

**MINUTES OF THE SCHOOLS' TRANSFORMATION BOARD
WEDNESDAY, 26 MARCH 2008**

| 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 |
| 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 Farrell | 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 | | |

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| OFFICERS SUPPORTING THE STB | THE | | |
|------------------------------------|---|--|-------------|
| 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 |
| *Ayshe Simsek | Clerk to the Board - Member Services - OD& L | | LB Haringey |
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LC22. APOLOGIES FOR ABSENCE

There were apologies for absence submitted from Jane Farrell, Colm Hickey, Sharon Shoesmith, Nigel Spears, Ros Hudson and Andy Yarrow.

LC23. ITEMS OF URGENT BUSINESS

None received.

LC24. DECLARATIONS OF INTEREST

There were no declarations of interest.

LC25. MINUTES - 27 FEBRUARY 2008

RESOLVED

The board considered the minutes of the meeting held on the 27 February and agreed the following amendment to L19 paragraph 26: *Ms Shoesmith advised that in terms of the choice /diversity agenda a Champion would be appointed.*

Matters arising

Clarification was sought on the source of the 60k funding for the Choice/Diversity Champion. The board was advised that this would be a local authority appointment of a contractor and would not be the subject of a public advert as would be sourced from

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the Council's agreed Educational Advisors Framework. It was explained that the framework had been subject to full EU procurement processes. Further information was sought on the agenda which the contractor would be working to. In response it was noted that the contractor would be working to the schools' transformation agenda.

LC26. MANAGEMENT SUMMARY UPDATE

The board noted the key issues for consideration which were :

1) **ICT Procurement** - This was at a critical stage of development. Dialogue on the contract was due to end and there would follow a further month of contractual resolution. The contract would then be reported to schools for a governors' agreement and would finally go to the Council's Procurement committee in June for approval. Key information noted by the board was as follows:

- Some of the issues raised by Headteachers at previous meetings would be addressed on 1st April following which formal dialogue with the bidders would be closed and they will submit their final tenders.
- ICT installation – there was a need to ensure that infrastructure requirements of the school were understood and taken into account in building design.
- School e-transformation change plans would need to be developed to ensure good use of the MSP from September.
- The contract would be issued for 5 years and contractors were already targeting effort and funds to the service to justify a renewal at the end of the 5 years. The board were assured that the Council would be making clear, to the contractors, that a significant amount of work was required to ensure a future renewal of the ICT contract.

2) There were a number of schools with well-advanced designs and ready to appoint building contractors.

3) **PFI/BSF** - The board noted that there was currently a period of reflection where the government was examining PFI and BSF. The board noted that this was currently a national issue and the Council was continuing with their plans for BSF. A formal outcome to the government's thinking was expected in the next few weeks.

4) **Affordability of designs** - Issues arising were the cost of sprinklers which was not included in the BSF funding envelope. The installation of sprinklers would be an expectation for newly built schools. However also due to recently issued government rules and required tests it was thought that 4 or 5 schools may also need sprinklers installed. The board commented that there had been concern expressed by schools for some time on the issue of sprinklers and clarification was sought as to whether this had been discussed at the health and safety committee. In response to this question the board noted that the legislative changes concerning sprinklers had only recently been introduced by the government as part of BB100. The board noted that there had been discussions over a number of years on the framework for sprinklers in school. The government now advised that there should be a risk analysis undertaken by a

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school and if there is a higher than average risk then there should be a further value for money test and a sprinkler installation.

The board noted the concerns of Woodside High School which was the first school to enter stage D of the design and construction phase. The board were informed that this phase of the works required completion in 8 weeks. The board noted concerns of Woodside School which included the number of key meetings requiring arrangement in these 8 weeks in what was a critical time in the school calendar with schools SATs, exams and the Easter holiday period approaching. The Chair agreed that these issues could be further raised as part of item 10 on the agenda (What happens after RIBA Stage D)

LC27. FORUMS OF THE STB

The board heard from Gladys Berry, Chair of the TM's Forum, who informed the meeting of the work being discussed on school improvement plans and how BSF would be permeated throughout these plans to ensure that any future inspection would clearly identify where developments in BSF have had an impact.

The board were informed that a significant feature of the TM's Forum discussions was anxiety conveyed about the amount of work to be completed by the 1st of September for ICT implementation in what would be a busy time of year for schools. It was explained by DW that after Stage D (planning, design and construction) of the support provided in the core team would begin to focus on change planning. The time pressures also needed to take into account that Transformation Managers had other roles to fulfil i.e. examination and work on a new curriculum. It was recommended that the discussions with the MSP would need to involve a range of staff as by September there would need to be a clear strategy on the roll out of ICT and a need to look at how the capacity in schools is supported.

The BSF team recognised that schools were at the peak of ICT and building planning activity and were fully aware of the leadership achieved by schools to reach this level of activity. The board noted the offered support from the BSF team as appointment of the MSP would lead to more detailed work being required and there was a need for organisation to minimise impact. It was important for the board to keep in mind that the ability to respond would have been enabled by the high quality of work already achieved.

The board spoke about the end of the Procurement process for ICT which would require further time commitments from schools and therefore asked that this be addressed as a programme issue. The board felt there needed to be a suitable recognition of the engagement taken in the procurement process by schools outside of school time.

The board agreed that there be a public recognition, at the appropriate time, of key persons involved in the ICT project. The board further agreed that there is recognition of the work completed at the next BSF board meeting on the 01 April.

