

PROJECT INITIATION DOCUMENT

September 2017

RAINES FOUNDATION SCHOOL

Project Initiation Document (PID)

Project Name:	Raines Foundation School		
Project Start Date:	October 2017	Project End Date:	December 2018
Relevant Heads of Terms:	Education		
Responsible Directorate:	Children's Services		
Project Manager:	Janice Beck		
Tel:	4328	Mobile:	
Ward:	St Peter's		
Delivery Organisation:	LBTH Children's Services capital programme		
Funds to be passported to an External Organisation? ('Yes', 'No')	As part of capital programme		
Does this PID involve awarding a grant? ('Yes', 'No' or 'I don't know')	No		
Supplier of Services:	Construction contractor to be appointed		
Is the relevant Lead Member aware that this project is seeking approval for funding?	Yes		
Is the relevant Corporate Director 1 aware that this project is seeking approval for funding?	Yes		
Does this PID seek the approval for capital expenditure of up to £250,000 using a Recorded Corporate Director's Action (RCDA)? (if 'Yes' please	No		

append the draft RCDA form for signing to this PID)	
Has this project had approval for capital expenditure through the Capital Programme Budget-Setting process or through Full Council? ('Yes' or 'No')	No, will follow subject to this approval
<u>S106</u>	
Amount of S106 required for this project:	£4m
S106 Planning Agreement Number(s):	PA/08/01161, PA/12/00051, PA/12/03248, PA/13/01991, PA/13/01656, PA/11/03372, PA/14/02585, PA/11/03587, PA/13/01433, PA/13/01432, PA/12/01829, PA/11/01945, PA/11/01944, PA/12/02332, PA/11/03785, PA/12/02923,
<u>CIL</u>	
Amount of CIL required for this project:	N/A
Total CIL/S106 funding sought through this project	£4m
Date of Approval:	

This PID will be referred to the Infrastructure Delivery Steering Group (IDSG):

Organisation	Name	Title
LBTH – Place	Aman Dalvi	Corporate Director
LBTH – Place	Owen Whalley	Service Head – Major Project Development
LBTH – Resources	Paul Leeson	Finance Business Partner
LBTH - Place	Andy Scott	Acting Service Head for Economic Development
LBTH – Place	Matthew Pullen	Infrastructure Planning Manager
LBTH – Legal	Fleur Francis	Team Leader - Planning Legal
LBTH - Legal	Marcus Woody	Planning Lawyer
LBTH – Governance	Andy Simpson	Business Improvement & S106 Programme Manager
LBTH – Governance	Afiya Begum	S106 Portfolio Coordinator

Organisation	Name	Title
LBTH - Governance	Tope Alegbeleye	Strategy, Policy & Performance Officer
LBTH - Governance	Thorsten Dreyer	Service Manager – Strategy, Performance and Resources
LBTH - Adults	Tim Madelin	Senior Public Health Strategist
LBTH – Children’s	Janice Beck	Head of Building Development
LBTH – Place	Adele Maher	Strategic Planning Manager
LBTH – Place	Paul Buckenham	Development Manager
LBTH – Place	Alison Thomas	Head of Housing Strategy, Partnerships and Affordable Housing Strategy, Sustainability and Regeneration
LBTH – Place	Richard Chilcott	Head of Asset Management
LBTH – Place	Jonathan Taylor	Sustainable Development Team Leader
LBTH – Place	Abdul J Khan	Service Manager - Energy & Sustainability
LBTH – Place	Joseph Ward	Development Viability Team Leader
LBTH – Place	Christopher Horton	Principal Growth and Infrastructure Planner

Related Documents

ID	Document Name	Document Description	File Location
If copies of the related documents are required, contact the Project Manager			

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1.0 Purpose of the Project Initiation Document

- 1.1 The project involves improvements to the accommodation of Raines Foundation School, Lower site in Old Bethnal Green Road. The school is on a split site; the Upper site is in Approach Road. The school benefitted from investment as a part of the Building Schools for the Future programme but this principally provided improvements at the Upper site. The Lower site is recognised as in need of improvement and refurbishment to the teaching accommodation.
- 1.2 This Project Initiation Document (PID) will define the Raines Foundation project and bring together the key components needed to start the project on a sound basis. It also provides the basis for building the principles of project management into the project right from the start by confirming the business case for the undertaking, ensuring that all stakeholders are clear of their role, agreeing important milestones, and ensuring that any risks involved have been assessed. The primary purposes of this PID are to:
- Justify the expenditure of S106 contributions on the named project which will provide the IDSG with a sound basis for their decision;
 - Provide a baseline document against which the Project Team, Project Manager (and in some cases) the Project Board can assess progress and review changes.

