

<b>Sponsor</b>	Tina Herring	<b>Project Manager</b>	Natalie Orchard
<b>Project Title</b>	<b>The Future of School Improvement: Education Kingston</b>		
<b>Background Information</b>			
<p>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.</p>			
<b>Project Objectives</b>			
<ul style="list-style-type: none"> <li>To ensure that the Education Kingston proposal is prepared ready for publication on 08<sup>th</sup> September 2011</li> </ul>			

<b>Risks</b>					
	<b>Risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Total</b>	<b>Mitigation</b>
1	RBK decide to withdraw their commitment to the Project	5	2	10	RBK to be fully consulted as often as deemed necessary in order to keep them informed of project progress and benefits. RBK must be assured that their financial commitment is worthwhile investment.
2	Insufficient 'sign-up' from Kingston schools to the Project	5	3	15	Consultation with HTs and school Governors illustrating the benefit of what EK will offer to schools. HTs and school Governors provided with accurate information showing that EK is financially viable and good Value for Money. HTs and school Governors must be kept fully updated of project developments.
3	Failure to meet the tight deadlines in the time allocated due to challenging timescales	4	2	8	Briefing of appropriate people e.g. RBK staff, and requesting information to strict deadlines. Regular communications with HR, Legal, and Financial personnel. Reviewing progress against key project milestones.

Activity Overview				
Task	Activity	Date	Lead	Status
Communication – consultation, engagement & involvement both formal and informal	Meetings with RBK Legal Services, Finance, and HR to brief them on the EK project aims, timescale and draft proposal.	July 2011	NO	Complete
	Meeting and consult with RBK Legal Services, to discuss the legal implications, protocols and requirements of varying 'organisational types' to enable the preferred organisational type to be decided and confirmed with confidence.	July – August 2011	NO (GW)	Complete
	Meet and consult with RBK Legal Services, to discuss any 'Agreements' that will need to be in place between; a) RBK and EK; and b) EK and Kingston schools, which will need to be drafted as part of the proposal.	July – August 2011	NO (GW)	Ongoing
	Consult 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.	July – August 2011	NO	
	Consult with RBK Legal Services to identify any other legal requirements which are necessary for Phase One (the drafting of the final Proposal) of the Project.	July – August 2011	NO	
	Meet and consult 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.	July – August 2011	NO	Ongoing
	Meet and consult with the RBK Finance Dept to discuss	July – August 2011	NO (GW/TH)	Ongoing

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	EK's Financial Model, insure EK's financial viability and value for money, and project staffing requirements and costs.			
	Meet and consult with Chris Morgan, Commissioning Lead in the Strategic Business Team for RBK, to gain advice on the draft of the commissioning agreement between RBK and EK.	July – August 2011	NO/GW	Ongoing
	Meet and consult with Francis Arokiasamy to develop Equalities Impact Assessment for the project	August 2011	NO	Complete
	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).	July – August 2011	NO	Ongoing
	Communications and follow up meetings with relevant persons to achieve answers/solutions.	July – September 2011	NO	Ongoing
	Attend HTs and school Governors meetings.	July – September 2011	TH/GW	Ongoing
	Attend EK Project Board meetings.	July – September 2011	TH/GW	Ongoing
	Meet and consult with Graham Willett and Tina Herring to provide regular updates and to share information and intelligence.	July – September 2011	NO	Ongoing
Written Documentation – reports, emails, notes, draft papers, etc	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 19 <sup>th</sup> July.	July 2011	NO	Ongoing
	Produce 'Minutes for	July –	NO	Ongoing

Activity Overview				
	Meetings' as and when requested.	September 2011		
	Email communications to respond to questions / queries which arise through further research and engagement including requests for feedback and further information from key RBK staff.	July – September 2011	NO	Ongoing
	Produce summaries, outlining key actions, for RBK personnel following meetings, and email to all relevant parties.	July – September 2011	NO	Ongoing
	Complete the Equalities Impact Assessment for the Project.	August 2011	NO (GW)	Draft complete
	Contribute to the development of the Quality Assurance framework in accordance with Tina Herring.	August 2011	TH	Ongoing
	Prepare the Full Draft of the EducationKingston Proposal for schools by 26 <sup>th</sup> August and the Final Draft, with Tina Herring and Graham Willett, by 02 <sup>nd</sup> September, 2011.	August – September 2011	GW/TH	
	Prepare EducationKingston Proposal for RBK council meeting	September-October 2011	TH/GW/NO	
Risk Assessment	Monitoring project progress in line with key milestones and strict timescales.	July – September 2011	NO/GW/TH	Ongoing
	Completion of all tasks and activities as set out in the <i>Project Brief: Scope of Works</i> ; and those outlined above.	July – September 2011	NO	Ongoing
RBK approval for EducationKingston	Ensure EducationKingston Proposal and supporting documentation meet RBK scrutiny requirements	September-October 2011	TH	