

## Minutes of a Meeting of: Project Board Meeting for Basic Need Project

held on: 10<sup>th</sup> June 2014  
at: Theale CofE Primary School

**Present:** Cllr. Irene Neill  
Cllr. Alan Macro  
Rebecca Clifford (School Governor)  
Catherine Morley (School Headteacher)  
Lynn Park (School Finance Manager)  
Mark Lewis (WBC SCCT Client Sponsor)  
Michael Rutherford (WBC Project Officer)

**Apologies:** Greg Bowman (WBC)

	<b><u>Action</u></b>
<p>1. <b><u>INTRODUCTION</u></b></p> <p><u>Roles &amp; Responsibilities</u> As reported previously - “A project team communications protocol document has been issued for guidance to clarify the various roles and particularly the distinction between the commissioning and compliance team (SCCT) and the project delivery team”.</p> <p><u>Communications</u> A project directory and contact list (dated October 2013 v.1.2) has previously been circulated. MR advised the Project Board that Sean Tye had left the employ of WBC and Andy Green had taken over his position in a combined role as manager responsible for maintenance and delivery of projects. (Post meeting note: following completion of the feasibility stage, Bill Bagnell is to take over the Project Officer role from Michael Rutherford).</p> <p><u>Scope of Works</u> The Project Brief (v.3.0) and the Schedule of Accommodation (v1.4) have previously been issued. The aim of the project is to provide expansion from a 1FE school to a 2FE school (i.e. to accommodate 420 pupils) and this is to be delivered in two distinct phases – expansion to 1.5FE by August 2015 and further expansion to 2FE, subject to demand.</p> <p>The schedule of accommodation will be the subject of some fine-tuning in due course as the project develops.</p>	<p><b>GB</b></p>

	<b><u>Action</u></b>
<p>2. <b><u>PREVIOUS MINUTES</u></b>  <u>Matters Arising</u>                      Following issue of the consultant’s Feasibility Study dated February 2014 the following matters arose at the last Project Board meeting held on 3<sup>rd</sup> March 2014:-</p> <ol style="list-style-type: none"> <li>1. A meeting was held on the 24<sup>th</sup> March at the offices of Theale Parish Council. WBC was represented by Ian Pearson and Richard Turner and the school was represented by the Headteacher, Catherine Morley. The purpose of the meeting was to discuss the use of their recreation field land for a sports pitch. The Parish Council would be reluctant to offer their land for such a purpose.</li> <li>2. In the last period a land agent, Carter Jonas LLP, were appointed to prepare a report on available alternative sites and their likely sale value. This report dated 29<sup>th</sup> April 2014 was circulated to the Project Board.</li> <li>3. Revised drawings (nrs.20B ; 23B and 27A ) have been prepared by Oxford Architects and issued to the Project Board. These drawings for options on the existing site were to demonstrate how additional parking spaces could be accommodated for both new build on the existing site (option 4) and refurbishment and expansion scheme (option 6).</li> <li>4. Subsequent to the land agent’s report being received the Quantity Surveyor has updated his tabulated summary of costs (Report 5 rev.A) to include amendments to estimated land purchase costs.</li> </ol>	
<p>3. <b><u>PROGRESS REPORT</u></b>  <u>Status</u>                      The project feasibility stage is now complete and a sign-off is required from all members of the Project Board.                      A Status Report dated 5<sup>th</sup> June 2014 (revised 18<sup>th</sup> June 2014) was prepared by MR and circulated for discussion at the Project Board meeting.                      In reviewing this report it was apparent that there was no on-site solution due to the lack of space for a MUGA. In addition there were too many practical issues and negatives for remaining on the existing site. From the QS cost estimate summary it was also questioned whether costs for options to remain on site represented the best value for money.                      It was agreed that a new single site for a school in the catchment area was required. Criteria for the new site would be a land requirement for approx. 20,000 square metres; a good location with good access; a split site would not be practical; the single site would need to include areas for playing fields and parking as well as the</p>	<p><b>All</b></p>

	<b><u>Action</u></b>
<p>school buildings.</p> <p>In the Carter Jonas site report, it was thought that Site 4 was the most suitable site. This is the land on the opposite side of Englefield Road to the Village Hall, which is the playing fields site previously used by Theale Green School.</p> <p>In order to go forward ML advised that he would firstly need to have discussions with WBC Head of Education, Ian Pearson and the Portfolio Holder, Irene Neill to follow the due process for applications for funding, etc. ML would also consider issuing a statement following this process in order that pupil's parents could be advised.</p> <p>It was thought that the brief would need to be revisited . In terms of the forthcoming requirements for September 2015 it would be necessary to determine the additional accommodation requirements as it was likely that a new school would not be ready until September 2017. GB to hold meeting with Headteacher to review.</p> <p><u>Programme</u></p> <p>Refer to comments on timing above. Alternative additional accommodation may be needed in the interim and these requirements need to be assessed in readiness for the September 2015 deadline.</p> <p><u>Risk Register</u></p> <p>As reported previously, an item of time risk has been added to the register as there will be delays in completing Phase 1 in readiness for use in the Autumn term 2015.</p> <p><u>Issue Log / Exception Report</u></p> <p>None issued although it was discussed whether to issue an ER for the delay in scheme commencement.</p> <p><u>Contractors Report</u></p> <p>Not applicable</p> <p><u>Budget / Cost Report</u></p> <p>As previously reported - The budget of £2.5 million in the brief was indicative and is for the first phase only to expand the school to 1.5FE.</p> <p>The consultant QS has provided a revised cost plan (report nr.5 rev A). Costs are detailed in the Status Report, aforementioned, for options on the existing site and for new build options on an alternative site.</p> <p>Above costs include temporary accommodation but exclude fees, FFE, land acquisition or leasing, finance, etc.</p>	<p>ML/IN</p> <p>GB/CM</p>
<p>4. <b><u>SIGN-OFFS</u></b></p> <p>A feasibility sign-off will be necessary and will be circulated to the Project Board for signature.</p>	<p>MR</p>

	<b><u>Action</u></b>
5. <b><u>ANY OTHER BUSINESS</u></b> None	
6. <b><u>DATE OF NEXT MEETING</u></b> Monday 15 <sup>th</sup> September 2014 at 1.00pm at Theale Primary School.	