2.0 Section 106/CIL Context

Background

- 2.1 Section 106 (S106) of the Town and Country Planning Act 1990 allows a Local Planning Authority (LPA) to enter into a legally-binding agreement or planning obligation with a developer over a related issue. Planning Obligations/S106 agreements are legal agreements negotiated between a LPA and a developer, with the intention of making acceptable development which would otherwise be unacceptable in planning terms.
- 2.2 CIL is a £ per square metre charge on most new development. In April 2015, the council adopted its own CIL Charging Schedule. CIL must be spent on the provision, improvement, replacement, operation or maintenance of infrastructure, where a specific project or type of project is set out in the [Council's Regulation 123 List](#).

- 2.3 On the 5th January 2016, the Mayor in Cabinet agreed the implementation of a new Infrastructure Delivery Framework which will help ensure the process concerning the approval and funding of infrastructure using CIL/S106 will be appropriately informed and transparent.

S106

- 2.4 The Section 106 (S106) of the Town and Country Planning Act 1990 allows a LPA to enter into a legally-binding agreement or planning obligation with a developer over a related issue. Planning Obligations/S106 agreements are legal agreements negotiated, between a LPA and a developer, with the intention of making acceptable development which would otherwise be unacceptable in planning terms.
- 2.5 This S106 PID is part of the Tower Hamlets Council S106 Delivery Portfolio and is aligned with the agreed Heads of Terms (HoT) for the Deed creating Planning Obligations and undertakings for the following developments. Details of the s106 contributions funding the project are listed in the table below, expressing the amount received and the reception & expiry dates of each contribution.

PA REF	Site Address	Funding Requirements	Amount Received	Date Received	Amount Requested	Expiry Date	Expiry Funding Requirements
PA/08/01161	St Andrews Hospital, Devas Street, London, E3 3NT	provision of educational facilities	£1,715,538.00	07/07/2009	£850,000.00	07/07/2019	10 years from date of receipt.
PA/12/00051	136-140 Wapping High Street	educational facilities	£210,908.46	12/12/2014	£210,908.46	12/12/2019	spent or committed within 5 years of commencement date
PA/12/03248	city pride	for the provision of primary and secondary educational facilities in the councils area	£401,333.12	22/06/2016	£120,005.98	22/06/2023	committed or expended the whole or any part of any contribution towards the related object specified in clause 3.1 within a period of 7 years from date of receipt.
PA/13/01991	Former St. Andrews Hospital	Towards Education facilities in the Borough	£55,411.20	16/07/2014	£5,000.00	16/07/2024	10 years from date of receipt.
PA/13/01656	Former Job Centre Plus 307 Burdett Road	secondary educational facilities in the borough	£318,020.56	19/02/2016	£318,020.56	19/02/2026	utilise within 10 years of payment or repay to developer
PA/11/03372	land at Bow Wharf	Education contribution	£106,499.75	24/12/2015	£106,499.75	24/12/2020	5 years from the date of payment
PA/14/02585	Watts Grove	education facilities	£597,328.00	18/08/2016	£597,328.00	no expiry date	no expiry date
PA/11/03587	Former Goodmans Fields	Provision of education facilities in the Borough	£1,964,515.32	11/07/2014	£982,257.67	11/07/2019	5 years from date of receipt



