



# Executive Summary

<b>Name of meeting</b>	<b>Yarmouth Implementation Group meeting</b>
<b>Date and time</b>	<b>Tuesday 28<sup>th</sup> January 2020, 12.00pm</b>
<b>Venue</b>	<b>Cedar Room, Thompson House</b>
<b>Present</b>	NS – School Improvement Manager LG– Headteacher CB – Chair of Governors MS – Strategic Development Officer LH – 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
<b>Apologies</b>	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 loW 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 27<sup>th</sup> February if they cannot be answered at the time.
- FAQs to be hosted on iwight and linked from both schools' websites (from the 27<sup>th</sup> 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. HR**

- Yarmouth PS to be briefed as this matter develops

**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
- Planning due for submission after Easter
- Meeting on the 10<sup>th</sup> February for building discussion (Diocese to be invited)

**6. Admissions**

- Yarmouth will apply their Admissions Policy
- PAN does not apply to Year 1 to 6 therefore the Governors will be able to make an assessment of all applications in June.

**7. Finance**

- Further assistance to be provided as decided through the implementation group meetings.

**Governance**

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

**Other**

- The consultation undertaken by Yarmouth Primary School Governors was an informal consultation and they have confirmed that they have published the reasons for their decision strictly as required by the guidance.