

Minutes

Name of meeting	West Wight Implementation Group meeting
Date and time	Tuesday 22nd November 2022, 9am
Venue	Microsoft Teams Meeting
Present	MS – Strategic Planning (HCC) LG – Headteacher (Yarmouth & Shalfleet) SW – Business Manager (Yarmouth & Shalfleet) SL – Business Services Manager JK – Strategic Development Officer (IWC) APa – Principal Architect (HCC) APr – Delivery Manager (HCC Property Services) AJ – Head of Access and Resources (IWC) CB – Chair of Governors (Yarmouth & Shalfleet) RS – Deputy Director of Education, Portsmouth Diocese EF – Business Support Officer
Apologies	JB – School Improvement Manager
1.	Welcome and apologies MS welcomed all to the meeting.
2.	New school update APr said progress had been made and a Plan for Use meeting had been held. The completion date is still planned for the 9 th December and pre-completion inspections are being undertaken. External works are not expected to be completed by the 9 th due to the recent bad weather. The project is around 6 weeks ahead of programme and is set to complete on the 9 th December 2022. JK confirmed that they will hand over on 9 th December and removals are booked for the 12 th where the packed boxes and items not in use will be moved across. JK has been into the school to talk through the process with the staff and the plan is they will each have an afternoon in the new build to complete early work and give idea of size and areas in new classrooms. LG stated that the children's education is the priority every day for the school. They have been carefully timetabling to ensure continued education but also giving staff opportunity to pack up.

3. **Temporary accommodation update**
APa confirmed that the temporary accommodation is on track to be removed in mid-January after it has been cleaned out.
4. **Admissions and home to school transport**
SL stated we are halfway through the Primary Admissions round with applications continuing to come in. The Primary Admissions round is currently open, closing on the 15th January 2023.

LG has been clear with parents at open evenings etc. about the move and SL confirmed School Admissions have not heard of any confusion among parents.
5. **Early Years**
JK confirmed that Little Stars Preschool will relocate as agreed into the new building and a suitable area has been agreed with the school.
6. **Communications**
JK stated the school have good robust communications with parents and have covered parking, transport, the school day etc. LG confirmed she will be sending all information out to parents again and reiterating issues around parking etc. as well as sending further information once in the new building.

JK stated there had been requests to view the Yarmouth site but to allow this it will have to be fully cleared and a data sweep taken place before any access can be permitted. The plan is to have a 1–2hour slot early in the new year and this will be publicised.
7. **Diocese**
RS thanked all for their updates and hard work throughout the delivery process.
8. **Any other business**
MS thanked everybody once again for their contributions and hard work. The project is in a fantastic place and he hopes the weather stays in favour and the move is seamless.
9. **Date of the next meeting**
It was agreed that a further meeting should take place at the end of January JB asked EF to organise.

Action: EF to set up the next meeting for end of January.

Meeting closed: 9.45am