

Report of the Basic Need Projects Board

Report to Director of Children's Services

Date: 2nd October 2014

**Subject: Design & Cost Report for St Oswald's C of E Junior School
Basic Need Project**



Capital Scheme Number: 16981/OSW/000

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):	Guiseley & Rawdon	
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. As a consequence of the rapidly increasing birth rate in the Guiseley and surrounding area, it is necessary to increase St Oswald's C of E from a 3FE Junior School with 360 pupil places, to a 2FE primary school with 420 pupils. Currently accommodation for 60 of the existing junior places from September 2013 is provided by a temporary modular unit which was installed at the school under the scheme 16505/OSW/000. This new scheme will be completed under the City Council's Basic Need Programme which aims to ensure its statutory duties are met with respect to ensuring a school place for every child within the city.
2. The new places at the converted St Oswald's C of E (A) Primary School will be available in September 2015.
3. The project will be delivered in conjunction with Leeds City Council's Joint Venture partners Norfolk Property Services (NPS) Leeds Ltd. and the Council's Public Private Partnership Unit (PPPU). The construction partners will be identified during the Tender phase.
4. A key objective within the Best Council Plan 2013-2017 is to build a Child Friendly City with a 14/15 priority 'ensuring sufficiency of school places. The delivery of pupil places through Basic Need is one of the most baseline entitlements of a Child Friendly City and directly contributes to key outcomes identified within the Children and Young People's

Plan (CYPP) 2011-2015 such as our obsession to 'improve behaviour, attendance and achievement'.

5. In accordance with the Basic Need Programme Approval by Executive Board in September 2014 this scheme has been considered and is supported by the Deputy Chief Executive and Director of City Development at the 4 September 2014 Basic Need Projects Board meeting and consultation has taken place with the relevant Executive Members on 15 September 2014.

Recommendations

The Director of Children's Services is requested to:

1. approve the design and cost report for the scheme at Guiseley St. Oswald's Primary School, the cost being £1.9m, with the appropriate details of the programme, design and cost as set out in this report; and
2. note that the Chief Officer, Public Private Partnerships Unit & Procurement Unit is responsible for scheme delivery which will be implemented by August 2015.

1.0 Purpose of this Report

1.1. The purpose of this report is:

- To provide background information and detail in respect of the Basic Need scheme to construct the extension and remodelling of St Oswald's C of E (A) 3FE Junior School to convert into St Oswald's C of E (A) 2 FE Primary School.
- Seek approval for the scheme to proceed on the basis of the budget, scope and programme set out in this report.

2.0 Background Information

- 2.1. The Basic Need programme represents the Council's response to the demographic growth pressures in primary school provision. The rapidly increasing birth rate in Leeds has required Leeds City Council to approve over 1118 new reception places since 2009 in order that it fulfils its statutory duty to ensure sufficiency of school places.
- 2.2. The scale of the response cannot be met through the existing estate; therefore the expansion of existing schools or the creation of new schools has been required in many instances. Under the Education and Inspections Act 2006, these changes all constitute prescribed alterations, and each requires a statutory process to confirm the change and make it permanent. Capital school building solutions to the demographic need are managed via Children's Services Basic Need Programme.
- 2.3. The proposal for the extension to the school forms part of the on-going work to address capacity and sufficiency across all of Children's Services, which includes provision for primary and secondary school places, early years, as well as specialist provision. These proposals form part of the Council's Basic Need Programme that embeds the 'one council' approach that has achieved shared ownership of proposed solutions.

