



Executive Summary

Name of meeting	All Saints' Implementation Group meeting
Date and time	Tuesday 28th January 2020, 9.00am
Venue	Cedar Room, Thompson House
Present	NS – School Improvement Manager NM – Headteacher CP – Chair of Governors MS – Strategic Development Officer SL – Business Services Manager JK – Strategic Development Officer (IWC) MH – HR Advisor RS – Deputy Director of Education, Portsmouth Diocese BD – Senior Finance Business Partner JPJ – Governor Services Co-ordinator CH – Business Support Officer
Apologies	MG – Head of Service (Information, Transport and Admissions) RV – Deputy Head of Strategic Development

1. **Communications**

- A media communications strategy is in the process of being developed with IoW comms team.
- Key activity proposed dates needed for comms strategy (i.e planning application, school closure) – will be developed from next meeting.
- FAQs list to be formulated from Admissions meeting 28/1 @ 3.15pm and taken to next implementation meeting on the 27th February if they cannot be answered at the time.
- FAQs to be hosted on iwight and linked from both schools' websites (from the 27th February meeting onwards).
- An introduction will be written and shared that outlines the purpose of the implementation group.
- An executive summary will be created from each meeting and shared with:
 - Councillor Brading
 - Relevant staff at the LA and Diocese

- West Wight Headteachers and Chairs of Governors
- West Wight preschools
- Preschools will be briefed, and future options discussed

2. Admissions

- School Admissions will be writing to the 15 year R parents that put All Saints down as their first (11 parents), second (3 parents) and third preferences (1 parent). They will ask them which school is now their preference and enclose a paper application form. The letter will explain that the application will be treated as 'on time' in the admissions round.

3. HR

- MH meeting staff to answer queries and share a timeline of what will happen and when. Meetings with staff will follow on from every implementation meeting.

4. Finance

- SBM role is provided by the LA currently and therefore no formal control measures required
- Compliance checks will be required for end of FY
- All potential costs will need to be factored in to forecasting

5. Building

- PSBP2 project is progressing through the DfE's internal processes and is likely to achieve OBC approval soon.
- Project must be complete by Dec 21
- Meeting to be arranged with both schools to discuss detailed building related issues both for long and short term by mid-February, so that information can be gathered to bring to the next implementation meeting.
- Temporary accommodation options are being worked through. These have not been developed prior to now as it was considered that this would have been predetermining the consultation outcome.

6. Governance

- Overall project Governance diagram is in the process of being developed and will be shared at the next meeting.

7. Other

- Will the YPS governors share the responses received during the consultation? Implementation group to ask.
- Governors to be supported through the closure and work to be undertaken on redirecting Governors to other schools with vacancies in due course.