

# Minutes

<b>Name of meeting</b>	<b>West Wight Implementation Group meeting</b>
<b>Date and time</b>	<b>Autumn 2020</b> <ul style="list-style-type: none"> <li>• Thursday 19<sup>th</sup> November 2020, 10am</li> <li>• Thursday 10<sup>th</sup> December 2020, 11.00am</li> </ul>
<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) SH – Yarmouth and Shalfleet school MS – Strategic Development Officer (HCC) JK/EG – Strategic Development Officer (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/ET – Business Support Officer
<b>1.</b>	<b>New school update</b> <u>Planning</u> APr confirmed that the planning application was approved unanimously on 3 <sup>rd</sup> November, which is a significant milestone.  <u>Procurement</u> Regarding progress on the new school building the project was tendered using the DFE regional framework, and two tenders were received. Further work now underway in order for budgets to be reconciled.  MS noted that DFE have arranged to meet with key colleagues on Friday 18 December for budget talks.
<b>2.</b>	<b>Temporary accommodation update</b> <u>Planning</u> APr informed everyone that the modular building planning application was validated on 4 <sup>th</sup> December. IoW Planners have indicated that the determination date be at the end of January.

Procurement

APr advised that the tender information has been issued and he anticipates returns by 15<sup>th</sup> December. The plan is for the modular building to be installed in time for a summer handover.

EG pointed out that staying in the old building will require extending the contracts that are in place now, and EG is happy to assist with that.

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

MG will look at transport for 2021 yr R children that live in Freshwater and get a place at Yarmouth, until Yarmouth school is moved to the completed new building on the Freshwater site.

An eight-week consultation is due to take place regarding the proposed changes to the Yarmouth school's admissions policy.

**4. EYFS**

Email update from Teresa Wall: A meeting between the school and provider needs to take place to discuss further actions.

Communication has been received from the Freshwater Early Years Centre and will be taken forward in the new year.

**Action: APr to contact EYFS as soon as the dates of move are released and to communicate to them the implications about the site.**

**5. Communications**

Timeline for the communications regarding school move: parents informed first on 15 December at 10.00, then press release available from 12.00 and further communication to different parties (contractors, cleaners) in the afternoon and 16 December.

**Action: MS and EG to prepare the wording and NS and MG to contribute in the next couple of days.**

**LG to include a paragraph about working together across the sites and making it feel that it is one whole school.**

**Action: Admin Officer from LA help to contact contractors on the day that the comms are shared.**

**6. Diocesan views/comments**

RS asked if there would be financial implications of running the school on two sites for longer period of time. LG explained that from 1 April 2021 they will be funded as one building primary school, but they will be operating two buildings, and it will incur additional costs. The meeting about finance will take place in the new year.

7. **Next meeting**  
NS suggested the next meeting is held on 19<sup>th</sup> January 2020 at 9.00

8. **AOB.**  
None

NS thanked all attendees for their time.