

'INTERACTION'

Neighbourhood Management Partnership

Date; 20 February 2007

Title; Project Proposal; Frobisher School Minibus

Action; for approval

Summary

The attached paper puts forward a proposal for the partnership to fund the purchase of a minibus for Frobisher School in Golf Green ward. The bus will help to maximise pupil attendance at the school.

Recommended: *The Board approves the award of £20,000 for the purchase of the minibus.*

Spend Appraisal System

1. Introduction

Our delivery plan sets out the outcomes and vision for the area.

The appraisal process is a tool to help us make good decisions about how and where to spend money.

The following quote from the Neighbourhood Renewal Unit's Guidance for the Neighbourhood Element and Cleaner, Safer, Greener funding explains what the money can be used for:

One of the SSCF and LAA's core outcomes is: **"to improve the quality of life for people in the most disadvantaged neighbourhoods and ensure service providers are more responsive to neighbourhood needs and improve their delivery."** Areas in receipt of the Neighbourhood Element are all required to meet this national outcome.

The appraisal process must ensure our spend:

- Will help us achieve agreed outcomes
- Is based on the needs and wishes of local people
- Will make a lasting difference to the neighbourhood and mainstream services
- Is not a substitute for mainstream funding
- Provides best value
- Will be properly managed, monitored and evaluated

2. What spend has to be appraised?

All project spend should be appraised whether by a formal project appraisal panel or through a commissioning process. All decisions must be approved by the Board either through the annual delivery plan, or via an appraisal panel.

3. Developing a spend proposal

Generally spend proposals will be commissioned by the NM Board, rather than agencies "bidding" for resources, to help us achieve our outcomes.

The stages involved, which will be carried out by those who will be responsible for delivery, are as follows:

- Identify the problem

- Analyse causes
- Develop solutions and costings – several options may be considered
- Apply for funding

The NM team may assist in putting the proposal together.

4. Completing a proposal form

Anyone developing a proposal and seeking funding must complete an application form. The form (see attached) contains all the information required for an informed decision to be made. Written guidance explains what information is required and why. The completed form is then submitted for appraisal. Once the appraisal panel has taken place the form and the appraisers' recommendations will be submitted to the Board for formal approval.

5. Appraising the proposal

This will be carried out by people in or on behalf of the Partnership authorised by the Partnership to carry out this role and trained to do so. The appraisers should include residents wherever possible and must not include those responsible for delivery of the proposal.

The appraisal will result in a recommendation to:

- Approve the proposal, or
- Reject the proposal, or
- Approve the proposal, subject to conditions

In making their recommendation the appraisers must satisfy themselves that the questions on the appraisal checklist attached have been clearly answered.

The recommendation made and reasons for the recommendation must be well documented.

6. Approving the proposal

This is the decision to agree the spend or reject the proposal.

The Board is responsible for approving spend in light of the appraisers' recommendations.

The decision made and reasons for the decision must be well documented.

7. Implementation and management

Once the spend has been approved, an offer letter is sent to the applicant with a grant agreement which must be signed and returned, and the proposal can then be implemented. A system must be set up to monitor progress and spend, deal with problems and evaluate outcomes in the form of a grant agreement which sets out timetables, outcomes, targets and milestones alongside anticipated spend. Quarterly returns must be submitted by any grant recipient to the NM team. Failure to do so without reasonable explanation will result in cessation of funding.

Appraisal application form for Interaction NMP Board

A Summary and basic information

1. Title of proposal	Frobisher Primary & Nursery School Transport Project		
2. Date submitted	07.02.07		
3. Summary of proposal (max 150 words) i.e. what does the proposal involve and what will it achieve?			
<p>To purchase a mini-bus in order to sustain a travel system used to transport pupils to and from school in order to improve attendance and hitherto attainment.</p> <p>To provide transport for pupils to be able to attend extra curricular activities such as swimming, football, rugby, visits to museums and places of interests as parents/carers are unable to support such events financially. It also cuts down hire costs of coaches that normally make such visits prohibited.</p> <p>To provide community transport in West Clacton and Jaywick for activities to take place that will enhance pupils, parents/carers and local residents enrichment of life.</p> <p>To provide transport in order for local residents, parents/carers to attend adult courses that will extend people's skills, knowledge and future job prospects.</p>			
3. How much will the proposal cost in total?			
	From NM	From other sources	Total
Capital	£20, 000		£20, 000
Revenue		£3, 000	£ 3, 000
Total	£23, 000		£23, 000
4. Organisation responsible			
Name of contact and position	Mrs C. Watkins Head Teacher		
Address	Frobisher Primary and Nursery School		
Phone	01255 427073		
e mail	mwatkins@uwclub.net		

B The proposal

1. What is the problem you are trying to address?

Set out the problems and causes, using statistics and evidence where available – referring to the delivery plan and its targets and outcomes.