PA/13/01433	Dame Colet and Haileybury	towards secondary education facilities in the borough	£67,493.00	16/07/2014	£40,894.70	TBC	10 years from practical completion
PA/13/01432	Poplar Baths	towards secondary education facilities in the borough	£124,067.00	16/07/2014	£124,067.00	TBC	not expended in full within 10 years from date of practical completion of the whole development
PA/12/01829	640 Commercial Road	towards education facilities	£52,007.00	22/07/2014	£52,007.00	TBC	10 years from practical completion
PA/11/01945	Dollar Bay	provision or improvement of secondary education facilities within the borough	£26,088.82	18/09/2014	£26,088.82	TBC	5 years from practical completion
PA/11/01944	Thomas Road	provision of or improvements to secondary education facilities in the Borough	£234,799.41	05/12/2014	£234,799.41	TBC	spent or committed for expenditure within 5 years from the date of Practical Completion'
PA/12/02332	Leopold Estate, Bow Common Lane, St Pauls Way & Burdett Road - phase2	towards educational facilities in the borough	£133,674	01/04/2015	£133,674.00	TBC	expended or committed within 10 years from date of practical completion
PA/11/03785	58-64 Three colts Lane and 191-205 Cambridge Heath Road	towards secondary education	£99,518.65	01/04/2015	£99,518.65	TBC	expended or committed within 7 years from date of practical completion
PA/12/02923	1-3 Turnberry Quay	secondary educational facilities	£98,930.00	27/05/2015	£98,930.00	TBC	10 years from date of practical completion
Total			£4,000,000				

2.9 This PID does not seek approval for the expenditure of CIL funding.

3.0 Legal Comments

3.1 Legal Services considers the use of contributions to support the improvements being carried out to the accommodation at Raines Foundation School satisfies the terms of all S106 agreements set out in the table at paragraph 2.5 above.

3.2 All S106 agreements are clear that the contributions are to be used by the Council for “*educational facilities*” in the Borough. Some of the agreements specify that the funding is to be used only towards “*secondary educational facilities*”. Paragraph 4.1 confirms that the school sites are only used for secondary education and so we are satisfied funding for this PID is in accordance with those s106 agreements which are more specific in terms of how contributions should be used.

3.3 Although the term “*educational facilities*” has not been defined in any of the agreements it is our view, having read the helpful description of the project at paragraphs 4.1 – 4.2, that the improvements being made to both school sites clearly falls within this definition. The works being carried out will improve existing facilities and pupils will benefit from an overall better school experience.

3.4 We ought to point out that technically the financial contributions received under PA/14/05285 were not made under a S106 agreement, but rather through a scheme submitted pursuant to planning condition (4). This was because the Council owns the relevant land and as a matter of law the Council cannot covenant with itself under S106 where it is also the enforcing authority. Nonetheless, we consider IDSG to be the appropriate forum to approve the use of this funding. Although not a S106 payment, its purpose is aligned (to make the development acceptable in planning terms) and it would have been, but for this idiosyncrasy of public law. The Council will need to ensure that any spending of the contribution is in accordance with this scheme.

3.5 Subject to the above comments, we consider the funding for this PID to be in accordance with the purposes for the contributions under the S106 agreements.

3.6 When approving this PID, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty). A proportionate level of equality analysis is required to discharge the duty.

- 3.7 These comments are limited to addressing compliance with the terms of the S106 agreements mentioned above (as based on the information detailed in the PID) and advice on any other legal matters (such as advice on procurement) should be sought separately if appropriate.

4.0 Overview of the Project

- 4.1 Working with the school governing body and the London Diocesan Board for Schools, Children's Services has identified the need for improvements to the Raines Bethnal Green Road site. The works will enhance the curriculum facilities and support the recruitment to the school. The Bethnal Green Road site was used for Years 7 and 8 with all other year groups and the sixth form at the Upper site. In September 2016 the low numbers in Years 7 – 11 allowed all Year Groups to be accommodated on the Approach Road site. This reorganisation has seen Year 7 pupil numbers increase from 70 to over 120 for September 2017. With the increase in numbers the proposal is to move the Sixth Form to the Bethnal Green Road site in September 2018 with facilities tailored to the needs of the Sixth Form. This has benefits for the organisation and management of the school and the curriculum delivery.
- 4.2 Raines Foundation is a voluntary aided (VA) mixed CE school. It is maintained by the local authority and provides school places for the local community. The places provided form a part of the local supply of places both in overall number as well as the type of school adding to the range of choice for parents. Where there are significant unfilled places in the LA it will prejudice the case for land and funds for new places to meet growth in need. The projections of need for additional places assume all existing places are taken up before extra are required.
- 4.3 The LA does not own VA schools but has a responsibility for their sustainability as part of the local provision. The governors of VA schools are responsible for capital funding which is generally secured by grant from the DfE and to which they have to contribute 10%. The DfE provides an annual allocation by formula to all LA areas for the capital grant. The use of the total available has to be agreed by the VA bodies and the LA for use across all the VA schools in the area. This funding is for alterations, improvements and major replacements such as windows. LAs can choose to support VA schools in providing funding for capital projects. In this case the available grant aid does not cover the costs of the project (although a pooling approach has been taken by London Diocese to prioritise this school using funds from the Tower Hamlets allocation and other LAs) and other DfE funds are not

