

Delegated Decisions by Cabinet Member for Finance, Property and Transformation

***Friday, 3 July 2026 at 9.30 am
Online***

If you wish to view proceedings, please click on this [Live Stream Link](#).
However, that will not allow you to participate in the meeting.

Items for Decision

The items for decision under individual Cabinet Members' delegated powers are listed overleaf, with indicative timings, and the related reports are attached. Key Decisions taken will become effective at the end of the working day on 8 July 2026 unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of the reports are circulated (by e-mail) to all members of the County Council.

These proceedings are open to the public



Martin Reeves OBE
Chief Executive

June 2026

Committee Officer:

Email:

committeesdemocraticservices@oxfordshire.gov.uk

Note: Date of next meeting: 4 September 2026

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

Items for Decision

1. Declarations of Interest

See guidance below.

2. Minutes of the Previous Meeting (Pages 7 - 14)

To confirm the minutes of the meeting held on **12 September 2025, 10 October 2025 and 12 December 2025** to be signed by the Chair as a correct record.

3. Questions from County Councillors

Any county councillor may, by giving notice to the Proper Officer by 9 am three working days before the meeting, ask a question on an item on the agenda.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

4. Petitions and Public Address

Members of the public who wish to speak on an item on the agenda at this meeting, or present a petition, can attend the meeting in person or 'virtually' through an online connection.

Requests to present a petition must be submitted no later than 9am ten working days before the meeting.

Requests to speak must be submitted no later than 9am three working days before the meeting.

Requests should be submitted to committeesdemocraticservices@oxfordshire.gov.uk

If you are speaking 'virtually', you may submit a written statement of your presentation to ensure that if the technology fails, then your views can still be taken into account. A written copy of your statement can be provided no later than 9am on the day of the meeting. Written submissions should be no longer than 1 A4 sheet.

5. Grove CE Primary School (Pages 15 - 18)

Report by: Deputy Chief Executive (S151 Officer)

The Cabinet Member is RECOMMENDED to:

- a) **Approve the completion of the Funding Agreement with Oxford Diocesan Schools Trust (ODST) which will release funding greater than £2m to ODST to enable them to enter into contract for the construction of a new teaching block at Grove CE Primary School.**

6. Funding Agreement with Cambrian Learning Trust (Pages 19 - 22)

Report by: Deputy Chief Executive (S151 Officer)

The Cabinet Member is RECOMMENDED to:

- a) **Approve the completion of the Funding Agreement with Cambrian Learning Trust which will release funding greater than £2m to the Trust to enable them to enter into contract for the construction of new accommodation at Faringdon Community College.**

7. Mabel Prichard Special School (Pages 23 - 38)

Report by: Deputy Chief Executive (S151 Officer)

The Cabinet Member is RECOMMENDED to:

- a) **Approve the sealing of a Funding Agreement between the Council and The Gallery Trust. The Funding Agreement will enable The Gallery Trust to draw down funding from the council for remodelling of classroom accommodation and other associated works to facilitate the expansion of Mabel Prichard School, a special school academy in Oxford.**

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed 'Declarations of Interest' or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (i.e. payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member 'must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself' and that 'you must not place yourself in situations where your honesty and integrity may be questioned'.

Members Code – Other registrable interests

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your other registerable interests then you must declare an interest. You must not participate in discussion or voting on the item and you must withdraw from the meeting whilst the matter is discussed.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

Other registrable interests include:

- a) Any unpaid directorships

- b) Any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority.
- c) Any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Members Code – Non-registrable interests

Where a matter arises at a meeting which directly relates to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, you must declare the interest.

Where a matter arises at a meeting which affects your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under other registrable interests, then you must declare the interest.

In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

This page is intentionally left blank

Agenda Item 2

DELEGATED DECISIONS BY CABINET MEMBER FOR FINANCE, PROPERTY AND TRANSFORMATION

MINUTES of the meeting held on Friday, 12 September 2025 commencing at 2.00 pm and finishing at 2.15pm.

Present:

Voting Members: Councillor Dan Levy – in the Chair

Officers:

Whole of meeting Jack Nicholson, Democratic Services Officer
Vic Kurzeja, Director of Property and Assets

Part of meeting

Agenda Item

5
6

Officer Attending

Michael Smedley, Head of Estates

Anthony Hulsman, Head of Property Operations

The Cabinet Member considered the matters, reports and recommendations contained or referred to in the agenda for the meeting and agreed as set out below. Copies of the agenda and reports are attached to the signed Minutes.

6/25 DECLARATIONS OF INTEREST
(Agenda No. 1)

There were no declarations of interest.

7/25 QUESTIONS FROM COUNTY COUNCILLORS
(Agenda No. 2)

There were no questions from County Councillors.

8/25 PETITIONS AND PUBLIC ADDRESS
(Agenda No. 3)

There were none.

9/25 MINUTES OF THE PREVIOUS MEETING
(Agenda No. 4)

The minutes of the meeting held on 11 July 2025 were approved as an accurate record of proceedings.

10/25 CLEANING AND CATERING
(Agenda No. 6)

The Head of Property Operations presented the report and referred to the proposed outsourcing of residual cleaning for County Council properties. The Chair stated that a portion of the Council's contracts had been outsourced to a third-party provider, which was subsequently reviewed by the Scrutiny Committee. The Committee expressed concerns regarding staff transitions between contracts. In response, the officer assured the Chair that all current employees would maintain their positions under this recommendation; and furthermore, the Council would require the provider to uphold the existing contractual terms and conditions, including the preservation of pension benefits. The Chair expressed support for a cleaning service that was more efficient and lower in cost, if staff welfare was maintained, and approved the recommendation.

