



Change Control Notice

Contract Number	RD1043	Contract / Programme Manager	Laurie Bailey / Caroline Wainer
Provider	Ambition School Leadership Trust	Original Contract Value (£)	£12,386,000
Contract Start Date	03 August 2016	Contract Expiry Date	30 September 2019

Variation and Extension Requested	<p>To cover the recruitment and delivery of the High Potential Middle Leaders (HPML) secondary programme to one additional cohort of participants, at a total cost to NCTL of £2,861,824 inclusive of all taxes and expenses. This will have two component parts:</p> <ol style="list-style-type: none"> 1. A variation to the current deliverables of the Contract – To cover the recruitment phase for the additional cohort (Cohort 3), and the first year of delivery of the programme which will begin in September 2018. 2. An extension to the Contract – To cover delivery of year 2 of the programme to the additional cohort (Cohort 3) and an exit period of approximately six weeks. The Initial Term will be extended, in accordance with clause 12.1A, by 12 months up to 30 September 2020. 		
Originator of Variation and Extension (tick as appropriate)	NCTL <input checked="" type="checkbox"/> Provider <input type="checkbox"/>		
Date	23 February 2018		
Reason for Variation and Extension	<p>To vary and extend the Contract until 30 September 2020 to cover the investment for the recruitment and delivery of the HPML (secondary) programme to one additional cohort of participants (Cohort 3).</p> <p>The current HPML secondary contract covers recruitment and delivery of the two-year programme to two cohorts of participants. This contract includes provision to extend for a further 12 months.</p>		

<p>Summary of Variation and Extension (e.g. specification, finances, contract period)</p>	<p>This contract variation and extension is to cover the recruitment and delivery of the two-year HPML secondary programme as set out within the original contract (save as herein amended within this Change Control Note (CCN)) to one additional cohort of participants (Cohort 3). This additional cohort will start the programme in September 2018 and will complete by early August 2020. Delivery of the programme will be followed by a short exit/close down period until 30 September 2020.</p> <p>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 RD1043.</p> <p>The following new activities (associated with the additional cohort only) will be delivered within the Initial Term of the contract (up to September 2018) alongside existing provision: recruitment, assessment and selection and delivery of year one of the programme to cohort 3 participants (as set out in the implementation plan at Appendix 1).</p> <p>The extension period will then cover: delivery of year two of the programme to cohort 3 participants (as set out in the implementation plan at Appendix 1) followed by the contract exit period.</p> <p>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 in accordance with clause 39.2 of the Contract.</p> <p>1. Costings</p> <p>The cost to NCTL of recruiting and delivering the programme to this additional cohort will be a maximum of £2,861,824 including all taxes and expenses. It has been confirmed and agreed by the Provider 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.</p> <p>2. Participant profile</p> <p>This contract variation will enable recruitment and delivery to an additional cohort of 300 participants who will begin the programme in August 2018. All 300 participants are expected to complete the two-year training.</p>
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Recruitment will be monitored according to the monthly trajectory set out in (**Appendix 2b, Tab 3, Recruitment trajectory**).

3. Geographical targeting

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% of participants will be recruited from category 4 areas and 20% of participants 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 (third) cohort, the eligibility criteria for secondary schools will be:

- a. Ever FSM 6 of 50% or more or over 400 pupils; or
- b. Ever FSM 6 of 25% - 50%; **AND**
 - Progress 8 measure for disadvantaged pupils is below 0.03 (Progress); **OR**
 - Attainment 8 measure for disadvantaged pupils is below 49.9% (Attainment)
- c. Progress 8 measure is < -0.5.

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

- The progress 8 measure for disadvantaged pupils is below 0.03; **OR**
- Ever FSM 6 is >25% **AND** progress 8 measure for **all pupils** is below 0.03.

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

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

The 'Ever FSM 6' measure is used by 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

In order to encourage uptake of the programme and to ensure that recruitment targets are met, the Provider will reduce the current cost of the programme to eligible schools from £2,000 to £1,000 per person, per year. For participants recruited from eligible schools in category 5 and 6 areas, the Provider will reduce the current cost of the programme to £500 per person, per year.

6. Delivery hubs

The delivery hubs for the additional cohort will be:

Secondary Hubs
Birmingham
Bolton & Oldham
Bradford & Leeds
<i>Bristol</i>
Derby
<i>Leicester</i>
London
Manchester
<i>Medway</i>
Norwich
<i>Portsmouth</i>
Sunderland

These hubs are subject to recruitment distribution and participant contracts. Those in bold are secure hubs that will run in any

	<p>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	1 October 2019
Date of Variation and Extension expiry (if applicable)	30 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 £2,861,824 inclusive of all taxes and expenses. See cost matrix attached at Appendix 2b .
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 RD1043 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 Secondary Extension Project (Implementation) Plan – Document redacted in full • Appendix 2b: HPML Secondary Extension Cost Matrix (including recruitment trajectory) – Document redacted in full • Appendix 3: HPML Secondary school eligibility data definition and data sources • Appendix 4: HPML Secondary 2018 Contract Extension Payment Arrangements – Document redacted in full • Appendix 5: HPML Secondary Contract Extension Proposal – document partially redacted • Appendix 6: HPML Secondary Extension risk log Document redacted in full

	<ul style="list-style-type: none"> • Appendix 7: Summary of amendments to Contract RD1043 – Document partially redacted • Appendix 7a: HPML Secondary contract extension (2018 cohort): service credit mechanism worked examples – Document redacted in full <p>NCTL confirmation to Ambition School Leadership to proceed with variation and extension</p> <ul style="list-style-type: none"> • Appendix 8: Confirmation to proceed letter to Ambition School Leadership <p>Accepted clarification and proposal documents</p> <ul style="list-style-type: none"> • 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) <p>Supporting documents (for audit reference only)</p> <p>Clarification and proposal documents</p> <ul style="list-style-type: none"> • Appendix 12: HPML Secondary Extension Service Credits_Final – Document redacted in full • Appendix 13: HPML Secondary Extension Scenarios Cohort 2018 – Document redacted in full • Appendix 14: Leadership Talent Subsidy expectations 2018 cohort – Document redacted in full • Appendix 15: Cost matrices clarification response 081217 – Document redacted in full • Appendix 16: Cost matrices further clarification 081217 – Document redacted in full • Appendix 17: HPML extensions cohort size clarification 241117 – Document redacted in full • Appendix 18: Follow up to HPML clarification meeting 131217 – Document redacted in full • Appendix 2a: 171120_HPML Secondary Extension_Cost Matrix_submitted – Document redacted in full
<p>Variation and Extension Agreed</p> <p>For the Provider: For NCTL:</p>	

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	RD1043f
Date received		Single Source Reference No	Not applicable
EC approvals		EC approval date:	