Frobisher Primary & Nursery School serves a very deprived area of Brooklands and Jaywick. The area is recognised as being the second most deprived area of Essex and tenth for Great Britain. Pupils that live in the Brooklands area of Jaywick, have almost two miles to walk each way to school. There are few pavements for the most part of their journey. Roads are heavily potholed. Often there are families of up to four children who try to make this journey each day. In 2003, the School went into Special Measures – one of its Action Points was to raise attendance levels and also to raise attainment. At that time attendance was around 89%. In 2004, after surveying parents/carers and pupils we approached the local bus company to see if they could provide a better public transport service. They did alter their service to link up to Brooklands, but the cost was prohibitive for most families, and often children were arriving up to ½ hour late for school each day – or not at all if they missed the bus. The PTA responded to my request to raise funds to buy a second hand mini bus which we did for £1, 000. We set up a breakfast club to run in tandem with the bus bringing children into school. It was soon discovered that the need extended to beyond 12 children. We fundraised and were supported by SURE Start and the Guinness Trust in buying a new bus. For the last year and half we have operated both buses – bringing in 48 pupils to school (both buses doing 2 journeys). All drivers and escorts are volunteer parents/carers (trained by Midas). Unfortunately the first bus is now continually requiring repairs and the breakdowns have rendered the vehicle useless.

Attendance since 2004 has risen and is currently 92.7% (the LEA target set for us this year is 92.5%). However we are still not reaching the national target of 95%. In our recent OFSTED report it recognised all that we are doing in order to support families in getting their children to school. It is imperative that the service continues in order to maintain our current levels. The school bus is heavily subsidised and just about covers the cost of fuel. Parents cannot afford to return to public transport.

Since having the two buses we have been able to arrange extended activities for pupils such as swimming and sporting events – fuel is paid for by the curriculum budget in order that children are given equal opportunity. It also allows us to arrange visits to places such as Colchester Zoo which ordinarily would cost around £200 for the hire of a coach. It has added new dimension to what we can offer within the curriculum.

We do hire the bus out to local groups such as the Scouts, Girl guides, local football clubs, local churches. We also operate a weekly service for older residents to attend the library which has been moved to Bishops Park College from Golf Green.

Recently through our Travel Plan it has been identified that there are too many cars wishing to park outside the school: causing congestion: frustrating local residents and we are looking at ways we could ease this. One suggestion has been to bring more children into school by bus.

2. Proposal objectives?

List the objectives for the proposal (these should be measurable)

To continue to raise levels of attendance and attainment through continued use of mini buses.

To extend the provision of extra curricular activities provided for by the school.

To provide a service to the local community by hiring out of the mini bus for local groups.

To transport parents/carers and local residents to adult education sessions.

3. How do you propose to address the problem?

List the activities and set out who will benefit.

To continue to be able to bring 48 pupils to and from school.

Extend the number of places offered to pupils to come to school by mini bus. Collection points in Brooklands area of Jaywick. (There are already a number of pupils on the waiting list) - This will benefit both pupils and parent/carers and raise attendance levels further.

Train further escorts and drivers - in order to be able to extend the services offered.

Trial picking up pupils from Golf Green community centre – to alleviate congestion outside the school.

Extend the visits/activities offered by the school – to enhance the pupil's learning.

Set up provision for new local community services to be able to hire the bus – to serve the local community better.

4. How does this proposal address the problem. List activities and describe evidence from similar initiatives if possible.

A new mini-bus will mean that the service we can offer will be more reliable. On the days when the bus won't start it means four members of staff having to transport children by car. There is a delay in collection of pupils and the last group is arriving late to school. On the return journey parents/carers are waiting in the cold for their children (often worried because they are late).