The Head of Property Operations also presented the section on proposed changes to the school catering service. The Chair said that he had three options, which were, to do nothing, to transfer to all schools the responsibility of delivering their own catering, or to recommend that the Council found its own catering partner. He said that to do nothing was not feasible as the existing service was operating at a loss and that the second option was impractical because some schools did not have the capacity to interact with a third party. In relation to finding a catering partner to take on the existing service, he said that that the proposals had been considered by the Schools' Forum and the Scrutiny Committee, who had concerns around food quality and, again, current staff. The officer informed the Chair that the Council would require all partners to provide food meeting Department for Education guidelines and would comply with appropriate staff welfare measures. The Chair acknowledged that the decision was challenging; however, he ultimately endorsed the recommendation.

RESOLVED to:

- a) **proceed with a procurement exercise to identify a suitable commercial provider to deliver catering services via a direct service contract with each school to replace the existing service level agreements with the school meals service; and**
- b) **commence a tender exercise in line with OCC Contract Procedure Rules and the relevant procurement legislation to outsource the remaining in-house cleaning of corporate sites.**

11/25 GUYDENS FARM, NORTHFIELD, OXFORD
(Agenda No. 5)

RESOLVED that the public be excluded for the duration of Item 5 since it was likely that if they were present during that item there would be disclosure of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972 (as amended) and since it was considered that, in all the circumstances of the case, the public interest in Page 4 maintaining the exemption outweighed the public interest in disclosing the information.

The Head of Estates introduced the report. The Chair said that he had concerns about relinquishing control over Guydens Farm, Northfield, Oxford in light of its controversy, and that his preference was for finalisation of, and entry into, the Promotion Agreement to be subject to delegated decision by the Cabinet Member. As such, he approved the first recommendation only on this occasion.

RESOLVED to:

- a) approve a Direct Award to enter into a site Promotion Agreement for the development of Guydens Farm, Northfield, Oxford, with existing Promoter of Brasenose College’s land, Catesby Estates Limited; but
- b) defer the decision to delegate authority to the Director of Property and Assets to finalise, and enter into, the Promotion Agreement in consultation with the Section 151 Officer and the Head of Legal and Governance.

..... in the Chair

Date of signing 2025

This page is intentionally left blank

DELEGATED DECISIONS BY CABINET MEMBER FOR FINANCE, PROPERTY AND TRANSFORMATION

MINUTES of the meeting held on Friday, 10 October 2025 commencing at 9.30 am and finishing at 09.35 am.

Present:

Voting Members: Councillor Liz Leffman, Leader of the Council – in the Chair

Officers: Deborah Wyatt, Strategic Liaison Manager
Jack Nicholson, Democratic Services (Clerk)

Councillor Leffman considered the matters, reports and recommendations contained or referred to in the agenda for the meeting and agreed as set out below. Copies of the agenda and reports are attached to the signed Minutes.

12 DECLARATIONS OF INTEREST (Agenda No. 1)

The Leader of the Council said that she was chairing this meeting because the fifth agenda item affected the Cabinet Member for Finance. Property & Transformation's division in Eynsham, and he had declared an interest.

13 QUESTIONS FROM COUNTY COUNCILLORS (Agenda No. 2)

There were no questions from County Councillors.

14 PETITIONS AND PUBLIC ADDRESS (Agenda No. 3)

There were none.

15 MINUTES OF THE PREVIOUS MEETING (Agenda No. 4)

A decision with respect to the minutes of the meeting held on 12 September 2025 was deferred because the Cabinet Member for Finance, Property & Transformation, who chaired that meeting, was not present to approve them.

16 EXPANSION OF HEYFORD PARK SCHOOL (Agenda No. 5)

The Strategic Liaison Manager introduced this item. She said that it represented a standard request for funding, given that the Council had been working closely with the Eynsham Partnership Academy for the expansion of the school. She assured the Chair that this request had gone through a rigorous tender process and said that if approved, work would begin in March 2026 for delivery by March 2027.

The Chair said that she was happy to see the expansion of Heyford Park and that given the Cabinet Member for Finance, Property and Transformation had seen the papers, she would approve the recommendation.

RESOLVED to approve the sealing of a funding agreement between the Council and Eynsham Partnership Academy (EPA) for the release of funding greater than £1m to enable the expansion of Heyford Park School, from 2FE to 3FE.

..... in the Chair

Date of signing 200

**DELEGATED DECISIONS BY CABINET MEMBER FOR FINANCE,
PROPERTY AND TRANSFORMATION**

MINUTES of the meeting held on Friday, 12 December 2025 commencing at 2.00 pm and finishing at 2.05 pm.

Present:

Voting Members: Councillor Dan Levy – in the Chair

Officers: Henry White, Operational Manager, Assets & Investment
Jack Nicholson, Democratic Services (Clerk)

The Cabinet Member considered the matters, reports and recommendations contained or referred to in the agenda for the meeting and agreed as set out below. Copies of the agenda and reports are attached to the signed Minutes.

17 DECLARATIONS OF INTEREST

(Agenda No. 1)

There were no declarations of interest.

18 QUESTIONS FROM COUNTY COUNCILLORS

(Agenda No. 2)

There were no questions from County Councillors.

19 PETITIONS AND PUBLIC ADDRESS

(Agenda No. 3)

There were none.