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Update from the ICT Forum

The board received a verbal update from Paul Guenault the ICT forum chair.

The board learned that Nowshad Choudhury had been appointed to the post of ICT service delivery manager. The ICT strategic lead post had been approved and the appointment to this post was in progress. It was reported to the board that there was a strong feeling from schools that this post should have a high quality appointment as it would be a position of high need with consistent support required to all schools. The board were advised that there had been considerable discussion at the forum on the MSP. The board noted that a lead bidder for the contract would be finalised by 29.04.08 and it would be necessary to have Member consultation before there was any report to STB on this issue.

The board were informed that the teacher's framework programme with the CLC was progressing well.

The board were informed, that in preparation for the ICT implementation, it had been recognised, by the forum, the essential need by schools to examine their current ICT provision and keep in mind any changes. The forums had been essential for head teachers to share experiences and raise awareness of existing issues and identify further issues which needed investigation.

The board were reminded that the process for the completion of the MSP contract would be as follows:

April - Draft (shell) contract sent to school governors to enable early consideration. – Agreed that there is clear guidance provided to governors on what is expected from them regarding sign off of the contract in May. Noted that David Williamson and Gordon Smith will be available to attend governor meetings to discuss any concerns.

May – final contract will be sent to governors in late May or June to sign

June – contract considered and agreed at Cabinet Procurement Committee

September - ICT Implementation

LC28. CHOICE DIVERSITY AND FAIR ACCESS

The board were advised that the next stage of activities planned for Choice Diversity and Fair Access was the appointment of a Champion. This was not critical in terms of timescales but it was expected to be at an advanced stage by the Summer term. The board were advised that discussion on CD&FA at governing boards may or may not take up a full meeting. The board noted that the Council was willing to provide support to governing boards when discussing this issue and could provide a consultant to facilitate dialogue. Noted that the BSF team could either attend any special meetings organised on this issue or attend arranged governing board meetings.

The board sought clarification on whether discussion on this significant issue of CD &FA would be held in the private or public part of a governing body meeting. The board discussed the principals of transparency, public knowledge of the balance of

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information considered by the governing body when reaching a view, responsibility for public monies and being open on a subject which had local public interest. The board recognised that there cannot be an imposition of a view on this subject and that the decision would be for governing bodies to decide how they conduct their business. The board agreed that the Chair discuss this with the governing support unit.

LC29. SPECIALIST PROVISION FOR STUDENTS WITH MENTAL HEALTH NEEDS

The board learned of the recent key challenges of obtaining funding for a Young People's support centre. There was funding provision and space available for each secondary school to improve provision and reduce the number of exclusions. Additional funding may be available for a special school but this would mean building a new school which would be the subject of a competition. The board noted that the Council was seeking a multi agency approach. Funding negotiations with the DSF were still ongoing to resolve this complex issue with the director of Children and Young People's service and the Chief Executive to have meetings with the DCSF this week to seek a resolution for this proposed centre. The board was advised that the Strategy for Change document cannot be approved until this issue is resolved.

The board sought clarification on when consultation had begun for this issue. In response it was noted that work had begun as part of the Bright Futures document (2005). As part of this process each school had developed as part of its vision a position on BESD. Strategy for Change (Part1 - 2007) had developed this to the next stage through continued dialogue with head teachers. The board were advised that once funding issues had been resolved for Strategy for Changes 2 a specific strategy for young people with mental health needs would be finalised.

LC30. WHAT HAPPENS AFTER RIBA STAGE D ?

The board were provided with a diagram which set out, diagrammatically, the plans for the high level post stage D plan. The board noted that stage D required an intensive amount of activity lasting only 8 weeks which began with a planning proposal being submitted and ended with design and construction contract in place. The Board noted that each school's project manager will be discussing stage D to highlight where necessary action is required.

Agreed the need for more information on roles in this process and ensuring that BSF issues are addressed. Noted that it would be important for schools to examine the plan and identify at an early stage where support is required and to ensure that there is an implementation plan compiled to meet the tight completion deadline of 8 weeks. Further noted that issues should be identified by schools where BSF centrally can provide advice and assistance. The board were advised that it was important for schools to conduct a self review and fully question what tasks needed to be completed before September. Agreed that this could be considered at the ICT forum where there could be further debate on the level and type of support needed.

The board learned that there was a need to look at divisions of labour and identify the main tasks to be completed and delegated within schools. For example,

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transformation managers need not be dealing with detailed information on site construction. Suggested that job roles could be examined within schools to further divide up tasks.

The Board commented that there could have been more advance warning of the level and intensity of activity at stage D to allow necessary dialogue to be prepared for. Also there was a need to factor in school holidays which also impacted on the number of tasks requiring completion.

The board raised the following issues which were responded to regarding stage D:

- Need for early advice on the schedule for stage D to allow pre stage planning by schools.
- Early involvement of the FFE person to consider and advice on the layout of the classrooms.
- Noted the specific issues with Woodside High which had to deal with the cost of sprinklers (after late government guidance) and being the first school to enter stage D in a school holiday period.

The board commented that it would-be important to expedite the pace of the school BSF projects to reach stage D, ideally by the school summer holidays. The board noted that the BSF team would consider the board's overall comments on stage D and have further discussions with schools.

LC31. NEW ITEMS OF URGENT BUSINESS

No items received

LC32. DATE AND TIME OF NEXT MEETING

23 April at 18.00hrs

Cllr Liz Santry

Chair