The present mini-buses have proven to be successful in raising attendance. It also means that children can attend breakfast club which is a good start to the day. Both of these have meant that pupils are better settled at the beginning of each day. We feel that this has impacted on levels of achievement. Results show that attainment is steadily increasing. (see OFSTED report for further evidence).

<p>5. Community involvement How have residents been involved in developing the proposal?</p>
<p>Initially members of the PTA did a survey to parents/carers to find out what would help them in being able to get pupils to school. The Home School and Community Worker does an annual survey to ensure that the service meets the requirements.</p> <p>Our parents/carers have come forward to act as volunteer drivers and escorts. They see the service as an important part of the school.</p> <p>Recently we conducted a Travel Plan questionnaire for local residents, parents/carers and children to discuss concerns or issues surrounding a safe route to school.</p> <p>Local companies have donated money previously to support the running of the bus.</p>
<p>6. Management arrangements? Describe the arrangements for ensuring the proposal is managed, monitored and delivered as planned. Please give names of two references or referees (people that you've worked with before) that we can contact in advance of the appraisal process.</p>
<p>The Management of the buses is overseen by a member of the Governing Body. The Home School & Community Liaison Worker compiles the registers and ensures that parents/carers all new children that use the service comply with the terms and conditions as laid out in the Mini Bus policy. She also oversees the collection of monies for the weekly bus fares.</p> <p>The money is paid into a Bus Fund (which is a sub division of the PTA funds). Accounts are audited annually.</p>
<p>7. Risks Set out the risks associated with this proposal and how you plan to minimise them.</p>
<p>Accidents – ensure that the vehicle is serviced regularly through accredited garages. Continue to conduct daily checks before the vehicle is used (as outlined in the policy).</p> <p>Insurance – insurance is arranged through the LEA insurance scheme and covers public liability: staffing</p> <p>Staffing – to establish more drivers and escorts we intend training more volunteers.</p>

C Finances

1. What is the total cost of the proposal?					
Itemise the total spend as much as possible and set out the period this will cover, indicating what proportion is required from NM					
	item	£ year 1	£ year 2	£ year 3	Total
	Capital (NM)	£20, 000			
	Revenue (NM)				
	Total (NM)	£20, 000			
	Other funding	£3000			
	Total	£23, 000			
2. Value for money					
Explain how this proposal provides value for money.					
Providing a much needed service for children, their families and the local community					
3. What resources are already invested by your, and other, organisations in the area on this issue?					
Previous fundraising for the first mini-bus (£1, 000 from school funds) – which is the one we wish to replace.					
Grants from local businesses for the second mini-bus plus £4, 500 from the PTA funds.					
Maintenance and repairs for both buses – from PTA funds and local business support					
4. Why is NM money needed?					
Our mini bus will not survive much longer. We do not have sufficient funds to be able to source a new bus. We cannot access another grant from the same business again.					
The project will allow us to improve the quality of life for many people living in a disadvantaged area of Essex. It will also improve local services for the neighbourhood.					

5. Can you be paid this money in arrears, or do you need it to prime the project?

We require the money in order to purchase the bus.

6. Who are your organisation's auditors? (Please attach a copy of your last set of audited accounts)

School accounts are audited by the LEA.

The PTA accounts are audited by David Tucker. The Mini-bus accounts are currently with him awaiting an end of year account.

D Options

1. What other options have been considered to address this proposal and if they were, why have they been rejected?

To purchase a second hand mini-bus – unfortunately it would only have a limited life yet again: we need a service that is reliable and sustainable.

E Measuring and sustaining the impact

1. What outcomes do you hope to achieve? (i.e. overall results and benefits that relate to the delivery plan)

How will the outcomes be measured?

Improved services – a reliable service with no breakdowns. (outcome measured by service book)

Extended numbers accessing the service: use of registers for day to day usage: completed hire forms for local groups: booking out diary

Annual survey to parents to ascertain their views.

2. What monitoring arrangements will be put in place?

Set out your milestones (what you will have done by when) and outputs (things you can count to measure your activities) How will spend be monitored?