20 LEASEHOLD ACQUISITION OF WAREHOUSE

(Agenda No. 4)

The Chair introduced this item. He said that the recommendation involved had already been approved by senior management, whom he thanked for their work. He said that the recommendation, if approved, would involve a slightly higher rental cost compared to the previous lease but prevent disruption to the service that would be involved in moving it elsewhere.

RESOLVED to approve option 1 in Appendix 1 for the leasehold acquisition of a warehouse in Bicester for use by Adult Social Service and their contractor for the Integrated Community Equipment Service.

..... in the Chair

Date of signing 2026

Delegated Decisions by Cabinet Member for Finance, Property and Transformation

3 July 2026

Grove CE Primary School – Funding Agreement with Oxford Diocesan Schools Trust

Report by: Deputy Chief Executive (S151 Officer)

RECOMMENDATION

The Cabinet Member is **RECOMMENDED** to

- a) **Approve the completion of the Funding Agreement with Oxford Diocesan Schools Trust (ODST) which will release funding greater than £2m to ODST to enable them to enter into contract for the construction of a new teaching block at Grove CE Primary School.**

Executive Summary

1. Grove CE Primary School is an academy managed by Oxford Diocesan Schools Trust (ODST).
2. Due to local housing growth, there is a pupil-place pressure in the north of Grove. The council agreed with ODST that they would expand the admission number at Grove CE Primary School by 105 places (from 1 form entry to 1.5 form entry) and with an additional 39 place Nursery, using funding provided by the council.
3. The expansion will be achieved by constructing a new teaching block, adapting the existing building and external works. ODST have tendered the project and the tender sum for construction forms part of the project budget.
4. The budget for this project is £9.494m, approved in the Outline Business Case in June 2025. The Full Business Case (FBC) will be submitted for approval in August or September 2026 at the same budget.
5. Once the FBC has been approved, the Funding Agreement with ODST can be completed, enabling them to enter into contract for construction.

Corporate Policies and Priorities

6. This proposed course of action supports the council's statutory duty to provide pupil places.

Financial Implications

7. This expansion project has obtained Capital Governance approval as below:
 - Initial Business Case, approved 2015
 - Out of Tolerance, approved June 2024
 - Outline Business Case, approved June 2025 (£9.494m)
 - Full Business Case to be submitted for approval at Property Programme Board in August/September 2026
8. The project is being funded from S106 contributions (£8.297m) with the balance of £1.197m met from Corporate Resources.
9. There are no revenue implications for the council as Grove CE Primary School is an academy, under the management of ODST.

Comments checked by:

Drew Hodgson,
Strategic Finance Business Partner
Email: drew.hodgson@oxfordshire.gov.uk

Legal Implications

10. The council has a statutory duty including under section 14(1) of the Education Act 1996 and all other relevant Acts of Parliament, regulations to secure additional school places for children within the County. This Funding arrangement with ODST will enable the council to fulfil its statutory function.
11. As the funding under the Funding Agreement will be passed directly to works contractors to cover the building and other professional costs, there is no benefit to ODST, this being a mere pass-through arrangement. Therefore, there are no Subsidy law implications of transferring this funding to ODST.
12. Under the terms of the Funding Agreement, in selecting contractors and consultants for the building works, ODST were required to go through a procurement process which would be compliant with the Public Contract Regulations 2015 ("PCR 2015"). This ensures that the works contracts represent value and comply with the council's obligations under PCR 2015, under the Subsidy Control Act 2022 and under the council's Contract

Procedure Rules. ODST will also be required to comply with all applicable legislation in carrying out the building project.

Comments checked by:

Jonathan Pool
Solicitor
Email: jonathan.pool@oxfordshire.gov.uk

Staff Implications

13. The course of action will result in further staff costs for OCC Property and Legal which will be recharged against the project budget, as previous staff costs have been.

Equality & Inclusion Implications

14. The project does not have any equality and inclusion implications with no change to current operations.

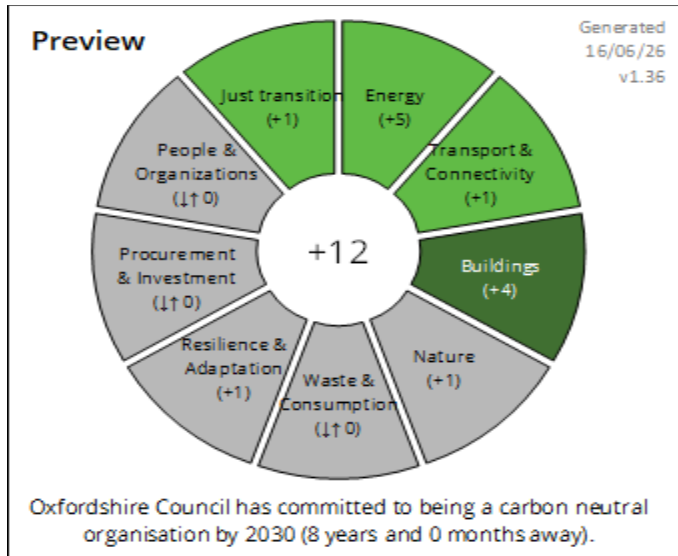
Sustainability Implications

15. The scheme has been designed to meet very high standards of sustainable design. Working with the DfE Output Specification as a starting point, this sets a target of Net Zero Carbon in Operation. The scheme has been future proofed to be able to achieve this.

The new building will be heated by air source heat pumps, meaning that there will be no reliance on gas.

The heat pumps will create maximum efficiency and lead to a significant overall improvement in the school's energy performance.

