



Change Control Notice

Contract Number	RD931	Contract / Programme Manager	Laurie Bailey / Claire Wilkinson
Provider	Ambition School Leadership Trust	Original Contract Value (£)	£7,433,283
Contract Start Date	23 May 2014	Contract Expiry Date	22 September 2019

Variation and Extension Requested	<p>To cover the recruitment and delivery of the High Potential Middle Leaders (HPML) primary programme to one additional cohort (Cohort 5) of participants, at a total cost to NCTL of £1,421,727 inclusive of all taxes and expenses. This will have two component parts:</p> <ol style="list-style-type: none"> A variation to the current deliverables of the Contract – To cover the recruitment phase for the additional cohort (Cohort 5) which will commence in December 2017, and the first year of delivery of the programme to this cohort which will begin in September 2018. An extension to the Contract – To cover the delivery of year 2 of the programme to the additional cohort (Cohort 5) and an exit period of approximately six weeks. The original contract term will be extended by 12 months up to 22 September 2020.
Originator of Variation and Extension (tick as appropriate)	NCTL <input checked="" type="checkbox"/> Provider <input type="checkbox"/>
Date	23 February 2018
FEBRUARY Reason for Variation and Extension	<p>To extend the Contract in accordance with clause 12.1 until 22 September 2020 (the Extended Period) to cover the investment for the recruitment and delivery of the HPML primary programme to one additional cohort of participants (Cohort 5).</p> <p>The current HPML primary contract covers recruitment and delivery of the two-year programme to four cohorts of participants, entering the two year programme in 2014, 2015, 2016 and 2017. Provision is included in this contract to extend for a further 12 months.</p>
Summary of Variation and Extension (e.g. specification, finances, contract period)	<p>This contract variation and extension is to cover the recruitment and delivery of the two year HPML primary programme to one additional cohort of participants (Cohort 5). This additional cohort will start the programme in September 2018 and second year</p>

participants will complete by the beginning of August 2020. Delivery of the programme will be followed by a short exit/close down period until 22 September 2020.

From the date of this CCN all references in the Contract to Teaching Leaders shall be read as references to Ambition School Leadership Trust.

Unless specified in this CCN, all Services and associated Key Performance Indicators (KPIs) which the Provider will be responsible for the delivery of, will remain in accordance with the original contract RD931.

The following activities (associated with Cohort 5 only) will be delivered within the Initial Term of the contract (up to September 2018) alongside existing provision: recruitment, assessment and selection of Year One and Year Two participants; delivery of the programme to Year One participants (as set out in the implementation plan at **Appendix 1**); and the Year Two one week residential. The extension period will then cover: delivery of the programme to Year Two participants (as set out in the implementation plan at **Appendix 1**) followed by the contract exit period.

Appendix 1 sets out the implementation plan for the delivery of the variation and extension activity and breaks down the detail of the activities over the two year programme and close down of the contract in accordance with the Exit Plan agreed and updated in accordance with Paragraphs 14 and 15 of Schedule 9 of the Contract.

1. Costings

The cost to NCTL of recruiting and delivering the programme to this additional cohort will be a maximum of £1,422,134 including all taxes and expenses. It has been confirmed and agreed by Ambition School Leadership that any increase in the cost for this element will be at their own risk and will be fully borne by them. There will be no additional cost to NCTL.

2. Participant profile

The new cohort 5 will consist of:

- 300 Year One participants due to start in September 2018; and
- 150 Year Two participants due to start in September 2019

60% of the Year Two cohort (90 participants) will progress from Year One and 40% (60 participants) will be direct entrants. Recruitment will be monitored according to the monthly trajectory set out in (**Appendix 2a, Tab 3, Recruitment trajectory**).

3. Geographical targeting

In Year One and Year Two of the programme, the Provider will recruit at least 60% of participants from the weakest categories (Groups 5 and 6) of local authority district areas, including Opportunity Areas (OAs), as set out in the Defining 'Achieving Excellence Areas' Methodology Guidance (NCTL, March 2016) available at [defining-achieving-excellence-areas-methodology](#)

A further 20% will be recruited from category 4 areas and the remaining 20% will be recruited from category 1-3 areas.

Opportunity Areas are defined as social mobility “coldspots” and are part of the government’s national plan for dealing with social mobility through education. The 12 Opportunity Areas are: West Somerset, Norwich, Blackpool, North Yorkshire coast, Derby, Oldham, Bradford, Doncaster, Fenland and East Cambridgeshire, Hastings, Ipswich and Stoke-on-Trent.

4. School eligibility

For recruitment of the additional 2018 (fifth) cohort, the eligibility criteria for primary schools will be:

- a. Ever FSM 6 of 50% or more over 200 pupils.
- b. Ever FSM 6 of 25% - 50% pupils; **AND**
 - the value added scores for disadvantaged pupils in reading, writing or maths is below 0 (Progress); **OR**
 - the percentage of disadvantaged pupils reaching the expected standard in reading, writing and maths is below 53% (Attainment).
- c. The percentage of all pupils meeting the expected standard in reading, writing and maths is <65%; **OR** the value added score for reading is < -5 OR for maths is < -5 or for writing is < -7.

For schools in **Category 6** areas only, the eligibility criteria will be:

- The value-added progression for disadvantaged pupils in reading, writing or maths is below 0.

- Ever FSM 6 is above 25% **AND** value added progression for **all pupils** in reading, writing or maths is below 0.