Quotes for best buy – by end of February 07

Insurance set up – ready for receipt of vehicle

Purchase of new vehicle – by April (if possible) 07

Signage on vehicle (with sponsor name) – May/June 07

Training for new Volunteers and escorts – June/July 07

Day to day checks on vehicle – carried out by drivers

Weekly checks on vehicle – carried out by Governor
Report to PTA – at each general meeting
Report to Governing Body – at each full meeting
Payment of bus funds to office by Home School & Community Liaison Worker – daily: checked against paying in book: audited accounts annually

3. Evaluation
How will you measure success and use lessons learnt?

Numbers using the bus daily: child satisfaction: parent/carer satisfaction.
Number of events bus is used for on a monthly basis.
Data provided through Home, School & Community Liaison Worker and appointed Governor.
Any concerns or issues raised on a day to day basis between the drivers/escorts and HSCLW or Head Teacher and then acted upon. All to be reported to PTA or Governing Body.
Impact of project will be evaluated every term: annually (through data collection on attendance and attainment) and annually through test results. Audit of accounts should show that the project is sustainable.

4. The long term and future
How will the benefits be sustained when NM resources are no longer available?

Through regular servicing of the vehicle and good day to day upkeep.
PTA funding to resource any repairs after the warranty period.

Appraisal and approval structures

Amount of funding	Appraisal method	Approval required
Up to £2.5k	Neighbourhood Manager can carry out appraisal and submit for approval	Neighbourhood Manager and 2 Board members one of whom should be a resident board member if possible
Over £2.5k	Neighbourhood Manager and two board members one of which should be a resident board member if possible must go through the project appraisal form and submit for approval	Full Board

Signed:*Christine Watkins*.....(project proposer) Date 07.02.07.....

Name:Christine Watkins.....

Appraisal Checklist – Interaction NMP Board

Proposal

Date

Summary	Yes/no	Notes / changes required
Does this proposal impact on mainstream services or resources?		
Do we know what level of service are delivered by and resources committed to the area by this organisation?		
Will this help us achieve our agreed outcomes?		
Is it based on the needs and wishes of local people? Have they been involved in the creation of the project idea?		
Will it make a lasting difference?		
Is this a substitute for mainstream funding?		
Does it provide best value?		
Is it too risky?		
Are we confident it will be well managed, monitored and evaluated?		
Section A	Yes or no	Notes / changes required
Is it clear what is being proposed?		
Is it clear how much money is required?		
Is it clear who the responsible organisation is?		
Section B		
Is it a convincing proposal in terms of setting out problems, objectives and activities?		

Will the proposal contribute to the delivery plan outcomes?		
Is it clear how the proposal relates to existing service delivery in the area, and neither substitutes nor duplicates related services?		
Have residents been adequately involved in developing the proposal (or their views taken into account)?		
Are management arrangements adequate?		
Have risks been adequately considered and planned for?		

Section C	Yes or no	Notes / changes required
Are the finances clear and reasonable and do they provide adequate detail?		
Does the proposal provide value for money?		
Is adequate information provided on the resources already invested by the organisation?		
Is an adequate explanation provided for why NM money is required?		
Section D		
Have other options been adequately considered?		
Section E		
Have measurable outcomes been identified?		
Are adequate monitoring arrangements in place?		
Are mechanisms in place for evaluation?		
Is it clear how the benefits can be sustained?		

Decision of appraisal panel

Recommend approval	
Do not recommend approval	
Recommend changes required before approval	
If so, please state or refer to above sections	

Name	
Signed	
Date	

Appraisal Checklist – Interaction NMP Board

Proposal

Date

Summary	Yes/no	Notes / changes required
Does this proposal impact on mainstream services or resources?	No	
Do we know what level of service are delivered by and resources committed to the area by this organisation?	Yes	
Will this help us achieve our agreed outcomes?	Yes	
Is it based on the needs and wishes of local people? Have they been involved in the creation of the project idea?	Yes	
Will it make a lasting difference?	Yes	
Is this a substitute for mainstream funding?		
Does it provide best value?	Yes	
Is it too risky?	No	
Are we confident it will be well managed, monitored and evaluated?	Yes	
Section A	Yes or no	Notes / changes required
Is it clear what is being proposed?	Yes	
Is it clear how much money is required?	Yes	
Is it clear who the responsible organisation is?	Yes	
Section B		
Is it a convincing proposal in terms of setting out problems, objectives and activities?	Yes	

