

**PARSONS
BRINCKERHOFF**

Date & time: 26th August 2014
Venue: Wick High School
Contract title: Wick High School
Contract No: 3511443A/NMW
Purpose: Wick Stakeholder Group Meeting

Attendees:

| | |
|--------------------------------|---|
| Lawrence Bews | Head Teacher North Primary |
| Iain Baikie | Parent Council |
| Allan Farquhar | Royal Burgh of Wick Community Council |
| Lesley Henstridge | North School Parent Council |
| Arlene Farquhar | North School Parent Council |
| Traylan Peat | Disability Access Panel Caithness |
| Ruan Peat | HLH |
| Keith Moncur | HLH |
| Simon Swanson | HLH |
| Andy Somerville | Miller Construction |
| John Ritchie | Miller Construction |
| Elena Koponen-Baikie | WHS & Pulteneytown Academy Parent Council |
| Anne MacBeath | Wick High School |
| Ally Budge | Head Teacher Hillhead Primary School |
| Ewen Pearson | Hillhead Parent Council |
| Councillor Bill Fernie (Chair) | The Highland Council |
| Ron Mackenzie | The Highland Council |
| Brenda Jones | Project Manager, Parsons Brinckerhoff |
| Ken Allan | The Highland Council |
| Councillor Neil MacDonald | The Highland Council |
| John Johnstone | Thrumster Parent Council |
| Fiona Grant | Acting Rector, Wick High School |
| Sindy Rudhall | Wick High School Parent Council |
| Catherine Patterson | Tannach & District Community Council |
| Brian Porter | The Highland Council |
| Linda Shearer | Hub North Scotland |
| Erik Baijal | South Primary Parent Council |

Apologies Councillor Gail Ross The Highland Council
 Councillor Willie Mackey The Highland Council

Item **Action**

1.0 Welcome/Introductions from the chair
 BF welcomed people to the meeting.

2.0 Minutes of previous meeting
 Note that Iain Baikie's name was spelt incorrectly in the attendance list.

IB asked why the funding gap for the ceilings was reported as being £3-5m, whereas Mike Russell (the Cabinet Secretary for Education) had reported at a public meeting that the cost of the project had increased by £10m. BJ noted that the minute related

to the funding gap quoted at the meeting on 19th May.

IB asked for the following to be added to the minutes:

- Transfer of the £400,000 from North of the River to campus budget: there is concern about the impact of this on the NOSS Primary.
- The date for signing of the campus contract was advised as being 21st July
- The cost for fixture, fittings and equipment was advised as being £1.4m

BJ clarified that the action against item 7.0 is for Parsons Brinckerhoff, not Pat Bowers.

PB advised that she had noted it was hard to hear people at the meeting.

IB noted that Andy Somerville had stated at the meeting that the North of the River Project was 3 weeks late and £1-£2m over budget. AS advised that he had not made this statement. IB asked that he disagreed and that the minute should indicate the disagreement on this matter.

POST MEETING NOTE: Mike Felton of Hubco has clarified that he made the comment about the North of the River project being £1-2m over budget at the meeting on 19th May.

AF advised that there were outstanding actions from minutes of previous meetings, e.g. 3D model of school and views of Noss Primary from Girnigoe St. AS advised that Miller Construction had developed a 3D model of Noss Primary (shown at the last meeting), which allows the school to be seen from different viewpoints; they had started to develop a 3D model of the Campus (see item 4 below).

CP noted that she had been present at the meeting

CP and IB advised that they had not received minutes of the meeting. BJ advised that minutes are issued to the members of the Stakeholder Group. IB advised that he did not agree with this approach. EB advised that some Parent Council reps will have changed. See item 8.1 for further discussion.

POST MEETING NOTE: Regarding item 10.3: problems with gym equipment within the current Wick HLH gym, this has now all been replaced with new state of the art Technogym equipment, comprising of 20 stations of which 12 were CV, 8 resistance and 2 dumbbell racks and a free standing bench. This was a joint venture between HLH & the Council as a direct result of this matter being raised at the last stakeholder group.

3.0 Progress update

3.1 Campus affordability cap

RM advised that the Scottish Government has provided an additional £2.2m of funding for the campus; the Council agreed on 26th June to increase its funding by £2.6m. The revised affordability cap for the campus contract is £48.5m. Hub North Scotland has confirmed today that the campus can be delivered within this cap.

This means:

- The Council can let the second enabling works contract
- The Council can finalise the terms of the Design, Build, Finance and Maintain Contract.

The handover date for the campus is 15th July 2016. The Council may need two extra days at the start of the Autumn session to make the school ready for teaching.

RM confirmed that the Council has not compromised the quality of the building.

