

Forest Hill 2012/13 Assembly Fund Project Form



SECTION A: Overview

Which assembly is this project for? Forest Hill

Project Title: Use this space to provide a short, but descriptive, title of your project.

'The Development of a Local Archive Display Area'

Delivery organisation & contact details:

Organisation	Kelvin Grove Primary
Contact person	Andy Mathieson
Telephone	
Address	Kelvin Grove Primary School, Kelvin Grove, London SE26 6BB
Email address	

SECTION B: Project Description

Use this space to describe the project and, most importantly, what it will achieve.

Kelvin Grove Primary School is a permanent expansion school and has recently taken over the Kirkdale Learning Centre (The 'Paxton Building' to us) which was previously an adult learning centre, its last designation in a long and chequered lifetime. The building was designed from a lithograph, produced by Joseph Paxton, who advised on the project. The aim was to create a further learning for the enlightenment of working class men in the Forest Hill / Sydenham area. As a school we are very aware of the civic responsibility that we hold and our desire is to give the building the respect and reverence it deserves. We are also sensitive to the loss of the building to the adult community.

During the refurbishment work we have worked with local historians to build up our knowledge of the history of the site and have gained insight into the main players involved in its development. We have also discovered some interesting artefacts in the darker recesses of the building. It soon became clear that we needed to create some lasting dedication to the building, a local history archive, with a special focus on the Kirkdale Centre.

Our Governors agreed to instruct our school's graphic design specialists to construct some history boards as a centrepiece to our archive, at our own expense. A draft copy of the how these display boards will look, is attached to this form.

The Paxton building has a large entrance area that would appropriately house display cabinets. The local community would be invited to contribute other artefacts to the display and it would be opened regularly for viewing. Kelvin Grove children and children from other local schools would be able to view the displays during school time.

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Which assembly priority and action does the project address? The assembly priorities and action plan are available from the assembly coordinator.

- Growing community facilities within the ward

Who will be involved in your project? Use this space to provide some information. Will your project involve local residents, Council officers, other partners? Do you need any external expertise to help you run your project? Think about the different ways in which people will be involved in your project.

The project will involve Pupils, Staff, Governors and local residents. There is currently an active 'Kirkdale Village Association' who will be invited to display and view items if interest from the local area. The Horniman Museum are also involved.

SECTION C: Project Resources

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How much will the project cost? Use this space to provide details on how much money you need to run the project. Please be as detailed as you can. If you don't know precise figures, please estimate, but indicate where you have done this. Please also note that expenditure and income must be the same, if this is not the case please speak with the local assemblies team.

Expenditure		
Premier Lite 4.18M Display Showcase		£337
Premier 120 Display Showcase X 2		£1126
Fusion 1PF Jewellery Showcase		£389
Premier Lite 60.45 Wall Unit		£148
Total Project Expenditure		£2,000
Income		
Assembly Fund requirement		£2,000
Other Council funding (please specify)		
Other funding (please specify)	Applied for	Confirmed
Total Project Income		£2,000

SECTION D: Project Delivery

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How will you go about delivering this project? Who will be helping you to run it? Are you relying on specialist knowledge or skills, such as an expert in construction? Use this space to tell us who is responsible for the different phases of the project.

The headteacher is responsible for the project. The business manager will assist marketing the project in the local community and organising purchasing of cabinets. A Deputy Headteacher with responsibility for the Curriculum will support the project by making links with current project work.

Project Management Team

Please provide details of the key people who will be delivering this project.

Name	Contact Number	Email address
Andy Mathieson		
Suzanne Deadman		

Key stages in delivering the project

The project must be completed by the end of November 2013. Please indicate when the project will start and end, and key stages in between.

Action	Lead Person	Deadline
Work with teachers to gather teaching ideas for the local history display area	Andy Mathieson	January 2013
Contact local historian for advice of other artefacts that could be displayed	Suzanne Deadman	January 2013
Contact local community to see if they have any interesting artefacts to display	Suzanne Deadman	January 2013
Purchase display cabinets	Suzanne Deadman	April 2013
Market display area to other schools and the local community	Suzanne Deadman	June 2013

SECTION E: Impact

Use this section to describe the impact that the project will have on other people within the ward. Think about whether it will help a particular community. Does your project particularly impact on, for example, disabled people, children or older people?

This project will allow children from Kelvin Grove and other local schools to look at and study interesting artefacts from local history. This will support and enhance their studies of the local area.

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The project will also allow older members of the community to view artefacts from their history which will form stronger bonds between the school and its community.

SECTION F: Risks

Think about what some of the risks associated with the project and what will be done to minimise their impact. If you're planning an outdoor event, for example, what would happen if it rained?

The risks are opening part of the school to the local community. A risk assessment would be needed to ensure that the children are safe and that visitors are cared for on site.

SECTION G: Evaluation

How will we know if the project has been a success? Use this space to outline what success will look like. For example, for a children's playground success might be lots of children using it on a daily basis and good feedback from parents and other members of the community.

We will know that the project has been a success if we see evidence of the project in the work of the children and that of local children. We will also ask for feedback from the local community to gather their views.

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THE SECTION BELOW IS FOR COMPLETION BY THE LOCAL ASSEMBLY COORDINATOR IN CONJUNCTION WITH THE COORDINATING GROUP

Outline process for the assembly's agreement of the project (e.g. public vote):

Information on how the project will be commissioned and the appropriate procurement route:

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IMPORTANT INFORMATION FOR ORGANISATIONS

The deadline for submitting this application is 5pm Friday 31st August 2012. The Forest Hill Assembly ward priorities are:

- Town centre regeneration & revitalization
- Growing community facilities within the ward
- Improving & safeguarding our environment
- Better facilities for all, young and old

If an organisation is successful in receiving Assembly Funding, there a number of requirements that will need to be fulfilled, as follows:

- Projects are subject to formal approval by the Executive Director for Community Services
- The organisation will be sent 'Terms of Agreement' papers once approval has been given. Payment will only be made once this and required supplementary documents are returned.
- Organisations must have a bank account for payment to be made into. If an organisation does not have a bank account, then another organisation may act as banker on their behalf.
- In accepting funding you will be agreeing to accept responsibility for any relevant legal and liability aspects of the project.
- Organisations will be required to provide the following documentation (where relevant):
 - Constitution, Terms of Reference or governing document;
 - Public liability insurance;
 - Health & Safety policy;
 - Equal Opportunities policy;
 - Risk assessment (s);
 - evidence of CRB checks (*for projects working or volunteering with children or vulnerable adults*)
- Organisations will be required to provide monitoring information on completion of the project. Failure to provide this will result in that organisation being ineligible for future Local Assembly funding.
- The project may be requested to return to a future assembly meeting to provide feedback on the delivery of the project.

Should an organisation have any concerns or questions about the above requirements they should contact the Local Assemblies team for more information.

More information on the Assembly Fund, including full guidance, is available from the Local Assemblies Team.

Web: www.lewisham.gov.uk/localassemblies

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Address: Local Assemblies, 2nd floor Laurence House, Catford Road, London SE6 4RU

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