

DERBYSHIRE COUNTY COUNCIL

CABINET

14 September 2017

Report of the Strategic Director for Children's Services

NEW PRIMARY SCHOOL AT HILTON – (YOUNG PEOPLE)

1. Purpose of Report

To update Cabinet on the progress with the new primary school at Hilton and to request authority for the project development fund.

2. Information and Analysis

Under the South Derbyshire District Council Local Plan, there is a total of 485 houses planned for the site at The Mease, Hilton. The housing would generate 97 primary pupils and a new 1-form entry primary school is to be built to provide the educational infrastructure for those pupils.

On 15 March 2015, Cabinet approved the George Spencer Academy Trust as the preferred trust to operate the new school at Hilton and the proposal was subsequently confirmed by the Department for Education (DfE). Following that decision, extensive discussions have taken place with the Trust and the housing developer – St Modwen. Under the current programme, the school is due to open in September 2019. To enable the Trust to enter into a funding agreement with the DfE, the project development funding has to be agreed with the local authority. For new schools where the local authority is leading the process, it is the local authority that must provide revenue funding to allow the Academy to carry out the task as necessary before the opening of the school. The proposed funding is detailed in Appendix A, and at a total of £172,600, is below the level of funding provided by the DfE for free schools under its administration. It reflects an economy of scale as the George Spencer Trust is also delivering a new school at Chellaston Fields as reported to Cabinet on 20 July 2017 (where development funding of £213,000 was approved).

Under the terms of the S106 for the development at The Mease, Hilton, the housing developer is designing and building the 1-form entry school with the capacity to expand to a 2-form entry school to the specification agreed

by the Authority. The trigger within the S106 is the occupation of the 150th house and it is anticipated that that will be reached in May 2019.

3. Financial Considerations

The project development fund is to be funded from the Dedicated Schools Grant (DSG) reserves.

4. Social Value Considerations

The new school provides primary education for the pupils generated by the new developments and will deliver facilities to the current standards in the new community close to their homes.

5. Other Considerations

In preparing this report the relevance of the following factors has been considered: - human resources, prevention of crime and disorder, equality of opportunity, and environmental, health, property and transport considerations.

6. Background Papers

A file is available within the Children's Services' Development Section.

7. Officer's Recommendations

To note that the Mease Hilton Academy is due to open in September 2019

To approve the funding of the project development funding of £172,600

Jane Parfremment, Strategic Director for Children's Services

Mease Hilton Primary Academy: Lead-in period budget

Item	Total	2017 Sep
1. Project Management support		
Project Management		
Develop and maintain project plans	1,000	-
Follow project development process, providing advice, tools and methods	1,000	-
Report to DfE on project progress	3,000	-
Monitor cash-flow / expenditure	1,500	-
Manage Project Steering Group meetings	-	-
Maintain project Risks and Issues logs	2,000	-
Write project lessons-learned report at close	2,000	-
Statutory stakeholder consultation		
Design and implement statutory stakeholder consultation	-	-
Write stakeholder consultation report	-	-
Legal		
Manage predecessor school closure process (where relevant)	-	-
Procure and appoint legal advisers (if required)	700	-
Manage set-up of the company structure, registering the Academy Trust, arranging appointment of Trust members and agreeing Memorandum and Articles of Association with the DfE	1,500	-
Manage legal work relating to the Funding Agreement (and annexes)	800	-
Educational		
Register for Independent School Number (if required)	-	-
Register with examination boards (if required)	-	-
Apply for religious designation applied for (faith schools only)	-	-
Register with Office of the Information Commissioner	-	-
Admissions		
Develop and plan admissions arrangements and literature	1,000	-
Administer admissions arrangements	1,000	-
Establish Admissions Appeal and Exclusions Appeal Panels	500	-

Governance

Support and advise on establishing the Free School's GB	1,500	-
Arrange GB CRB checks, induction and training	500	-

Staffing

Establish key employment policies and procedures (as required to ensure the Academy/Free School is compliant with current policy and legislation)	-	-
Draw up contracts of employment (for new staff)	500	-
Manage staff recruitment process and administration	1,000	-
Establish a TUPE plan (if required)	-	-
Manage the TUPE consultation process (if required)	-	-