The design will be 'frozen' shortly. Any changes during the contract will be evaluated during the change control procedure.

3.2 Purchase of Miller Construction

LS advised that Galliford Try has taken over Miller Construction. Colleagues from Morrison Construction (the trading name of Galliford Try in Scotland) have become involved in the project to bring their local experience. RM advised that the schools will be delivered by Morrison Construction, who have experience of delivering schools projects for The Highland Council.

BF advised that BP is taking over from RM, who is retiring this week.

3.3 Queries

IB asked for the date when the Campus Contract would be signed. AS to cover this in his presentation. IB asked why the contract signature date previously advised (21st July) had not been met. RM advised that this date had not been met because the cost was over budget. Since then, the budget has increased and some costs have been reduced.

IB advised that Mike Russell had announced on 15th July that the project cost had increased by £10m. RM advised that he was not sure where this figure had come from. He thought it might relate to the increase in Scottish Government funding. THC to clarify further (see post meeting note below)

RM/BP

Post Meeting Note:

The Council has not seen a record of Mr Russell's statement. However, it is assumed that the statement relates to an additional £10m of funding from Scottish Government (SG)/Scottish Futures Trust (SFT) towards the Wick Campus project. This additional funding will be provided by SG/SFT for the purpose of releasing Council funds which could then support other projects. The following is an extract from a report considered by the Council's ECAS Committee on 28 August in relation to a proposal for a 3-18 Campus at Tain, and is relevant to this additional £10m of funding.

Extract (item ECAS 25/14, paragraph 4.1): 'It should be noted that this project will also benefit from the £10.0M Capital funding previously allocated to the Wick Community Campus project, but now available as a result of the additional funding provided for that project by the Scottish Government.'

Full report here:

http://www.highland.gov.uk/download/meetings/id/66380/item_9_sustainable_school_estate_review_-_initial_proposals_for_a_statutory_consultation_arising_from_the_easter_ross_review

KA advised that the cost of fixtures, fittings and equipment is £2m. This does not include the cost of ICT equipment.

LS will take advice on whether the detailed cost breakdown can be issued.

LS

IB asked for the designs to be presented to the Parent Council. BP advised that the

purpose of the stakeholder group is for members to feed information to their groups. It is intended to present the final layout of the campus to the next meeting of the stakeholder group.

AF asked whether any changes to the design will go through the planning process. KA advised that some minor changes have been requested during the consultation with school staff about room layouts. These do not require a change to the planning consent.

KA advised that the change to the roof design has been discussed with Planning and approved as a non-material variation to the planning consent.

KA confirmed that the room layouts have been reviewed with Heads of Department and School Management.

RM confirmed that there has been no change to the scope of the project.

SS advised that the requested changes to the Community Building have been drawn up. These will now be shared with the User Groups. SS

4.0 Construction Progress Update

4.1 Noss Primary School

AS advised that the final design details are being developed. AS showed site progress photos. The ground preparation was affected by bad weather; work stopped for one week. The construction programme was then revised to bring forward the drainage works. This has now been completed, so rainwater drains away from the site very well.

AS showed photos of the foundation and drainage works.

4.2 Campus

(i) Enabling Works

AS advised that a path has been installed to allow pupils to continue to access the all-weather pitch.

The local ground work contractor has been on holiday, but will now start to strip off the topsoil in the EWC 1 area.

(ii) Early works contract No. 2

This is due to start in September. This will involve ground works, drainage and foundations.

(iii) 3D Model

AS showed an initial animated 3D model of the campus.

AS was asked for a version of the model to show children. AS to try to AS reduce size of model to allow it to be emailed.

4.4 Discussion

(i) Noss Primary School

Concern was expressed about the delay in construction. AS confirmed that there was no change to the handover date. AS advised that although some work is later than planned (e.g. completion of foundations), other elements (such as drainage) are more advanced. The foundations for the games block will be done in time for erection of steelwork to begin (this will be once the Building Warrant for the structure has been granted).

AS advised that the delay in signing the contract was overcome by extending the enabling works contract. RM confirmed that the contract was signed on 4th July.

AS advised that if there is bad weather before completion of the foundations, the excavations can be pumped out into the new drainage system.

Concern was expressed that any further change to the handover date could result in the school not being ready for the new school term.

RM advised that the contractor will give a monthly update on progress of the works. AS

A query was raised as to whether the Council has a contingency plan in the event that handover of the school is delayed. RM advised that the Council managed the late handover of the Conon Bridge Primary School, which was delayed from August to October. The Council is aware of the implications of a late handover, including issues associated with amalgamating two schools, and is therefore fully committed to a handover to allow the new school to open for the August term.

(ii) Campus key dates

AS advised that the anticipated date for EWC2 to be signed is 22nd September; LS advised that the main contract will be signed approximately eight weeks after that.