A Climate Impact Assessment has been carried out, with the results below:



Consultations

16. This expansion project has gone through the planning approval process with VOWHDC which included a full consultation period.

Lorna Baxter,
Deputy Chief Executive and Section 151 Officer
Lorna.baxter@oxfordshire.gov.uk

Annex: Annex 1 Approved Outline Business Case
[APPROVED Grove CE Expansion \(G1\) OBC.pdf](#)

Contact Officer: Nick Tomkins, Strategic Liaison Manager
nick.tomkins@oxfordshire.gov.uk

Vic Kurzeja, Director of Property & Assets
vic.kurzeja@oxfordshire.gov.uk

16 June 2026

Delegated Decisions by Cabinet Member for Finance, Property and Transformation

3 July 2026

Funding Agreement with Cambrian Learning Trust for Faringdon Community College

Report by: Deputy Chief Executive (S151 Officer)

RECOMMENDATION

The Cabinet Member is **RECOMMENDED** to

- a) **Approve the completion of the Funding Agreement with Cambrian Learning Trust which will release funding greater than £2m to the Trust to enable them to enter into contract for the construction of new accommodation at Faringdon Community College.**

Executive Summary

1. Faringdon Community College (FCC) is a secondary school academy managed by Cambrian Learning Trust (CLT).
2. In 2024, a significant sum of unspent S106 funding was identified, which could only be spent at FCC. Childrens Services agreed with CLT to use the funding to replace 4 x 2-class temporary buildings that are not fit for purpose, with permanent accommodation.
3. CEF agreed with CLT that they would self-deliver this project using funding provided by the council through a Funding Agreement.
4. The project budget approved in the Outline Business Case in January 2025 is £6.100m. The Full Business Case will be submitted in August 2026.
5. Once the Full Business Case has been approved, the Funding Agreement with CLT can be completed, enabling them to enter into contract for construction.

Corporate Policies and Priorities

6. This proposed course of action supports the council's statutory duty to provide suitable and sufficient pupil places.

Financial Implications

7. This expansion project has obtained Capital Governance approval as below:
 - Initial Business Case, approved April 2024
 - Outline Business Case, approved January 2025 (£6.100m)
 - Full Business Case to be submitted for approval at Property Programme Board in August 2026
8. The project is being fully funded from S106 contributions. To date, £5.857m has been received and there is a further £1.301m secured, of which £0.686m is expected to be received by the end of 2026.
9. There are no revenue implications for the council as Faringdon Community College is an academy, under the management of CLT.

Comments checked by:

Drew Hodgson,
Strategic Finance Business Partner
Email: drew.hodgson@oxfordshire.gov.uk

Legal Implications

10. The Council has a statutory duty including under section 14(1) of the Education Act 1996 and all other relevant Acts of Parliament, regulations to secure additional school places for children within the County. This Funding Agreement with CLT will enable the Council to fulfil its statutory function.
11. As the funding under the Funding Agreement will be passed directly to works contractors to cover the building and other professional costs, there is no benefit to CLT, this being a mere pass-through arrangement. Therefore, there are no Subsidy law implications of transferring this funding to CLT.
12. Under the terms of the Funding Agreement, in selecting contractors and consultants for the building works, CLT are required to go through a procurement process which is compliant with the Procurement Act 2023 ("PA 2023"). This ensures that the works contracts represent value and comply with the Council's obligations under PA 2023, under the Subsidy Control Act 2022 and under the Council's Contract Procedure Rules. CLT will also be required to comply with all applicable legislation in carrying out the building project.

Comments checked by:

Jonathan Pool
Solicitor

Email: jonathan.pool@oxfordshire.gov.uk

Staff Implications

13. The course of action will result in further staff costs for OCC Property and Legal which will be recharged against the project budget, as previous staff costs have been.

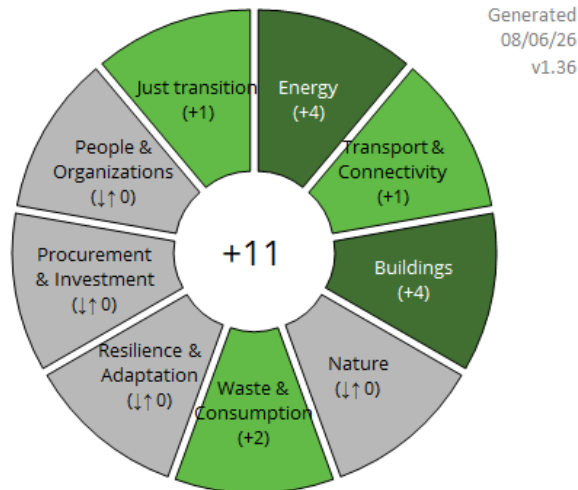
Equality & Inclusion Implications

14. The project does not have any equality and inclusion implications with no change to current operations.

Sustainability Implications

15. Following passive design enhancements to the building fabric and form, the mechanical and electrical building services have been designed to minimise energy consumption and generate heating and hot water in the most efficient way possible.
16. Air source heat pumps will be used as the primary heat source, coupled with low temperature heat distribution to maximise efficiency. PVs will provide energy and at times of low demand and high yield, it will be exported to the National Grid.
17. EV charging points will be included in the new car park layout.

A Climate Impact Assessment has been carried out, with the results below:



Oxfordshire Council has committed to being a carbon neutral organisation by 2030 (8 years and 0 months away).

Consultations

18. This expansion project has gone through the planning approval process with VOWHDC which included a full consultation period.