Will the proposal contribute to the delivery plan outcomes?	No	
Is it clear how the proposal relates to existing service delivery in the area, and neither substitutes nor duplicates related services?	Yes	
Have residents been adequately involved in developing the proposal (or their views taken into account)?	Yes	
Are management arrangements adequate?	Yes	
Have risks been adequately considered and planned for?	Yes	

Section C	Yes or no	Notes / changes required
Are the finances clear and reasonable and do they provide adequate detail?	Yes	
Does the proposal provide value for money?	Yes	
Is adequate information provided on the resources already invested by the organisation?	Yes	
Is an adequate explanation provided for why NM money is required?	Yes	
Section D		
Have other options been adequately considered?	Yes	To purchase a second hand, is not best value. It needs to be a new mini-bus, and regular servicing, and TLC.
Section E		
Have measurable outcomes been identified?	Yes	
Are adequate monitoring arrangements in place?	Yes	
Are mechanisms in place for evaluation?	Yes	
Is it clear how the benefits can be sustained?	Yes	

Decision of appraisal panel

Recommend approval	Yes
Do not recommend approval	
Recommend changes required before approval	
If so, please state or refer to above sections	
This is a good project, and well worth while, and I am fully in favour of this	

Name	Teresa Stephenson
Signed	T Stephenson [computer signature]
Date	12 th February 2007

Appraisal Checklist – Interaction NMP Board

Proposal

Date

Summary	Yes/no	Notes / changes required
Does this proposal impact on mainstream services or resources?	Yes	It will significantly contribute to attendance levels at school, before and after school activities
Do we know what level of service are delivered by and resources committed to the area by this organisation?	Yes	Previous fundraising, resources given by school to manage the bus.
Will this help us achieve our agreed outcomes?	Yes	
Is it based on the needs and wishes of local people? Have they been involved in the creation of the project idea?	Yes	PTA survey Home Travel and Community Annual Survey. Travel Plan Questionnaire
Will it make a lasting difference?	Yes	48 pupils are supported
Is this a substitute for mainstream funding?	No	
Does it provide best value?	Yes	For a relatively small amount of pump priming funding, the outcome is significant.
Is it too risky?	No	Providing the bus can be purchased before end March 2007.
Are we confident it will be well managed, monitored and evaluated?	Yes	
Section A	Yes or no	Notes / changes required
Is it clear what is being proposed?	Yes	
Is it clear how much money is required?	Yes	
Is it clear who the responsible organisation is?	Yes	Frobisher Primary School
Section B		
Is it a convincing proposal in terms of setting out problems, objectives and	Yes	

Summary	Yes/no	Notes / changes required
activities?		

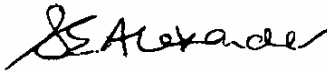
Will the proposal contribute to the delivery plan outcomes?	Yes	Improved quality of life in the local neighbourhood and improved service delivery
Is it clear how the proposal relates to existing service delivery in the area, and neither substitutes nor duplicates related services?	Yes	The proposal wishes to ensure that the current transport service is enhanced and that future pupils will also benefit
Have residents been adequately involved in developing the proposal (or their views taken into account)?	Yes	Through various annual surveys
Are management arrangements adequate?	Yes	
Have risks been adequately considered and planned for?	Yes	

Section C	Yes or no	Notes / changes required
Are the finances clear and reasonable and do they provide adequate detail?	Yes	
Does the proposal provide value for money?	Yes	
Is adequate information provided on the resources already invested by the organisation?	Yes	
Is an adequate explanation provided for why NM money is required?	Yes	The purchase of the bus will improve the quality of life for the local neighbourhood's children
Section D		
Have other options been adequately considered?	Yes	Previous business sponsor not available
Section E		
Have measurable outcomes been identified?	Yes	
Are adequate monitoring arrangements in place?	Yes	
Are mechanisms in place for	Yes	

evaluation?		
Is it clear how the benefits can be sustained?	Yes	

Decision of appraisal panel

Recommend approval	
Do not recommend approval	
Recommend changes required before approval	
If so, please state or refer to above sections	

Name	Sharon Alexander
Signed	
Date	12 February 2007