

DRAFT

Minutes of the Schools Transformation Board 3rd July 2007

1. Members of the Schools' Transformation Board :

***indicates Member present at meeting**

| Name | Title | Organisation |
|--|---|-------------------------------|
| *Cllr Liz Santry | Chair of STB & Cabinet Member for Children & Young People | LB Haringey |
| Cllr Kaushika Amin | 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 | Chair of Governors |
| Jane Farrell | Chair of Governors | Chair of Governors |
| *Tony Hartney | Head Teacher | Gladesmore School |
| Vacancy | Governor | Gladesmore School |
| *Patrick Cozier | Head Teacher | Highgate Wood School |
| *Clive Menzies | Chair of Governors | 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 | Headteacher | 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 |
| Jean Fawcett | Chair of Governors | Sixth Form Centre |
| *Mark Rowland | Deputy Head Teacher | St Thomas More School |
| Vacancy | Governor | St Thomas More School |
| Nigel Spears | Representative | Archdiocese of Westminster |
| *Margaret Sumner | Headteacher | William C Harvey |

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|------------------------------------|---|-------------------------------------|
| | | School |
| *Joan McVittie | Head Teacher | Woodside High School |
| Vacancy | Governor | Woodside High School |
| *Tony Brockman | Representative | Haringey Teacher's Panel |
| Also present | | |
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| Gladys Berry | Transformation Forum | Deputy Headteacher – Hornsey School |
| Linda Townsend | Deputy Head Teacher | Woodside High School |
| Jamie Scott | Governor | Alexandra Park School |
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| OFFICERS SUPPORTING THE STB | | |
| | | |
| Sharon Shoesmith | Director of Children and Young People's Service | LB Haringey |
| Gordon Smith | BSF Project Director | LB Haringey |
| David Williamson | Head of Secondary Innovations | LB Haringey |
| Deborah Hart | Project Manager BSF | LB Haringey |
| Penny Hubbard Brown | Project Manager BSF | LB Haringey |
| David Rumsey | Construction Lead BSF | LB Haringey |
| Eugene Cash | BSF Team | LB Haringey |
| Zakir Chaudhry | Member Services – OD& L | LB Haringey |

2. Apologies

Apologies were received on behalf of Cllr Amin, Jean Fawcett, and June Jarrett

3. Items of Urgent Business

There were no items of urgent business.

4. Declarations of Interest

There were no declarations of interest..

5. Deputations/Petitions/Presentations/Questions

There were no items.

6. Minutes – 1 May 2007

Points of Accuracy

June Jarrett from the 6th Form Centre had attended the meeting but this had not been shown in the list of those attending.

The Chair requested that the minutes be checked and amended for grammatical and punctuation mistakes.

NOTED

Matters Arising

Item 8 - David Williamson stated that the Communications Plan will be presented at the next meeting in the autumn.

Item 9 – clarification was sought as to the position on the Deed of Variation (DoV) was. The BSF Project Director - Gordon Smith replied that the DoV was one of the key issues to resolve on the BSF programmes and remains our highest priority. He explained that discussions had not moved on with SMIF. He did not want schools to increase their costs and added that further meetings were being arranged. When asked about timescales, GS replied that whilst we anticipated that negotiations would be complete by September, this was by no means certain.

Gordon Smith reported on the meeting of the school bursars. The council's external advisors went into bench-marking and part of the process was to ensure transparency.

When questioned about back payments Gordon Smith said the matter was tied to the resolution of the DoV which was pending and at this stage there was nothing further to add. The Chair stated that this was an exceptionally important issue and officers were doing everything possible to resolve the issue.

7. Programme report

Transformation Managers' Forum:

Gladys Berry reported that the Transformation Managers Forum met after the last STB meeting. She explained that schools were working with the design proposals but were in different stages in the process. She added that some of the lessons learned during the discussion included: a greater awareness of ICT budget elements needed to ensure clarity e.g. server rooms in construction budget; a need to get stakeholders on board; not to give architects too much free rein as time delays results in increased costs; schools should be aware of town planning process, political issues and hold ups that could occur; and the necessity to be flexible to BSF meetings as any delays cost money.

