




Free schools capital project team

Document produced by the *Education and Skills Funding Agency*

Overall Responsibility		Divisional Director Paul Mustow PS – Lianna Reed-Killick PA – Catherine Abenojar				
		Deputy Director (Delivery – South) Luke Kennedy (temporary cover for Sally Smith) PA - Ben Richardson		Deputy Director (Delivery – North) Michelle Turner PA – Charlotte Potter		
<ul style="list-style-type: none"> All issues not resolved at PD or RH levels Programme level funding and resourcing issues – MATs Project level issues requiring ministerial decisions 	↑	Regional Heads South East England and South London and South West Mark Sarjant Bo Emecheta Richard Portas Felicia Crabbe (DS) Jasmin Hall (DS)	Regional Heads East of England and North East London Anthony Baxter Colin Anderson Vacancy (DS)	Regional Heads North West London and South Central England Chris Drury Holly Morgan-Smith Jonathan Dewsbury Vacancy (DS)	Regional Heads Midlands and North West England Samantha Crowe Mark Rowley Kiki Valtinou (DS)	Regional Heads North England, North East England, Yorkshire and the Humber, East Midlands Andy Gates Kesar Khan (DS)
<ul style="list-style-type: none"> Serious concerns about project delivery with potential for a school to close or not open on time Concerns about capacity of Project Team or communication channels Disagreement/concerns with decision of the PD relating to budget, specifications or timescales 	↑					
<ul style="list-style-type: none"> Concerns about project specification, design and variations likely to impact on education provision, school budget or safeguarding Project budget Site acquisition, lease and other legal issues Relationships with local authorities and members of the technical or project team Delays to project delivery likely to lead to closure of a school or delay opening of a school All unresolved issues with PM requiring FSC decision 	↑	Project Directors			DfE Lead Contact	
<ul style="list-style-type: none"> All operational issues relating to delivery of the project including timescales Details of project design, material specification and engagement with the contractor or FSC internal teams FF&E/ICT procurement Relationship with contractor on site including site security Payment of invoices 	↑	Project Managers			External Technical Team (architects, contractors etc.)	
Main responsibilities		Escalation				
			Internal FSC Team including: property adviser; legal adviser; regional technical adviser; project management; finance.			



Key

DS – Delivery Support

FSC – Free Schools Capital

MAT – Multi-academy Trust

PA – Personal Assistant

PD – Project Director

PM – Project Manager

PS – Private Secretary

RH – Regional Head

FF&E - Furniture, fixtures, and equipment

ICT - Information and communications technology