available. The grant funding programme for VA schools is not sufficient to allow a project of the proposed value at Raines to be funded as a single project. If there is no support from the Council, the alternative would be to spread the project and funding over several years which is likely to be more expensive as well as disruptive to the school. It is therefore proposed that education s. 106 contributions should be allocated towards the project.

- 4.4 The London Diocesan Board for Schools (LDBS) is an umbrella body for the VA Church of England schools in London Diocese. It does not itself provide any funds to schools which receive their revenue funding from their local authority and the capital funds as described above. LDBS collects contributions from all schools which are pooled into a building fund which is used to support governing bodies in funding the 10% contribution to the DfE grant aid referred to above.

5.0 Business Case

5.1 Overview/General

The School has been under-subscribed arising from a period of falling achievement. Actions have been taken and are continuing to address this. The popularity of the School is rising with an extra 50 pupils choosing to join Year 7 in September 2017. Recruiting a larger number of pupils will enable the School to offer a broader curriculum and purchase support to improve the quality of education. The proposed reorganisation and improvement of the school accommodation supports this.

5.2 Project Drivers

The school has recently not fully recruited pupils to all the available capacity. This is of significance for the LA provision as whole as the places are taken account of in our assumptions on capacity planning and forecast need for places. As part of the governing body's strategy to improve recruitment, the poor quality of the Lower site facilities has been identified as an obstacle. Where a school does not fully recruit to its capacity, this has a considerable destabilising effect on the school as its budget falls and it consequently becomes more difficult to maintain staffing which, in turn, can affect outcomes for children. The LA has an interest in ensuring all schools perform well and provide high standards for children.

The governing body has agreed to amend the school's admission arrangements as

part of the strategy. To date the school has admitted 50% of pupils based on adherence to Christian faith and 50% open places. From September 2017 all places (150 per year) will be open.

5.3 Deliverables, Project Outcomes and Benefits

The project supports the reorganisation of the school across the two sites and aims to improve the teaching accommodation at the Bethnal Green Road site. The works include roof renewal and a range of accommodation improvements to upgrade the site to make it educationally and functionally a more efficient and attractive 6th Form Centre. The improvements include:

- Accessibility improvements
- Sixth form specialist facilities to include a new lecture theatre, a multi-use gym and a cafe area for both social and study purposes.
- New library, kitchen and dining areas
- New Dance studio and a room for weight training
- New changing rooms
- New toilets on the upper floors and the ground floor,
- Enhancement to external recreation areas to include an all-weather surface MUGA but floodlights will not be provided

The educational benefits of the proposal are:

- Growth and further improvement of the already good 6th form provision which in turn supports more local young people into higher education and good quality apprenticeships
- Improvements to building will make partnership working with other schools more attractive and possible
- Benefits of Y7-11 on one site are fully realised- better behaviour, consistency in teaching leading to better outcomes and progress
- Both sites equally attractive to parents and so the whole school is seen as more desirable when parents apply for places
- Recruiting and training teachers will be easier when premises brought up to a modern standard
- Community use of sport facilities and internet café for out of school hours activities which will bring educational benefits to the wider community;
- Improved facilities and removal of the 50% cap on open places is likely to enhance recruitment and take pressure of other secondary schools in the vicinity.

5.4 Realising the benefits

- Bringing Years 7 and 8 onto the Approach Road site has already improved behaviour and pupils learning

- Bethnal Green Road ground floor facilities designed to be accessible by the Community
- Internet café will provide food and drink to users of the sport facilities and access for computers which is an issue for local families
- Lecture theatre will be available for community hire at community rates
- Dance studio and gym will be available for yoga, slimming clubs etc
- Users of MUGA pitch will have access to changing rooms
- Staff who support PE will provide out of hours instruction/personal training for the community users as a means of boosting their income

5.5 Other Funding Sources

Contributory funding of £1,231,227 is being provided to the project. This includes funds from the DfE grant aid programme for voluntary aided schools and funds from the school and the LDBS building fund referred to above.

places (150 per year) will be open.