Lorna Baxter,
Deputy CEO and Section 151 Officer
Lorna.baxter@oxfordshire.gov.uk

Annex: Annex 1 Approved Outline Business Case
[APPROVED Faringdon Community College \(G1\) OBC.pdf](#)

Contact Officer: Nick Tomkins, Strategic Liaison Manager
nick.tomkins@oxfordshire.gov.uk

Vic Kurzeja, Director of Property & Assets
vic.kurzeja@oxfordshire.gov.uk

16 June 2026

Delegated Decisions by Cabinet Member for Finance, Property and Transformation

3 July 2026

Mabel Prichard Special School, Oxford – Funding Agreement with The Gallery Trust

Report by: Deputy Chief Executive (S151 Officer)

RECOMMENDATION

The Cabinet Member is **RECOMMENDED** to

- a) **Approve the sealing of a Funding Agreement between the Council and The Gallery Trust. The Funding Agreement will enable The Gallery Trust to draw down funding from the council for remodelling of classroom accommodation and other associated works to facilitate the expansion of Mabel Prichard School, a special school academy in Oxford.**

Executive Summary

1. Mabel Prichard Special School is an academy, under the management of The Gallery Trust (TGT).
2. Due to increasing pressure for special school places in the County. The council agreed with TGT that they would increase the school's admission number at Mabel Prichard School and deliver 23 additional spaces.
3. TGT are self-delivering the expansion project using funding provided by the council through a funding agreement. The anticipated completion date is summer 2027.
4. The expansion will be achieved by remodelling and refurbishing the recently vacated foundation stage accommodation at Orchard Meadow School - for Mabel Prichard School. The project will deliver three new classrooms, pupil toilets, a group room, and ancillary accommodation. It also includes the creation of an improved entrance, office space, staff room, and supporting accommodation, and provides additional car parking and enhanced highway access to the school.
5. The Outline Business Case, with a total capital budget of £1.900m was approved on 7th August 2025. The Full Business Case will be submitted for approval in August 2026.

6. TGT commissioned their consultants Wainwrights to procure a main contractor to enter into a Pre-Construction Service Agreement and tendered the project, seven contractors compliantly responded to the first stage tender with Beard Construction being the successful contractor to work with the design team to develop a contract sum which will form part of the project budget. TGT are about to procure the services of Beard Construction to commence construction.

Corporate Policies and Priorities

7. This proposed course of action supports Oxfordshire's Special Educational Needs & Disabilities (SEND) Sufficiency Delivery Strategy which identifies the expansion of Mabel Prichard Special School as a Delivery Priority 2023-2027.

Financial Implications

The financial implications section should be completed by a member of the finance service

8. The capital funding for this project has been approved as part of the capital programme funded from the budget provision identified for the SEN Strategy Phase 2 provision of £37m, with the most recent project budget being approved as part of the Outline Business Case in August 2025.
9. A Full Business Case is due to be submitted in August 2026 for approval with an estimated total capital budget exceeding £2m. The project is to be funded from the SEN High Needs capital allocation 2021/22 - 2023/24.
10. There are no revenue implications to the council because all revenue costs are the responsibility of TGT.
11. Should the recommended course of action not be followed, there will be a delay to the completion of the Funding Agreement resulting in TGT not being able to enter the construction contract and additional costs will be incurred as a result, and ultimately a delay to the delivery of the accommodation for the additional pupil intake.

Comments checked by:

Drew Hodgson
Strategic Finance Business Partner
Email: drew.hodgson@oxfordshire.gov.uk

Legal Implications

The legal implications section should be completed by a member of the legal service

12. The Council has a statutory duty including under section 14(1) of the Education Act 1996 to secure additional school places for children within the County. This funding arrangement to The Gallery Trust will enable the Council to fulfil its statutory function.
13. The Gallery Trust is an Academy Trust engaged in the provision of education to children, pursuant to receipt of funding from Central Government. The benefit it will receive from the building works will enable it to fulfil this function. As such, it is not engaged in an economic activity and therefore, the funding arrangement does not constitute a subsidy under the Subsidy Control Act 2022.
14. Under the terms of the funding agreement, in selecting contractors and consultants for the building works, the Gallery Trust will be required to go through a procurement process which would be compliant with public procurement legislation. This will ensure that the Works Contracts represent value for money and comply with the Council's obligations under procurement legislation; under the Subsidy Control Act 2022; and under the Council's Contract Procedure Rules. The Gallery Trust will also be required to comply with all applicable legislation generally, in carrying out the building project.

Comments checked by:

Busola Akande,
Solicitor, Contracts (Legal Services)
Email: Busola.Akande@oxfordshire.gov.uk

