

FIFE COUNCIL – EDUCATION SERVICES

Briefing Note on the SCHOOL ESTATE DEVELOPMENT PROGRAMME August 2008

1.0 Purpose of the briefing note

1.1 This briefing note provides information on the work of the School Estate Development Programme. It outlines the work which has been undertaken to date and proposals for the development of the Programme. It includes information re:

- Membership of the School Estate Development Board and Programme Team
- Programme timescales
- Consultation proposals
- Communication plan

2.0 Background

2.1 As part of the updated School Estate Management Plan, the Education and Children's Services Committee approved the following proposals in May 2008

- A new primary school serving eastern Dunfermline
- A replacement for Madras College, St Andrews
- A replacement for Dunfermline High School
- A new secondary school for Kirkcaldy
- Refurbishment or replacement for Auchmuty High School
- A replacement for Burntisland Primary School

2.2 These proposals were endorsed by Fife Council in June 2008

3.0 School Estate Development Board

3.1 Delivery of the Programme is the responsibility of the School Estate Development Board.

3.2 Membership of the Board

Ken Greer, Executive Director, Education (Chair)
Ken Gourlay, Acting Head of Asset and Facilities Management
James McKinstry, Senior Manager (Resources)
Joe Fitzpatrick, Senior Manager, Community Learning and Development
Brian Livingston, Financial Services Manager
Robin Presswood, Development Manager, Planning and Development Services
Colin McCredie, Service Manager (Property Services)
Morag Wallace, Partnerships Manager, Corporate Asset Management

- 3.3 The board provides leadership and direction of the Programme
- 3.4 The Board is supported by a Programme Team.
- 3.5 The core Programme Team members are:

Morag Wallace, Corporate Asset Management, Senior Responsible Owner (tel. 440394)

Ian Nicol, Corporate Asset Management, Programme Manager (tel. 440392)
Senga Hogg, Education, Business Change Manager (tel. 440369)

who are supported by members of the School Estate Team in Education Services along with officers from other services of the Council.

4.0 Programme Timescales

- 4.1 It is envisaged that the School Estate Development Programme will be delivered over a 10-year period.
- 4.2 The first deliverable under the Programme is to be a new primary school serving eastern Dunfermline. The Programme Team have been working to date on site proposals, accommodation schedules and room data sheets, and preparing a detailed schedule of requirements. It is anticipated this will be completed by September, 2008.
- 4.3 A report on the consultation process for this will be presented to the Education and Children Services Committee on 21 August 2008.
- 4.4 The Programme Team will then produce business cases for each of the other schools included in the Programme to a timescale and order to be decided by the Programme Board.

5.0 Consultation

- 5.1 The guiding service principle to be adopted for the work of the School Estate Development Programme is the development of schools that support excellence in education.
- 5.2 The overall vision of the Programme is to “create safe, sustainable, learning environments which are inclusive and support the delivery of the transformational change envisaged by Curriculum for Excellence and better public services for the communities they serve”
- 5.3 The Design Brief for the buildings will be paramount in order to achieve the vision outlined above and provide excellent learning environments which meet the needs of all stakeholders and be valued by the whole community.

- 5.4 Much information for the Design Brief has already been gathered from the Post Occupancy Evaluations carried out in recently completed Primary and Secondary Schools.
- 5.5 As part of the programme for developing the Design Brief for each of the secondary schools the Programme Team propose to engage with the users of the building. Initially this will involve a questionnaire approach for both staff and pupils. This is proposed to be timetabled for September.
- 5.6 This will be followed up by workshops and presentations proposed for November/December.
- 5.7 Further follow up workshops and meetings will be programmed for stakeholders as necessary, to inform the detailed requirements for the completion of the Design Brief
- 5.8 It is planned to continue the consultation process throughout the project through stakeholder groups(see Communication)
- 5.9 An individual consultation programme will also be planned for the replacement school for Burntisland Primary School.

6.0 Communication

- 6.1 Key to the success of the programme will be effective communication with stakeholders and the wider community. A report recommending that a stakeholder group be established for each school will be considered by the Education and Children's Services Committee on 21st August 2008
- 6.2 The stakeholder groups would be representative of the local school community and should include members from school staff (teaching and non teaching), community services, school pupils, parent representatives (including from the feeder primary schools in the case of a secondary school), community council and other significant user groups.
- 6.3 It is suggested that membership of this group be limited to a maximum of 12 members.
- 6.4 The full remit of the stakeholder group has still to be determined but the members of the group will be responsible for cascading information to those they represent.
- 6.5 In order to ensure that a consistent message is presented to all interested parties a full communication plan is in the process of being developed. It will identify who has responsibility for communicating information to each interested party.

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6.6 The next briefing note will be sent in November 2008.

7.0 **Conclusion**

7.1 We are on the threshold of a major investment programme for the School Estate. It is a challenging and exciting prospect to be involved in creating innovative, high quality learning environments for the 21st century. The Programme Team look forward to working with you to achieve this vision.

Kenneth Greer
Executive Director (Education)
August 2008