5.6 Related Projects

Not applicable

6.0 **Approach to Delivery and On-going Maintenance/Operation**

6.1 The governing body has appointed a technical team to design the project and is supported and assisted by the London Diocesan Board for Schools. A competitive tender process will be undertaken to appoint the construction contractor. The proposed tender list will be circulated in advance of the tender process in accordance with the LDBS requirements for public procurement.

6.2 On completion, the accommodation will continue to be maintained by the school which has a delegated budget for this purpose. In the longer term, where any significant planned maintenance or replacement is required, this would be a call on DfE grant aid for VA schools.

7.0 **Infrastructure Planning Evidence Base Context**

7.1 This particular project is not identified in the Evidence Base, which focuses on the provision of additional secondary school provision. It mentions planned projects

that would help to meet the need for secondary school places, such as the identification of additional capacity. The Evidence Base sets out 3 opportunities, which focus on delivering new secondary schools; the delivery of a school on the London Dock site; and the potential to expand existing facilities, and search for new secondary school locations as part of the renewal of the Local Plan. As referred to in 4.2, the planning for the need for additional school places assumes all existing capacity is taken up. This proposal supports full use of existing capacity.

8.0 Opportunity Cost of Delivering the Project

This scheme is considered as a priority for investment to improve education facilities. As stated above, the LA does not receive funds from the DfE for VA schools and so the s. 106 resources are sought. In considering the total available s. 106 education contributions to be allocated and anticipated resources over the next 2 – 3 years, the allocation sought for Raines would not prevent funding for other schemes likely to be in the programme. The contributions identified have been received for the purposes of improving education facilities and, in some cases, specifically secondary education facilities. If not used for the education capital programme they could not be used for other service areas.

9.0 Local Employment and Enterprise Opportunities

- 9.1 In accordance with good practice in all its procurement, the LDBS will initiate a pre-qualification process which will be led by the LDBS Project Manager and supported by the Quantity Surveyor/Architect. A typical long list would include contracting entities of suitable size and experience relative to the value of this contract award that are known to the team and have a good track record in delivering on time and on budget and with local resources and knowledge. The LDBS would welcome input from LBTH should there be any suitably experienced local contractors that could be included in this pre-qualification process. Construction projects inherently deliver local benefits for the duration of the process as main contractors invariably draw on a local supply chain in terms of materials suppliers, labour only sub-contractors and local agency labour and this will be encouraged through the pre-qualification documentation and the main tender documents. Many LDBS contractors form part of larger national businesses who are keen to encourage school level engagement through the provision of apprenticeships and exposure to construction project pre-arranged visits, subject to appropriate safety considerations. Tendering contractors will be advised to ensure that diversity and local community appointments should be considered at all times during the procurement process and will be directed to the Council's Employment Service to support the local engagement.

10.0 Financial Programming and Timeline

Project Budget

Table 1			
Financial Resources			
Description	Amount	Funding Source	Funding (Capital/ Revenue)
DfE grant aid/LDBS (2016 First Phase Enabling) <i>Completed</i>	£50,200	DfE/LDBS	Capital
DfE grant aid/LDBS (2017 Second Phase Enabling) <i>Completed</i>	£36,387	DfE/LDBS	Capital
DfE grant aid/LDBS (2017 re-roofing) <i>Completed</i>	£370,000	DfE/LDBS	Capital
DfE grant aid/LDBS (2017 Phase 1) <i>Completed</i>	£774,640	DfE/LDBS	Capital
S106	£4,000,000	LBTH S106	Capital
Total including VAT	£5,231,227		

The LBTH contribution will be capped at £4m. The funding will be made available as reimbursement on provision of evidence of costs incurred and use of other resources in the overall budget. If the LBTH contribution is not fully expended, any balance will be returned for re-allocation.

Project Management

The project is being managed by advisers appointed by the governing body and is being led by the LDBS lead Project Manager. All fees and VAT are taken account of in the overall costs.