- 2.4. The expansion of places at this school was approved by Executive Board on the 17th September 2014 following public consultation and the publication of statutory notices for the expansion on the 25th June 2014. This proposal is for an increase in school places to serve the area and does not replace any existing schools or places within the community.
- 2.5. The scope of the project is to design and build a two storey extension to house four new additional classrooms and ancillary facilities to provide accommodation suitable for key stage 1 pupils. The new classrooms will be occupied by reception on the ground floor and year 2 to the first floor, with year 1 to be based in the existing adjoining classrooms suitable for infant children. The scope also includes remodelling of existing areas to accommodate the reorganisation of the existing three junior classes in each of years 3, 4, 5 & 6 into only two classes of each of the junior year groups. The new ground floor spaces are open plan with a dedicated wet play' area and kitchen/cooking facilities. External works to car park, access points and landscape improvements to play areas are also included.
- 2.6. The construction of the new extension and remodelled internal areas is scheduled for completion in August 2015, ready for occupation by September 2015 when the first intake of an additional 60 reception class pupils will arrive. There will be several years of transition until the current 3FE Junior school is reorganised to accommodate the equivalent of a 2FE primary set of pupil classes and the school will fill to maximum capacity over a period of 7 years.

3.0 Main Points

3.1. Design Proposals and Full Scheme Description

The proposed work to build the extension to St Oswald's C of E (A) Junior School consists of the following components:

- Construction of a 2 storey extension to accommodate 4 new classrooms with ancillary facilities, toilets, cloaks, plant and group rooms.
- Construction of a two storey link structure connecting the new extension with the existing school. The new stairs have been relocated between the old and new extensions, reducing travel distances.
- Provision of externally accessible storage space within the extension to enable the reception staff to store school play equipment.
- Remodelling of areas within the existing building to accommodate the needs of the school. The classroom identification for all year groups has changed, resulting in changes to cloak room locations and storage requirements. This has required some refurbishment of toilets and access doors in relation to the playgrounds designated for certain year group allocations.
- Creation of a new staffroom area with a dedicated staff work space including full IT facilities.
- External works to improve and increase the capacity of the car park, access points, landscaping to the play areas, in addition to on-site highways requests related to secure cycle storage provision.

- The scheme also includes necessary off-site highways works as identified by LCC Highways.
 - A contribution toward fixed furniture and fittings in the new build areas.
 - Cost of the scheme is **£1.9 million**
- 3.2. The proposed new places are within the Guiseley & Rawdon ward. This is one of a number of schemes which have been brought forward to meet demand for places in this area.
- 3.3. The design of the scheme has progressed to the end of RIBA stage D; during each of the design stages consultation has taken place with the following key stakeholders:
- Church of England Diocese
 - School Governors and staff
 - Planning
 - Highways
 - Sport England
 - Local Ward Members
 - Local residents/neighbouring LCC Leisure centre (Aireborough)
 - Building Control
- 3.4. The project team have conducted pre-application discussions with Planning, Highways and Building Control to resolve any issues prior to the formal submission of a detailed planning application; there were many supportive comments received and all new issues not already covered within the scheme have been incorporated into the design.
- 3.5. A detailed cost plan has been produced by NPS and cost checks have been carried out at the end of RIBA stage D.
- 3.6. The project is at design freeze.

4.0 Programme

- 4.1. The key milestones to achieve this programme are detailed below:

• Planning submitted	7 July 2014
• Planning achieved	29 August 2014
• Approval to proceed	18 September 2014
• Tender out	October 2014
• Tender returned	November 2014
• Contract Award	January 2015
• Contractor lead-in / mobilisation	January 2015
• Start on-site	End January 2015
• Completion, including external work	Mid-August 2015
• Occupation	Mid-August 2015

- 4.2. The planning application was submitted in July 2014. The decision was received on 29 August 2014. Start on site is expected in January 2015 with a completion date of mid-August 2015. It is envisaged that the work within the existing school

buildings will take place when the school is not occupied, i.e. out of term time. The new build element is to be complete by the start of the new term September 2015.

