

# Minutes

<b>Name of meeting</b>	<b>West Wight Implementation Group meeting</b>
<b>Date and time</b>	<b>Tuesday 19<sup>th</sup> January 2021, 8.30am</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 MG – Head of Service (Information, Transport and Admissions) RS – Deputy Director of Education, Portsmouth Diocese CH – Business Support Officer
<b>Apologies</b>	MN – Communications Manager
<b>1.</b>	<b>New school update</b> <u>Planning</u> APr confirmed that the planning application was granted on 3 <sup>rd</sup> November.  <u>Procurement</u> APr advised that they tendered under the DfE regional framework and the returns came back over the funding. He has shared a detailed funding report and negotiations are progressing well.  APr advised that if a decision is reached by the end of January, he anticipates contractors to be on site by this Summer and completion at 2022 October half-term is considered feasible unless there is a delay in the tender process.
<b>2.</b>	<b>Temporary accommodation update</b> <u>Planning</u> APr confirmed that the planning application was validated on 4 <sup>th</sup> December. There were no objections and things are moving forward positively.  APr advised that the environmental agency have asked for a detailed flood risk assessment and engineers from Hampshire

Property Services are preparing a response.

Procurement

APr confirmed that they had one tender return, which was unfortunately non-compliant. They are now looking at the modular framework.

APa confirmed that they are going back out to tender through the different framework in early February and they could be on site in the first Summer half-term.

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

Admissions

SL confirmed that all headteachers received their figures yesterday relating to on time applications (not including SEN children). This provides an idea of what things will look like, but until the final allocation has been done, they won't know about oversubscribed schools etc. MG commented that the general demand is in line with forecast.

SL noted that some parents were applying for All Saints, thinking that it was reopening, and some parents may have not applied yet as they are waiting for the new school to be built and opened. CB suggested the school needs to do some information sharing in the Freshwater community and encourage parents to apply for a school place.

SL confirmed that she will be able to provide further information around EHCP and late applications in February.

Home to School Transport

MG confirmed that FYT bus are lined up to provide support as needed.

CB asked if those that apply to Yarmouth from Freshwater and chose Shalfleet will get transport. MG confirmed that this is the intention and will be managed sensibly to work out the best way (ie. possible double run of a single bus).

**4. EYFS**

Freshwater Early Years Centre is a private provider and they are continuing to work with the Local Authority around tenancy matters.

**5. Communications**

The only current communication is the executive summary from this meeting.

6. **Diocesan views/comments**  
RS advised that he had nothing to raise.

7. **Next meeting**  
It was decided that the next implementation meeting will take place on the morning of 3<sup>rd</sup> March, and if there are any pressing matters in the meantime, a meeting will be set up.

**Action: CH to arrange the next meeting for 3<sup>rd</sup> March.**

8. **Any other business**  
CB requested a finance meeting is set up. NS confirmed that she has set this up and will invite RS.

**Action: NS to invite RS to the finance meeting.**

9. **Agreement of the executive summary**  
The executive summary will be shaped once the minutes have been typed.

**Meeting closed: 9.30am**