

PROJECT BRIEF

Introduction

The EducationKingston proposal was developed in direct response to the implications for the Education sector, which stem from the changed political climate that has been in place since May 2010. Financial constraints, cuts to School Improvement Grants and expectations of cuts to school budgets requires any new way of working, to be highly cost effective and sustainable. EK will be a not-for-profit organisation owned by its founding schools and operated by and for them. Its primary business activity will be to provide school improvement services to support and challenge its members. Membership will be open to maintained schools and Academies. EK will have a strong relationship with RBK LA which will commission EK to maintain and improve standards, support and challenge schools and provide reports. EK will operate on a subscription basis. In return for the annual subscription, schools will receive an entitlement to an array of School Improvement Services.

Objective

The main objective [for the Project Manager] is to work in collaboration with Tina Herring, Graham Willett and the EK Project Board, to prepare the final EducationKingston proposal for publication in September 2011.

Timescale

| Date: | Item: |
|--|---|
| Monday 11 th July 2011 | Meeting for Governors to discuss the EducationKingston Proposal |
| Tuesday 19 th July 2011 | EK Project Board Meeting |
| Friday 26 th August 2011 | Full Draft of EducationKingston Proposal completed |
| Tues 30 th Aug. - Fri 02 nd Sept. 2011 | Preparation of Final Draft of EducationKingston Proposal |
| Monday 05 th September 2011 | Send Final Draft of EducationKingston Proposal to the EK Project Board for review and comments |
| Thursday 08 th September 2011 | EK Project Board Meeting; sign-off Final Draft of EK Proposal. Final EducationKingston Proposal published and sent to Chair of Governors |
| Monday 12 th September 2011 | Meeting with Governors to discuss the published EK Proposal |
| Wednesday 14 th September | Primary and Special school partnership meeting |
| Wednesday 21 st September | Secondary school partnership meeting |
| Friday 14 th October 2011 | Deadline for formal 'sign-up' to EK for Governing Bodies |
| Tuesday 18 th October 2011 | Formal EducationKingston Proposal presented to the Council |

Project Risks

Three major risks have been identified, all of which have a high impact on the Project outcomes and therefore, will need to be monitored and assessed regularly:

Risk One: RBK decide to withdraw their commitment to the Project

Risk Two: Insufficient 'sign-up' from Kingston schools to the Project

Risk Three: Failure to meet the tight deadlines in the time allocated due to challenging timescales

Scope of Work

The following outlines the 'Scope of Work' that the Project Manager will undertake in order to meet the Project Objective:

- Investigate further, through meetings and communications with RBK Legal Services, the legal implications, protocols and requirements of varying 'organisational types' - explored as potential options for EK - to enable the preferred organisational type to be decided and confirmed with confidence.
- Liaise with RBK Legal Services to:
 - identify specific policies including insurances, that will need to be evident in Phase One (the drafting of the final Proposal) of the Project,
 - enable them to produce a Draft 'Commissioning Agreement' between RBK and EducationKingston, including relationships with Achieving for Children and Children's Health,
 - enable them to produce a Draft 'Subscription Agreement' between schools and EducationKingston,
 - enable them to produce any other 'Draft Agreement' they recommend EducationKingston to have in place.
- Liaise with the RBK HR Dept to confirm the secondment arrangements for RBK staff seconded to EK including identifying necessary forms of agreement between the two organisations as well as any potential issues that could arise.
- Compile comparative costings for the subscription service offering derived from the charging policies of two other SWLSEP LAs in time for the EK Project Board on 19th July.
- Communicate via email, telephone and one-to-one meetings with relevant others to obtain information required in order to reduce any 'uncertainties' surrounding the proposal as it currently stands (June 2011).
- Respond to questions / queries which arise through further research and engagement e.g. communications and follow up meetings with relevant persons to achieve answers / solutions
- Attend meetings as and when required.
- Liaise regularly with Tina Herring and Graham Willett and the EK Project Board as and when necessary.
- Prepare the Full Draft of the EducationKingston Proposal by 26th August and the Final Draft, with Tina Herring and Graham Willett, by 02nd September, 2011.
- Complete the Equalities Impact Assessment for the Project
- Contribute to the development of the Quality Assurance framework in accordance with Tina Herring.
- Contribute to reducing the risks to the Project by achieving the above.
- Project development to be documented using RBK's project development templates.