Staff Implications

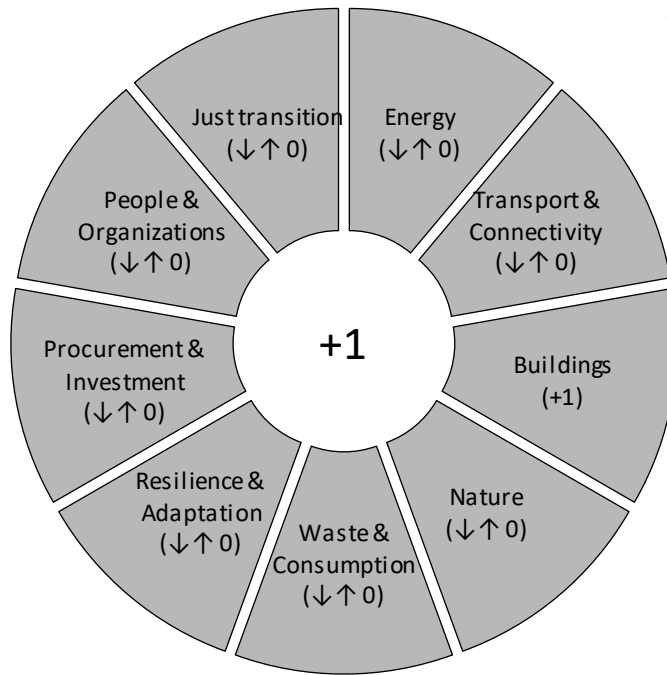
15. The project budget includes an allowance for internal staff costs for Legal; for the Funding Agreement, and Property to ensure the project is delivered to the required standards within the project programme and budget, as agreed in the Full Business Case.

Equality & Inclusion Implications

16. The project does not have any equality and inclusion implications with no change to current operations.

Sustainability Implications

17. The project has limited scope regarding sustainability implications. Re-use and refurbishment of the existing school building have been used to reduce embodied carbon in the proposal. A Climate Impact Assessment has been completed for the project.



Oxfordshire Council has committed to being a carbon neutral organisation by 2030 (8 years and 0 months away).

Risk Management

18. Project risks including any impacts to the council's statutory duty to provide specialist places and budget management has been monitored and managed by the Project Lead.

Consultations

19. The proposal received full planning permission on the 26th March 2026.
20. The accommodation requirements and proposed design solutions to expand the school has been shared with TGT, the Headteacher and Governors of Mabel Prichard Special School and is fully supported.
21. As an academy, the expansion of Mabel Prichard Special School will need to be approved by the Regional Schools Director (RSD). An application has been made and approval obtained.
22. No further public consultation has been undertaken.

Lorna Baxter,
Deputy Chief Executive and Section 151 Officer
Lorna.baxter@oxfordshire.gov.uk

]

Annex: Annex 1 – Approved Outline Business Case

Contact Officer: Jenny Seddon, Strategic Liaison Manager
Email: jenny.sedddon@oxfordshire.gov.uk

Vic Kurzeja, Director of Property & Assets
Email: vic.kurzeja@oxfordshire.gov.uk

3rd July 2026

This page is intentionally left blank

09/07/2025	G1-OBC	Outline Business Case / Commit to Invest
-------------------	---------------	---

Project / Programme Name:	Mabel Prichard Special School, Oxford - Expansion
Total Capital Budget:	£1,900,000
Sponsoring Director:	Lisa Lyons – Director of Children’s Services
Strategic Professional Lead:	Jenny Seddon
Delivery Project Lead:	Jenny Seddon (working with The Gallery Trust - TGT)
Divisions Affected:	Leys
Project Approval No:	C.AE10099.01

Threshold Change Request (OOT)

Threshold(s) Exceeded:	Requires Approval from:
1. Cost	S151 Officer & Strategic Director Communities
2. Time	Within Threshold
3. Scope / Benefits	Within Threshold
4. Reputational / Political Risk	Within Threshold

Decision(s) required:

1. To release a further development budget of £0.184m to enable The Gallery Trust (TGT) to progress the expansion works at Mabel Prichard School through the planning stage, detailed design and procurement of the contractor. This is in addition to the £0.080m released at Gate 0.
2. To increase the overall budget provision by £0.576m to £1.9m with the increase being met from SEN Grant Funds.

Record of Decision / Final Approval [as per Financial Procedure Rules]

Decision	Approved by
APPROVED	Strategic Capital and Commercial Board 7 August 2025

Contents

Sign-off.....	2
1. Executive Summary.....	3
2. Description & Objectives of the Desired Outcomes & Business Benefits.....	4
3. Results of Options Appraisal & Project Scope.....	4
4. Financials: Estimated Final Costs & Proposed Funding Plan.....	5
5. Project Delivery Timetable & Procurement Plan.....	7
6. Risks, Constraints, Dependencies & Exclusions.....	8
7. Communication & Consultation (Internal & External).....	9
8. Project Governance.....	9
9. Appendices.....	10

Sign-off

Sign-offs	Name	Date
Director / Assistant Director	Vic Kurzeja	18/07/25  Re_ PCB - July 2025 - notes.msg
Service Manager: Strategy / Delivery	Henry White	14/07/25
Strategy / Delivery Professional Lead	Jenny Seddon	14/07/25
Finance Team (Capital)	Graham Clare	14/07/25
Finance Team	Drew Hodgson	20/07/25
Confirmation of Consultation with / Input from	Name	Date
Service Area / Key Stakeholder	Jane Maharry – CEF	14/07/2025
Operational Manager – Cost Management	Mark Padbury	09/07/2025
Estates Team	Mavis Morgan	11/07/2025