David Williamson said that the ICT infrastructure element of the construction budget was £225 per pupil.

Tony Hartney asked whether schools could afford to deliver the vision especially in regard to ICT infrastructure and the running cost in years to come when equipment needs to be updated. Eugene Cash replied that a robust set of expectations was provided to bidders and that when analysing a bid officers can estimate what is missing from it. He added that officers can engage in work undertaken by other councils and take a costing from seven other councils.

Tony Hartney stated he would like an officer to look at his design proposal and have it checked for feasibility and affordability of the ICT element. Gordon Smith said that MSP should have been sorted this out before the start dates but a hitch on procurement prevented this. He added that he would come back to Tony Hartney about this matter and would do the same with early schools if procurement has not been done.

ICT Forum:

Paul Guenault's briefing was presented by David Williamson. He reported that there has been good headway on the school's brief being agreed by head teachers and governors. This school based work has also informed the work of the ICT Forum to establish an output specification for the procurement.

David Williamson spoke on behalf of Paul Guenault about the issues for awareness & development. These included:

- The Integration of Transforming Teachers programme with clarity of CLC/CYPS responsibilities. The schools forum has committed £175k for the Teachers programme. One of the training programmes was for teachers to help other teachers use IT effectively. Feedback was sought from the Schools Transformation Board on how this investment should be managed. The STB agreed that the ICT forum should be involved in both defining the outcomes of the course and monitoring progress towards them. ;
 - Strategic linkage of BSF as part of CYPS; The chair of the ICT Forum wanted to raise the issue of the strategic linkage of the BSF programme to the broader CYPS agenda and plans.
 - Strategy for MIS convergence and MLE implementation. The view in the ICT Forum was how to move to convergence in Information Management. Whilst there was some difference of opinion within the STB, it was agreed that the ICT Forum should discuss this issue and report back to the STB in the autumn with potential proposals It was noted that issues about MIS systems should be decided by the STB and not by the ICT Forum.
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- Ensuring that key details of ICT briefs inform ISVs and design and build processes e.g. access control, CCTV.

Mark Rowland enquired about the top slicing of budgets for procurement. Gordon Smith clarified that the amounts used were for a range of tasks,

including the procurement itself, developing the specification working with schools, supporting the ICT forum and providing interim technical advice to project designers to ensure that the ICT requirements were fully developed in building designs. The final total is about 6% of the ICT budget.

Tony Brockman enquired about devolved capital. Gordon Smith said he will find out about this matter.

Clive Menzies mentioned that schools should look to use open source software. Eugene Cash and David Williamson will take that matter back to the ICT Forum for further discussion.

8. Progress Presentation from Project Managers:

David Rumsey informed the group that three schools - Woodside High School, St Thomas More and Gladesmore Community School were currently at or near RIBA Stage C design. He stated that the A/B report had been signed off and that the projects were nearing completion of Stage C with the testing of the outline design. He said the strategy with Woodside High School was to develop an inclusive learning campus, co-locating a re-organised special school within the Woodside High Campus. A key factor for the project was to ensure minimal disruption to ensure that the school could maintain a clear focus on raising achievement.

Deborah Hart provided an update on the St Thomas More project. The vision was to create larger, flexible learning spaces equipped with ICT, with extended hours for students and the community. She added the new build north block will contain a learning resources centre with ICT facilities and a reception.

Penny Hubbard Brown explained that the vision for Gladesmore Community School is for classroom clusters supported by adaptable space; rooms for independent learning; a lecture theatre and better indoor/outdoor facilities. The key points of the scheme included: a new location for the gym; a new dance studio; a new maths block and the refurbishment of existing blocks.

Some of the lessons learned were: the need for rigorous examination of accommodation schedules and curriculum analysis; meeting schedules, to ensure the regularity of meetings; ICT; and communication – to ensure the engagement of schools.

Tony Hartney praised the partnership in terms of working with the school in coming up with a design.

The Chair requested regular updates on projects.

9. AOB

It was agreed the next meeting will take place on 17th October at 6:30pm. But future meetings will be held on Tuesdays.