Finance, Administration and Contracts

Establish the necessary financial operating procedures	1,500	-
Submit a bid for start-up funding	400	-
Procure insurances: contents, employer's liability, governors' liability, maternity, premises public liability, sickness, absence, terrorism	250	-
Procure legal and personnel advice	700	-
Procure services: catering, payroll, professional development, refuse collection, site management, grounds maintenance, cleaning, security, crisis management	1,000	-

Site and Buildings

Manage commissioning and implementation of environmental improvements work	2,000	-
Monitor and oversee legal work with regard to the transfer of land and assets	2,000	-

Other

Total	27,350	-
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2. Educational / other specialist advisors**Educational planning**

Develop Vision and Ethos Statements	250	-
Provide advice to support the development of the school's strategic plan and 1-year / 3-year targets	250	-
Provide educational advice (including support to develop the Educational Brief, the overall educational strategy, the educational vision, ICT vision, curriculum, school organisation, learning structure, assessment and student progress, behaviour management)	-	-
Provide advice on the development of Learning Support, G+T, SEN and vulnerable groups processes	1,000	-
Establish the school's key policies and procedures	500	-

Budgeting

Provide advice and support on developing financial policies, plans and procedures	1,500	-
Support the development of a 3-year financial forecast and the first year annual budget	1,500	-

Staff

Provide advice on the development of a staffing structure	1,000	-
Support the recruitment of staff (including development of role profiles and supporting the preparation for and process of interviewing)	3,000	-
Provide induction coaching / support for Principal (if required)	3,000	-
Support the development of key staff policies and procedures	1,500	-

Procurement

Provide advice on the procurement of ICT systems and software	2,500	-
Provide advice on the development of temporary / permanent school buildings	2,000	-

Other

Total	18,000	-
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3. (Directly employed) lead-in year staff

Salary and on-costs for Head teacher	47,000	-
Salary and on-costs for Deputy Head teacher	-	-
Salary and on-costs for Director of Resources	24,000	-
Salary and on-costs for lead-in year Administrator	4,000	-
Salary and on-costs for teaching staff training / induction (pre-opening)	4,000	-
Salary and on-costs for other role 1	10,833	-
Cost of payroll	1,167	-
Cost of employers' liability insurance	-	-
Total	91,000	-

4. Recruitment of school Year 1 staff

Recruitment advertising for teaching staff	2,000	-
Recruitment advertising for non-teaching staff	1,000	-
Expenses to run interviews / selection (including candidate expenses)	300	-

Cost of staff CRB checks (including lead-in year staff and Governors)	500	-
Total	3,800	-

5. Legal

Legal advice for contracts and employment	-	-
Legal advice for Funding Agreement	1,000	-
Legal advice for land / premises	2,000	-
Incorporation and registration with Information Commissioner	-	-
Companies House registration	-	-
Total	3,000	-

6. Marketing and admissions

Develop marketing strategy	1,500	-
Branding and logo design	350	-
Design and produce prospectus	1,500	-
Develop and produce admissions literature	2,000	-
Website development	1,000	-
Website hosting	-	-
Marketing (digital, posters, leaflets, letters, display boards)	2,500	-
Prospectus printing for Y1 intake	1,000	-
Prospectus printing for Y2 intake	1,000	-
Other printing (leaflets, flyers, etc.)	750	-
Advertising (local media)	4,000	-
Canvassing	800	-
Postage and stationery	350	-
Events: open evenings and community events	2,500	-
Total	19,250	-

7. Administrative

Office space rent	-	-
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Staff ICT and software	500	-
Internet / phone	100	-
Office supplies	300	-
Total	900	-

8. Governance

Governors' expenses (telephony and transport)	-	-
Governors' indemnity insurance	500	-
Registration with National Governors' Association	100	-
Cost of Governor induction and training	200	-
Total	800	-

9. Educational activities in support of Year 1

Student summer induction day	500	-
Student summer school / pre-joining education	2,000	-
Procurement of Management Information System	2,000	-
Procurement of Finance System	4,000	-
Total	8,500	-

Total	172,600	-
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