

# Minutes

<b>Name of meeting</b>	<b>West Wight Implementation Group meeting</b>
<b>Date and time</b>	<b>Monday 22<sup>nd</sup> March 2021, 12pm</b>
<b>Venue</b>	<b>Microsoft Teams Meeting</b>
<b>Present</b>	NS – School Improvement Manager LG – Headteacher (Yarmouth & Shalfleet) CB – Chair of Governors (Yarmouth & Shalfleet) MS – Strategic Development Officer (HCC) JK – Strategic Development Officer (IWC) EG – Strategic Development Assistant (IWC) APa – Principal Architect (HCC) APr – Delivery Manager (HCC Property Services) SL – Business Services Manager RS – Deputy Director of Education, Portsmouth Diocese CH – Business Support Officer
<b>Apologies</b>	MG – Head of Service (Information, Transport and Admissions) MN – Communications Manager
<b>1.</b>	<b>Welcome and apologies</b> NS welcomed all to the meeting.
<b>2.</b>	<b>New school update</b> <u>Planning</u> APr confirmed again that the planning application was granted on 3 <sup>rd</sup> November.  <u>Procurement</u> APr confirmed again that they had tendered under the DfE regional framework. Negotiations were held with the DfE and a way forward regarding funding was agreed.  Morgan Sindall have been appointed to carry out the pre-construction services. A number of design clarifications have been agreed with the DfE and school in principle. The team are in close contact with the planning team in case any amendments are needed; if this is the case, they will need to be submitted in the near future so that the existing planning permission can be updated.  APr summarised that it is a positive picture and they have a way forward into the next stage, which is going out to formal tender.

**3. Temporary accommodation update**Planning

APr confirmed again that the planning application was validated in December.

The environmental agency asked for a flood risk assessment which was prepared and submitted. This has now been received and accepted by the planning team.

Procurement

APr confirmed that the second tender was evaluated by cost consultants as it was over the pre-tender estimate, but there is now an agreed way forward.

APr advised that the installation of the temporary accommodation is planned for the Summer term. The school will move into it over the 2021 Summer holiday.

**4. Admissions and home to school transport**

SL noted that MG sends his apologies.

Transport

SL advised that when the temporary buildings are on site, a change to the transport arrangements will be arranged where needed.

Admissions

SL confirmed that 16<sup>th</sup> April is national offer day, and she will be able to provide an update at the next meeting.

**5. EYFS**

JK confirmed again that the Local Authority are continuing support and provide birth rate data, EYFS advice and finance advice to the Early Years providers.

**6. Communications**

It was agreed that the newsletter would be used to communicate with parents about the modular buildings.

JK confirmed that her team will oversee the decant of the All Saints building and explained that there are various processes to go through (including a data sweep and a heritage sweep).

**7. Diocesan views/comments**

RS confirmed that he was keeping the team up to date.

**8. Next meeting**

It was agreed that the next implementation meeting will take place on 29<sup>th</sup> April at 3pm.

Action: CH to arrange the next meeting for 29<sup>th</sup> April.

Meeting closed: 1.15pm

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