional and technical specifications. The Functional Specifications will be used for the MSP to deliver school-specific services. The Technical Specification will allow construction teams to implement the required ICT infrastructure.
- Initial discussions have begun with Haringey ICT Leaders, who will assist procurement as an internal quality assurance group.
- 6FC: MIS requirements document completed. Vendor short-list has been created.
- 6FC: Procurement process for ICT initiated – process outlined and requirements drafted.
- 6FC: Technical architecture has been determined
- 6FC: Technical specification document drafted.

2.1.2 Construction (Gordon Smith)

Procurement of construction partners underway

The following tasks are being progressed:

- The draft Design Brief
- The draft Deed of Variation
- The job roles for PMs and Qs.
- The job role for the Architects.

2.1.3 Procurement (Gordon Smith)

- Design Team partner framework has been finalised;
- Appointments have been made for Project Managers (Dearle and Henderson) and Quantity Surveyors (Potter Raper). Planning (Health and Safety) Supervisors appointed. All will join the programme team fully during January
- The process of procuring Construction Partners is underway and due to be completed late spring.

2.1.4 Other Programme Activities:

2.1.4.1 Budget and Funding (Gordon Smith)

- Budgets for individual projects are currently being finalised, using the newly appointed QS. GS will write to schools with confirmation of the project budget and what the budget covers as soon as this work is complete.

- The BSF Board approved the staffing structure and the budget subject to reporting back on cash limiting and the treatment of contingency and inflation.
- An Internal Audit Review, carried out by Deloitte and Touche, starts on the 15th of January 2007.

2.1.4.2 PFI (Gordon Smith)

- Agreed with SMIF the outline of their involvement in meetings and in outlines how to manage completing the outstanding PFI issues and moving on to managing FM to build confidence that an improved service will be achieved.
- The Draft Deed of Variation was submitted to SMIF on 07.12.06.

3.2 Key Activities planned for next reporting period (for information):

3.2.1 Programme Activities:

3.2.1.1 Budget and Funding

- Finalise cash limited project budgets, contingency and inflation.
- Finalise advice on VAT (New school and Voluntary Aided schools).

3.2.1.2 Planning

- Deliver Project Mandates to relevant work streams.
- Initiate PID documents per work stream.
- Continue to support the PSO during its preparation and planning phase.
- Health and Safety.
- LBoH/BSF team induction.
- Monitor and support work stream activities.
- Complete revision of risks and issues.
- Consider the outstanding Programme Management Process including Quality Assurance, Benefits Realisation and Stakeholder Analysis.
- Prepare for Audit w/c 15.01.07.

3.2.1.3 PFI

- Convert PFI Protocol to Variation Agreement.
- Establish with SMIF:
 - How to finalise PFI legacy issues by July 2007.
 - How to work towards improved FM performance.

3.2.1.4 Procurement

- Prepare 4Ps Gateway review.

3.2.1.5 Other

- Review BSF Board membership to include SMIF, Governor and Head teacher representatives.

3.2.2 Transformation/ Change

3.2.4.1 Stream Management

- Induct new transformation stream staff
- Progress stream project planning
- Draft 'Strategy for Change' as revision of Bright Futures

3.2.4.2 Design Development

- Complete DQI workshops
- Summarise workshop outcomes
- Develop draft brief for each school
- Agree design briefs with schools and mini-competitions for other W2 schools
- Appointment of design partners to wave 2 schools
- Hold project launch meetings in first wave 2 schools

3.2.4.3 School Visits

- Carry out inaugural visits of support team to each school in wave 2
- Continue regular visits of GS and DW to all schools

3.2.4.4 New School

- Complete parents' meetings in six primary schools
- Complete public meeting and any submissions to SOC

3.2.4.5 Communication Strategy

- Update detailed Communications Strategy for BSF
- Planned communications activities:
 - Detail of programme to be made available through website
 - Key information to be published and displayed in each school
 - FAQs document to be updated (hard copy and electronic form)
 - Continued newsletters and updates on BSF programme
 - Meetings of transformation managers to outline tasks in hand
 - Press coverage on programme progress
 - 6FC: Recruitment of students continues with Open Day 24 March and Open Evening 4 April

3.2.3 Procurement

- Evaluate PQQ response for the Contractor Partners and determine any action needed.

3.2.4 ICT

- Complete the initial draft of ITPD document and contract schedules to 10% and send the draft documents Eversheds.
- Continue D&B & Interface documents.
- Complete the procurement of ICT design consultancy.
- Complete schools audit plan and approach.
- Complete Internal and P4S Sign-off of ICT project plan
- Complete PQQ Information & Instructions and Evaluation & Weighting
- Assign contract schedules to team members
- Short-list of Procurement Resource
- ICT budget finalised and signed off

3.2.5 Construction

The stream will be working on the following tasks:

- The draft Design Brief for each school in wave 2
- The draft Deed of Variation
- Refine the job roles for DTP, PMs and Qs to fit to the Haringey programme and to each school.

3.2.5.1 New School Site

- Conclude the final title and other legal issues for the report on title.
- Continue the discussions to obtain access to Alexandra Palace Park as required for school recreation.
- Complete options review on playing fields within the Borough.
- Resolve BSF VAT issues.

3.2.5.2 Sixth Form Centre (6FC) - Construction

- The construction work on the site continues to progress according to the programme plan.

End of report