For schools in **Opportunity Areas** only, the eligibility criteria will be:

- Ever FSM 6 of more than 20% of pupils at some point in the last six years.
- Any primary school in West Somerset, East Cambridgeshire & Fenland and Hastings.

The 'Ever FSM 6' measure is used by the NCTL to allocate the deprivation element of the Pupil Premium for pupils that are known to have been eligible for free school meals (FSM) on any pupil level census in the last six years (known as 'Ever FSM 6'). More information is available at [free-school-meals-eligibility-download-user-guide](#)

Appendix 3 sets out the data definition and data sources used to determine the school eligibility criteria.

5. School contribution

To encourage uptake of the programme and ensure that 2018 recruitment targets are met, the Provider will retain the basic school contribution for the HPML primary at the current level of £1,000 per person (the total cost to participants regardless of whether they undertake one or both years of the programme) and reduce the HPML primary price for participants recruited from category 5 and 6 areas, to £500 per person (the total cost to participants regardless of whether they undertake one or both years of the programme).

6. Delivery hubs

The proposed delivery hubs for the additional cohort will be:

Primary Year 1

Birmingham

Bradford & Leeds

Bristol

Doncaster & Sheffield

Medway

Liverpool

London North

London South

Manchester & Oldham

Primary Year 2

Birmingham

Blackpool & Blackburn

Bradford & Leeds

Bristol

Doncaster & Sheffield

Medway

Liverpool

London North

London South

	<p>Norwich <i>Peterborough & Fenland</i> <i>Portsmouth</i> <i>Stoke</i> Sunderland</p> <p>Manchester & Oldham Newcastle Norwich <i>Nottingham</i> <i>Peterborough/Fenland</i> <i>Portsmouth</i> Sunderland</p> <p>These hubs are subject to recruitment distribution and participant contracts. Those in bold are secure hubs that will run in any circumstances. Those in <i>italics</i> will be delivered provided there is sufficient participant demand. The Provider will be required to confirm the final list of delivery hubs at the end of the recruitment period.</p> <p>7. Payment profile</p> <p>As part of this Change Control Note, payment milestones will be aligned to delivery and outcomes, particularly in respect of performance against Key Performance Indicators as set out in Appendix 4.</p>
Date of Variation commencement	23 February 2018.
Date of extension commencement	23 September 2019
Date of Variation and Extension expiry (if applicable)	22 September 2020.
Total Value of Variation and Extension £ (if applicable)	The total cost of recruitment and delivery of the programme to the additional cohort is a maximum of £1,422,134 inclusive of all taxes and expenses (in accordance with the agreed and accepted proposal dated 13 December, together with clarifications dated 7 December 2017) – cost matrix attached at Appendix 2a .
Payment Profile (if applicable) e.g. milestone payments	A structured milestone payment schedule is at Appendix 4 .
Revised daily rate (if applicable)	Not applicable.
Impact on original contract (if applicable)	Save as herein amended all other terms and conditions of the Original Contract RD931 shall remain in full force and effect.
Supporting Information (please attach all supporting documentation)	<p>Variation and extension supporting documents</p> <ul style="list-style-type: none"> Appendix 1: HPML Primary Extension Project

(Implementation) Plan – **Document redacted in full**

- **Appendix 2a:** HPML Primary Extension Cost Matrix (including recruitment trajectory for Year One) - **Document redacted in full**
- **Appendix 3:** HPML Primary school eligibility data definition and data sources
- **Appendix 4:** HPML Primary 2018 Contract Extension Payment Arrangements - **Document redacted in full**
- **Appendix 5:** HPML Primary Contract Extension Proposal – **Document partially redacted**
- **Appendix 6:** HPML Primary Extension risk log for contract - **Document redacted in full**
- **Appendix 7:** Summary of amendments to Contract RD931 - **Document partially redacted**
- **Appendix 7a:** HPML Primary contract extension (2018 cohort): service credit mechanism worked examples - **Document redacted in full**

NCTL confirmation to Ambition School Leadership to proceed with variation and extension

- **Appendix 8:** Confirmation to proceed letter to Ambition School Leadership

Accepted clarification and proposal documents

- **Appendix 9:** 171128_HPML Extension clarification questions - **Document redacted in full**
- **Appendix 10:** HPML 2018 delivery hubs and recruitment plans - **Document partially redacted**
- **Appendix 11:** Proposal for amendment of school eligibility criteria for HPML and HPSL programmes (2)
- **Appendix 2b:** HPML Primary Extension Cost Matrix (with service credit calculations) - **Document redacted in full**
- **Appendix 12:** HPML Primary Extension Service Credits_Final - **Document redacted in full**

Supporting documents (for audit reference only)

Clarification and proposal documents – to be included

- **Appendix 13:** Cost matrices clarification response 081217 - **Document redacted in full**
- **Appendix 14:** Cost matrices further clarification 081217 - **Document redacted in full**
- **Appendix 15:** HPML extensions cohort size clarification

241117 - **Document redacted in full**

- **Appendix 16:** Follow up to HPML clarification meeting – 131217 - **Document redacted in full**

Variation and Extension Agreed

For the Provider:

For NCTL:

Signature.....

Signature.....

Full Name.....

Full Name.....

Title.....

Title.....

Date.....

Date.....

Please note that no works/services described in this form should be undertaken, and no invoices will be paid until both copies of the Contract Variation and Extension are signed, returned & counter-signed.

To be entered by the Commercial department:

Commercial Contact	Clare Mitchell	Reference Number	RD931/g
Date received		Single Source Reference No	Not applicable
EC approvals		EC approval date:	