5.0 Corporate Considerations

5.1 Consultation and Engagement

- 5.1.1. The proposal to expand the school was subject to statutory process including public consultation which took place between the 17th March and 18th April 2014 and the expansion of the school was therefore approved by the Executive Board on the 17th September 2014.
- 5.1.2. The proposed scheme and associated work at St Oswald's C of E (A) Junior School has been the subject of consultation with Children's Services Officers, school representatives, local ward members and the C of E Diocese, with their building advisor attending design meetings wherever possible. All detailed project communication is being managed via a formal project communication plan.
- 5.1.3. Pre-planning meetings have been held with officers from Planning, Highways and building control prior to the submission of the planning application. Substantial engagement has taken place with key stakeholders. All three ward councillors attended the recent pre-planning public consultation session (July 2014) and have been briefed during the design stages.
- 5.1.4. Sport England has also been consulted about the impact of the proposals on the playing fields along with other local interested parties such as LCC Aireborough Leisure Centre and residents who also attended the consultation session.
- 5.1.5. Local Members have been briefed on progress of the scheme as part of regular meetings by Children's Services Senior Officers with the Deputy Executive Board Member, Children's Services (Learning). Children's Services and PPPU will continue to brief Councillors at key stages throughout the expansion project as required.
- 5.1.6. In accordance with the Basic Need Programme Approval by Executive Board in September 2014 this scheme has been considered and is supported by the Deputy Chief Executive and Director of City Development at the 18th September 2014 Basic Need Projects Board meeting and consultation has taken place with and is supported by the Executive Member for Children's Services and the Executive Member for Neighbourhoods, Planning and Personnel, as the appropriate Executive Members, on 11 September 2014.

5.2 Equality and Diversity / Cohesion and Integration

- 5.2.1. The recommendation within this report does not have any direct nor specific impact on any of the groups falling under equality legislation and the need to eliminate discrimination and promote equality. A screening document has been prepared and an independent impact assessment is not required for the approvals requested. A copy is included as appendix A to this report.

5.3 Council Policies and City Priorities

- 5.3.1. This scheme is due to be delivered under the City Council's Basic Need Programme and is required to fulfil the Local Authority's statutory responsibility to provide sufficient school places.

Parent Scheme Number: 16981/000/000

Title: Basic Need Primary Expansion 2014/2015

5.5. **Revenue Effects**

- 5.5.1. Any revenue implications arising from this new development will be managed through the school's own budget.

5.6. **Legal Implications, Access to Information and Call-In**

- 5.6.1. The approval for this project to proceed as set out in this report follow the delegations for the basic need programme approved by Executive Board in September 2014. Executive Board has already approved the authority to spend for the project as required in Financial Procedure Rules and the decision to proceed in this report constitutes a key decision and as such will be subject to call in.
- 5.6.2. The Director of Children's Services has the delegated authority to approve this project to proceed after complying with the conditions established by Executive Board in September 2014. As outlined in this report the Director of Children's Services has the support for the decisions in this report from the Deputy Chief Executive and Director of City Development and has consulted with the appropriate Executive Members on the proposals.

5.7. **Risk Management**

- 5.7.1. Risk is to be managed through application of 'best practice' project management tools and techniques via the City Council's 'Delivering Successful Change' methodology. Experienced Project Management resource has been allocated from within the Public Private Partnerships Unit.
- 5.7.2. A risk log will be maintained throughout the project and escalation is via the Built Environment Programme Manager.
- 5.7.3. Pre-planning consultation with Highways and Planning has been undertaken with a view to designing out key risks. Anticipated planning conditions have been priced within the current budget estimate.

6.0 **Conclusions**

- 6.1. The proposal to remodel the existing building and construct a two storey extension to the existing St Oswald's C of E (A) Junior School by September 2015 will enable the increased demand for pupil places in the Guiseley and Rawdon area and surrounding areas served by the school to be met.
- 6.2. The project to remodel and extend St Oswald's C of E (A) Junior School is being managed by Children's Services in partnership with the Trust, PPPU and Procurement Unit, NPS Leeds, Catholic Diocese of Bradford, Ripon and Leeds and other key stakeholders. The cost of the accommodation will be met through capital scheme 16981/OSW/000 to the value of £1.9 million.

7.0 Recommendations

The Director of Children's services is requested to:

1. approve the design and cost for the scheme at Guiseley St. Oswald's Primary School, the cost being £1.9m, with the appropriate details of the programme, design and cost as set out in this report; and
2. note that the Chief Officer, PPPU & PU is responsible for scheme delivery which will be implemented by August 2015.

8.0 Background Documents¹

8.1. None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.