



Executive Summary

Name of meeting	Yarmouth Implementation Group meeting
Date and time	Thursday 27th February 2020, 12.00pm
Venue	Council Chamber, County Hall
Present	NS – School Improvement Manager LG – Executive Headteacher CB – Federation Chair of Governors MS – Strategic Development Officer (HCC) SL – Business Services Manager MH – HR Advisor RS – Deputy Director of Education, Portsmouth Diocese JPJ – Governor Services Co-ordinator MN – Communications Manager HW – Principal Communications and Engagement Manager LH – Business Support Officer
Apologies	MG – Head of Service (Information, Transport and Admissions) RV – Deputy Head of Strategic Development JK – Strategic Development Officer (IWC) BD – Senior Finance Business Partner

1.

Communications

- FAQs and an executive summary will be published on the LA and school websites within the two week timescale decided.
- The implementation group reviewed the communications strategy. The media leads were in attendance and confirmed the mechanism. The group agreed the approach, and it will be circulated to attendees for feedback.
- The media and buildings team will work in close liaison on a timeline which will be shared in a visual format at the next meeting. If there are any additions needed, attendees will contact the media and buildings team.
- The Business Support Officer will send the updated documents for the website to the school.

2.

HR

- Currently Yarmouth has no vacancies

3.

Educational Transition

- Planning the educational transition of children was discussed and the headteacher and chair of governors from each school will meet separately to discuss this at a time decided by them.

4.

Building

- A modular solution on both sites is being explored and will be informed by the contractors surveys taking place.
- EYFS to be an agenda item at next meeting