

APPENDIX 2

Timeline for establishing provision

Date	Action required	Responsibility	
May 2018	Consultant engaged	LA	
June 2018	Agreement for Bishops House to be let to the college for an initial 3 – 5 years for a peppercorn rent		
	Agreement to source or provide £160,000 initial start-up costs		
	Start commissioning places for 2018-19		
	Initial governance set up and company registered		Spa
	Appoint interim Principal		Trustees*
	Visit other SEN colleges and vocational trainers		Interim Principal
	Identify minimum works needed for College to open (access, security, fire, signage, toilets, clearance, redecoration)	LA and Spa	
July 2018	Appoint premises manager	Trustees	
	Appoint or second staff from Spa	Trustees	
	Have policies and safeguarding protocols in place	Trustees	
	Write curriculum for first year and contact exam boards	Principal / Trustees	
	Purchase furniture and equipment		
	Make employment links with local businesses		
	Decide initial provision based enterprises and set up		
	Write initial website and marketing		
	Ensure premises are safe and fit for purpose		
	Continuous and rigorous review, evaluation and development of provision		
	Source provider for HR, payroll, finance support		
August 2018	Complete initial works to ensure building is suitable for opening		LA
September 2018	College opens with link programmes to local KS5 SEND provision	Principal / Trustees	
Autumn 2018	Admit first students		
Autumn 2019	Admit 24 students at 18 – 30K p.a., depending on level of need		
2019 – 2020	Apply for SEN Further Education status with DfE	Trustees	

*the initial Trustees are the Headteacher and Deputy Head of Spa. LA to provide third Trustee