1. Executive Summary

- 1.1 Mabel Prichard Special School is co-located on the lower school site with Orchard Meadow Primary School. It is proposed to reduce the planned capacity of Orchard Meadow Primary School and relocate their Foundation Stage accommodation into surplus space elsewhere on the site (Phase 1). This would then allow the vacated space to be released for the purpose of expanding Mabel Prichard Special School (Phase 2).
- 1.2 Mabel Prichard Special School is an academy, under the management of The Gallery Trust (TGT). The Trust will self-deliver the design and delivery of the expansion project, using funding provided by OCC through a formal Funding Agreement.
- 1.3 The Initial Business Case (IBC) for this expansion project (Phase 1 and 2) was approved on the 27th of March 2024 with an estimated total budget of £2.230m, of which Phase 1 was estimated at £0.906m and Phase 2 at £1.324m. Note: This Business Case refers to the Phase 2 Expansion works ONLY.
- 1.4 The solution developed during the feasibility stage is as per OCC's brief, with the estimated project cost of £1.900m. This includes sufficient risk and contingency sums, and inflation calculated to the mid-point of the contract period to capture inflationary effects for the full period.
- 1.5 The cost build-up of the estimated budget has been reviewed and verified by OCC's Operational Manager - Cost Management.
- 1.6 The IBC included the release of £0.080m for the feasibility stage, and this report requests an additional £0.184m to enable the Trust to progress the project through to the Full Business Case submission.
- 1.7 The additional use of SEN High Needs grants puts a financial risk on the remaining funding sources for the second SEN New School that was expected to be funded from SEN Grant Funds.

2. Description & Objectives of the Desired Outcomes & Business Benefits

2.1 The desired outcomes & business benefits are unchanged from the Initial Business Case where further detailed information is provided. A link to the approved IBC is found in the appendix Section 9.

3. Results of Options Appraisal & Project Scope

3.1 The Trust have completed the feasibility stage which has determined the scope of works required to facilitate the expansion of the school.

3.2 This project will deliver circa 23 additional places. The additional capacity will allow the school to blend KS2/3 provision on the primary site avoiding the need for expansion on the secondary school site.

3.3 The feasibility concluded that the Trust within the funding available can create additional accommodation for the expansion of the school as follows:

- Remodelling and refurbishment of the vacated Orchard Meadow School - foundation stage accommodation for Mabel Prichard School. Creating 3no. classrooms, toilets, group room, ancillary accommodation, and internal ramp.
- Reconfiguration of the existing cramped Mabel Prichard main school entrance through internal alterations to create an improved main entrance, office accommodation, staff room and ancillary accommodation.
- Additional car parking to Mabel Prichard School and improved highway access works.

3.4 It is worth noting, the Trust's original scheme, developed per OCC's brief, presented in early June 2025 showed an estimated budget at around £2.6m. Through a thorough value engineering exercise, we have been able to reduce the build costs by over £600k and reduced the budget down to £1.9m.

3.5 The proposed solution for the remodelling of Mabel Prichard School remains unchanged from that presented at IBC in February 2024, except for a small extension to the main entrance to provide a visitor's toilet and interview room for safeguarding reasons.

4. Financials: Estimated Final Costs & Proposed Funding Plan

4.1 The capital cost of the Mabel Prichard expansion will be met from formulaic DfE capital grant allocated to Oxfordshire for investment in special education capacity (High Needs Provision Capital Allocation 2021/22 – 2023/24).

4.2 The budget at this stage is estimated as £1.900m, broken down as follows:

£1.315m	Construction (Cost Estimate 14th March 2025)
£0.060m	Feasibility
£0.196m	Consultant Fees (RIBA 3-6),
£0.018m	Statutory Charges, Surveys and Misc Costs
£0.062m	Costed Risks (Risk Register)
£0.159m	Client Contingency
£0.070m	OCC Staff Costs (Strategy, Estates and Legal)
£0.020m	FF&E and ICT Hardware funding
£1.900m	Total Project Cost

The total project cost to OCC for delivery of the project to be £1.900m

4.3 The total sum of £0.184m of funding is requested for release at this stage, made up as below:

£0.060m	TGT feasibility Study Fees and Surveys
£0.126m	Fees for Planning, Design, & Procurement (RIBA 3 & 4)
£0.018m	Surveys, Statutory Charges and Misc. Costs
£0.020m	Client Risk & Contingency
<u>£0.040m</u>	OCC Staff Costs (Strategy, Estates and Legal)

£0.264m Total

£0.080m Less Released at Gate 0

£0.184m Requested for Release at Gate 1

BUDGET	G0 (IBC)	G1 (OBC) (baseline)	G2 (FBC)	G3 (PC)	G4 (FC) Final Close	THRESHOLD CHANGE
Stage 0 Options Appraisal						
Stage 1 Concept Design	£32,125	£32,125				£0
Stage 2 Design & Procurement	£96,375	£149,730				£53,355
Stage 3 Delivery / Construction	£974,500	£1,496,745				£-522,245
Stage 4 Close Out	Incl above	Incl above				Incl above
<i>Contingency</i>	£110,500	£159,000				£48,500
<i>Financial Risk</i>	£110,500	£62,400				£-48,100
TOTAL	£1,324,000	£1,900,000				£576,000
THRESHOLD CHANGE						
Reported in Stage						
<i>Date of Change / Update</i>						

EXPENDITURE	G0 – IBC Budget	G1 – OBC baseline	G2 – FBC	G3 - PC	G4 - Final Close	THRESHOLD CHANGE
Previous Years						
2023/24		£208				£208
2024/25	£6,425	£51,030				£44,605
2025/26	£64,250	£1,083,000				£1,018,750
2026/27	£545,075	£492,292				£-52,783
2027/28	£487,250	£52,070				£-435,180
<i>Contingency</i>	£110,500	£159,000				£48,500
<i>Financial Risk</i>	£110,500	£62,400				£-48,100
TOTAL	£1,324,000	£1,900,000				£576,000

Revenue Implications

4.4 As an academy the school will be responsible for all revenue costs for staffing and repairs and maintenance of the new building. These costs will be funded from the school's delegated budget share.