4.5 Community Benefits

The contractor has been working with Pulteneytown People's Project to provide work placements (20 hours to set up per week) for the Noss site.

A work experience programme is being developed with the High School.

One apprentice has been taken on by the ground works sub-contractor. Recruitment of a Business Administration apprentice is planned.

AS advised that the contractor is required to take on between 8 and 10 apprentices. They will be able to move from the Noss site to the campus.

AS advised that local sub-contractors are being used wherever possible, for example JGC (metal fabrication company in Thurso) and GA Barnie.

LS advised that final numbers of apprentices will be recorded and reported to the Scottish Futures Trust.

AS advised that they have worked with Thurso College and Construction Skills to

recruit local apprentices. IB asked for details of local apprentices and sub-contractors taken on to be included in a monthly contractor update. AS

4.6 Other queries

(i) Roof design

AS advised that the roof has a slope of approximately 3 degrees. KA advised that this had been changed in response to concerns about the previous roof design.

(ii) Dining Capacity

KA advised that the High School is designed for a maximum of 900 pupils. The Primary School dining will be split between the Primary wing dining area and the street. KA believes that the dining capacity of the street is 400; this is much higher than the current dining capacity. There is also the possibility for some of the circulation areas to be used for dining (for grab and go provision).

POST MEETING NOTE: Confirmed dining capacity:

Primary Dining

| | |
|--------------------------------|-----------------------------|
| Primary Games Hall (half hall) | 152 |
| Street GF (P4 – 7) | 236 |
| Total | 388 – at one sitting |

| | |
|------------------------------|--|
| Max Design Capacity (Pr Sch) | 360 |
| Current combined Roll | 300 (approximately) (Pulteneytown and South) |

High School – Dining / Cafeteria – no formal ‘sittings’ – more cafeteria style

| | |
|--------------------------|---|
| Street (Ground Floor) | 236 |
| Street (Upper Floor) | 125 |
| Teaching Wings (GF, 2no) | 100 |
| Total | 461 |
| Total (two sittings) | 922 (normal assumption for dining capacity) |

For information – current daily average uptake of meals in Wick High is 364.

| | |
|------------------------|-----|
| Maximum Capacity | 900 |
| Current Roll | 663 |
| Current Max Projection | 760 |

IB asked how the dining will work in practice. KA advised that this had been discussed with school representatives.

KA noted that pupils will also be able to use external areas for dining. The style of furniture will encourage pupils to stay in school. LW advised that the purpose of having older primary pupils dining in the street is to get them used to staying within the High School for lunch, to increase the uptake of school meals by High School pupils.

5.0 **Safe Routes to School update**

BJ advised that the recommendations of the Safe Routes to School (SRTS) groups have been reviewed by an external highways engineer and by the Council’s in-house engineers. The latter have prepared a proposed scope of works for each site; this will be presented to each of the groups for discussion.

Meetings of the SRTS groups are being arranged for end September/early October. Once the scope has been confirmed, the Council engineers will design the works and the Council’s Direct Labour Organisation will carry them out.

One objection has been made to the one way proposals around Noss Primary. The Council's Roads team will respond to the objection; if it is not withdrawn, the matter will be referred to the Scottish Government (SG). SG will either appoint a Reporter (a transport expert) to review the matter, or order an Enquiry. The Reporter has the option of dealing with the matter by written submission or by a hearing. The Roads Engineer is not able to advise on the timescale for this process. Once the matter has been referred to SG, the Council can follow up to ask for a quick response.

6.0 Transition arrangements

RM advised that two groups have been set up for Noss Primary

- Staffing group
- Operational group

The campus transitional groups will be set up in 2015. There will be representation from the various relevant departments.

Further details are to be appended to the minutes (see attached document)

7.0 Date of next meeting

6th October, 7pm.

PB advised that she did not think that a microphone was necessary.

LS to investigate whether cost and schedule performance indicators can be included in the contractor's report. *LS*

8.0 AOB

8.1 Membership of Stakeholder Group

BJ to send membership list to Head Teachers so that they can update Parent Council reps (one rep per Primary School, two for the High School). IB suggested that there should be additional Parent Council reps. BP noted that the role of the members of the Group is to report back to/feed in comments from their organisations. RM suggested that if members of the Stakeholder Group feel it is necessary, meetings of the Group can be more frequent. *BJ*

POST MEETING NOTE: EB asked for someone in the Council team to check that the representatives of the sports groups on the Stakeholder Group are correct. HLH will do this. *SS*

AF advised that he has asked Nicola Sturgeon to attend the opening of the new campus in 2016.

DISTRIBUTION: Members of the Wick Stakeholder Group