Financial Profiling

Table 2										
Financial Profiling (In £,000's)										
Description	Prev	Year 2017/18				Year 2018/19				Total
	Year	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Works	0.429		0.622							1.051
Fees	0.088	0.05	.042							0.18
Works				0.1	0.9	0.9	0.9	0.5	.224	3.524
Fees				0.16	0.1	.06	.06	.06	.036	0.476
Total	.517	0.05	.664	0.26	1	0.96	0.96	0.56	0.26	5.231

Outputs/Milestone and Spend Profile

Table 3			
Project Outputs/Milestone and Spend Profile			
ID	Milestone Title	Baseline Spend	Baseline Delivery Date
1	SUMMER 2016 enabling works	£50,200	September 2016 <i>(Completed)</i>
2	SUMMER 2017 enabling works	£36,387	September 2017 <i>(Completed)</i>
3	Phase 1 Reroofing works -	£370,000	Mid-January 2017 <i>(Completed)</i>
4	Phase 2 works – ground floor and WC refurbishment floors	£677,354	
5	Phase 3 planning	£40,000	March 2018
6	Phase 3 tender	£150,000	April 2018
7	Complete Phase 3	£3,907,286	December 2018
Total		£5,231,227	

11.0 Project Team

11.1 Information regarding the project team is set out below:

- Project Sponsor: Janice Beck, LBTH
- Project Manager: Steve White, London Diocesan Board
- Architect/Designer: NBF Partnership
- Structural Engineer: Couch Consulting Engineers
- Quantity Surveyor: Henry Riley LLP
- Mechanical/Electrical Engineer: ENG Design Ltd

12.0 Project Reporting Arrangements

Table 4			
Group	Attendees	Reports/Log	Frequency
Children's Services capital programme monitoring group	CS capital team; consultants if required	Monthly monitoring reports	Monthly
Quarterly capital monitoring	Written	Corporate reporting	Quarterly
Cabinet	Members	Reports on CS capital programme, including spend and progress	Annually

13.0 Quality Statement

13.1 The building proposals will be compliant with Building Bulletin 103 which is the main guidance for schools. The works will comply with all relevant statutory requirements.

14.0 Key Risks

14.1 The key risks to this project are set out in the Table 6 below:

Table 6							
Risk No.	Risk	Triggers	Consequences	Controls	Likelihood	Impact	Total
1	Discovery of asbestos encased on elements of construction not accessible during R&D Survey	Will only become apparent once work commenced	Potential delay to programme and potential cost creep Likely cost is £25k	Identify for immediate investigation once works commenced - initiate asbestos removal prior to main work commencement. Quotation obtained and	4	2	8

Table 6							
Risk No.	Risk	Triggers	Consequences	Controls	Likelihood	Impact	Total
				work to commence Jan 17			
2	Delay in planning approval	Not obtaining planning prior to start on site	Delay to commencement or less cost effective programme if refurb commences in advance of new build	Early discussions with planning authority and regular dialogue. Residents objections not anticipated	3	2	6
3	Tenders return over budget	Budget exceeded	Potential delay whilst project team identifies Value Engineering opportunities - undertake Pre Tender Estimate to inform Client of likely out-turn cost	Client contingency figure included within cost plan at 5% of the construction cost to cover any unforeseen variations.	3	3	9

15.0 Key Project Stakeholders

15.1 The principal stakeholders are shown in Table 5 below and will be engaged from the earliest stages of the project and through to project closure. The key stakeholders will be engaged as required, after delivery is completed.

Table 5			
Key Stakeholders	Role	Communication Method	Frequency
Headteacher	Lead client user	Meetings	At least monthly depending on project

Table 5			
Key Stakeholders	Role	Communication Method	Frequency
			phase
Governing Body	Oversight of the school	Update to GB meetings	As required
Students and parents	Future users	Consultation and school newsletters	As required

16.0 Stakeholder Communications

16.1 As above. The main communication will be for the Headteacher to communicate with parents and also with prospective parents in the annual secondary transfer round.

17.0 Project Approvals

The PID has been reviewed and approved by the Chair of the IDSG, Ann Sutcliffe and the Divisional Director for Education and Partnership leading the project.			
Role	Name	Signature	Date
IDSG Chair	Ann Sutcliffe		
Divisional Director, Education & Partnership	Christine McInnes		

Project Closure

Once this project has been completed a Project Closure Document is to be completed and submitted to the Infrastructure Planning Team and the S106 Programme Manager.