5. Project Delivery Timetable & Procurement Plan

Below table indicates indicative start dates for each of the stages, reported on at each of the gateways, with target Approval Dates for each of the Gates.

	G0	G1 (baseline)	G2 (FBC)	G3 (PC)	G4	MOVEMENT
Stage 0 Options Appraisal						
IBC Approval	Feb 24	Feb 24				
Stage 1 Concept Design	March 24	March 24				
OBC Approval	March 24	July 25				
Stage 2 Design & Procurement	April 24	Aug 25				
FBC Approval	July 24	Dec 25				
Stage 3 Delivery/ Construction	Aug 24	Jan 26				
Handover	Aug 24	June 26				
Project Close	April 25	Sep 26				
Stage 4 Close Out	Aug 25	June 27				
Final Close	April 26	Sep 27				
Months deviation (PC)		+17 months				
Date reported						

- 5.1 Following completion of the Phase 1 works (anticipated October 2025), the existing space will be vacated by Orchard Meadow School and Phase 2 works will commence by The Gallery Trust (TGT) to undertake the internal alterations to facilitate the expansion of Mabel Prichard Special School. Both schools will need licences for alteration from OCC.
- 5.2 There will also be a need to manage the surrender of part of the Orchard Meadow site from United Learning Trust (ULT) to OCC and the simultaneous grant of a new lease to The Gallery Trust (TGT). ULT and TGT will need to seek Department for Education (DfE) approval to surrender/grant of their leases with OCC.

6. Risks, Constraints, Dependencies & Exclusions

6.1 TGT have produce a risk register as part of their Feasibility Studies. Outside of the standard design and construction risks; the key project risks are:

:

Description of areas or sources of risk and impact on project	Mitigation	Owner
Approvals. Approval for Mabel Pritchard School to expand from the Regional Schools Director (RSD) – if not received prior to construction, the start date could be delayed.	TGT to approach the RSD to obtain a view as soon as possible.	TGT/Mabel Prichard
Lease variations. There will be a need to manage the surrender of part of the Orchard Meadow site from ULT to OCC and the consequential grant of a new lease to The Gallery Trust. ULT and Gallery will need to seek Department for Education (DfE) approval to vary their leases with OCC.	Both ULT and TGT to engage early with their legal teams and DfE to obtain approval. Once approved and final land registry compliant plans are drawn up, both trusts will need to work with OCC Estates team to request the changes to their documentation in a timely manner	OCC Estates, ULT/Orchard Meadow/OCC Estates
Landlords consent. This will be required for the works to alter the building.	TGT will need to engage with OCC estates as soon as possible to enable consents (licence for alteration) to be granted.	TGT/OCC Estates
Occupied Site and Phasing of works. Due to the site constraints, any works (in particular any internal works) will need to be phased to enable the school to operate in its current environment and without the need for temporary accommodation.	Early discussions with TGT and Mabel Prichard School to ensure that the school is not impacted by the works, and appropriate contractors access arrangements/phasing are determined.	OCC Project Lead, Mabel Prichard/TGT,
Cash Flow. Ensuring TGT have sufficient cash flow to enable them to procure services required, without causing a payment delay	Instruction to legal as soon as OBC approved to enable release of initial funding and to form the main Funding Agreement including payment tranches as agreed with TGT.	OCC Project lead, OCC Legal/Trust
S77 Approval. Proposed additional car parking for Mabel Prichard will be located on land previously owned by OCC.	Application to be submitted as soon as scope of works known and potential mitigation measures agreed.	OCC Project Lead, Mabel Prichard/TGT,
Programme: The delivery of Phase2 works is delayed which impacts on the proposed expansion of Mabel Prichard (Phase 2) and the delivery of 23 additional places.	Trust/School to accommodate additional pupils within existing accommodation in the short term.	Mabel Prichard/TGT





7. Communication & Consultation (Internal & External)

- 7.1 The accommodation requirements and proposed design solutions have been shared with the Trust, Headteacher and Governors of Mabel Prichard School and is fully supported.
- 7.2 The expansion of Mabel Prichard Special School by more than 20 places is considered a *significant change* will require the Trust to seek approval via the Regional Schools Director (*Making significant changes to an open academy Departmental guidance for all types of academy trust January 2022*).
- 7.3 The proposed building works at Mabel Prichard School will require a planning application to Oxford City Council, the district council will undertake the required consultation process and interested parties will have the opportunity to make their comments or objections.

8. Project Governance

- 8.1 The project will be delivered by the Trust (TGT) under the terms of a Funding Agreement with the Council.
- 8.2 The project will be included within the Capital Programme and will follow the necessary governance process for funding approvals and technical reviews, where necessary.
- 8.3 While day to day responsibility for each of the projects will rest with TGT the OCC Project Lead will report any out of tolerance working and key risks through the project life of the design and delivery.

9. Appendices

Item	Description	Link
Appendix A	Initial Business Case	 Mabel Prichard Special School, Oxford Mabel Prichard Special School, Oxford - Expansion IBC Approved
Appendix B	Cost Plan – TGT Consultants, Wainwrights	 Mabel Prichard Estimate - Elemental - Mabel Prichard Estimate - Elemental - July 2025.pdf
Appendix C	Costed Risk Register - TGT Consultants	 Mabel Prichard - Risk Register Reva.pdf Risk Register Reva.pdf
Appendix D	Capital Monitoring Report (position as of w/c 23/7/25)	 Mabel%20Pritchard% 20C.AE10099%20 -Capital Monitoring Report..xlsx