



Decant and contingency Planning – Meetings and Groups and their purpose and connections

	Meeting / Group	Who?	Purpose and Connections to other Groups
	ISPTA Meeting	PTA	To represent parent views and Steering Group / Building Council Sub-committee . To keep parent body informed of developments along with the school.
	Steering Group / Building Council Sub-committee	Matt Smith – IS Staff / Gareth Stevens – IS Staff / Malcom Gibson – Chair of Council / KC Kwong – Senior Project Manager ESF FDD / Christine Meaney – IS parent / ANO – ISPTA member / ANO – IS colleague / ANO – IS colleague	Main purpose is to steer the process and bring together the various views, opinions and perspectives from all school stakeholder groups. Will draw up recommendations for which available decant sites to choose, how to split the school etc. These will very much draw on inputs from parents, student and staff groups. Will define and present final recommendations to council for decision making. Will need agreement from ESF SMT and FDD department.
	Parent Focus Group Meeting	Group of volunteer parents who meet regular to consider and discuss decant issues.	Will provide input to both the Staff Working Group and the Steering Group / Building Council Sub-committee
	ESF Senior Management Team and Board	Senior team that represent all the separate departments at ESFC Education, HR, admissions, Student services, Finance etc.	SMT / ESF board . Will need to agree and accept any proposals agreed by School Council. Will input to all recommendations with their expertise on building ordinance, transport etc. Will advise on HR issues for each split model considered.
	ESF Facilities Dept.	John Stewart – Director of Facilities and Buildings, KC Kwong Senior Project Manager, Serena Yeung Project Manager and Carman Cheung Asst. Project Manager.	Client representative for contract management of consultants and contractors. Will also be point of contact for all instructions to consultants and contractors and will report to ESF Board. Financial and programme control.
	Staff Working Group Meeting	Around 20 teaching and non-teaching staff that have volunteered to join this group.	Will discuss and support the work of the Steering Group. Will provide important input to form the recommendations that finally go to school council.
	School Council	Community reps, teacher reps, ESFC SMT rep, parent reps.	Will make the final decision based on recommendations made from the Steering Group / Building Council Sub-committee
	Open Staff Forum	Self-nominated staff members	Will be very similar in many ways to the Staff Working Group Meeting , but will be a much larger forum for discussion. Will provide input for the Staff Working Group Meeting and
	Full Staff Meeting	All staff that work at Island School	This group will be consulted for individual level data and opinions. They will be communicated with regularly both at meetings and via email and shared documents. They will be represented by the staff voice group in their weekly meetings with members of the steering group.