

Minutes



Date & time: 27th April 2014 at 7pm

Venue: Wick High School

Contract title: Wick Community Campus & Noss Primary School

Contract No:

Purpose: Wick Stakeholder Group Meeting

Attendees:

Lawrence Bews	Head Teacher North Primary
Maurice McIntyre	The Highland Council
Allan Farquhar	Royal Burgh of Wick Community Council
George Crawford	The Highland Council
Grant Mackenzie	Wick High School
Philip Shannon	The Highland Council
Elena Koponen-Baikie	WHS & Pulteneytown Academy PC
Ally Budge	Head Teacher Hillhead Primary School
Ewen Pearson	Hillhead Parent Council
Councillor Bill Fernie	The Highland Council
Fiona Grant	Wick High School
Catherine Patterson	Tannach & District Community Council
Linda Shearer	Hub North Scotland
Lilian Wark	Pulteneytown Academy
Wendy Wilson	Wick South Primary School
Allan Farquhar	RB Wick Community Council
Graeme Ross	Highlife Highland
Cameron Stewart	Morrison Construction
Donald McLachlan	Morrison Construction, Regional Director
Gordon Clark	Sweet Group
Lesley Henstridge	North School (PC)
Sindy Rudhall	Wick High Parents Council
Robert Campbell	The Highland Council
Ian Leslie	Hubco
Councillor Gail Ross (Chair)	The Highland Council
Eric Bajjal	South School Parent Council
Ray Doctor	AECOM

Apologies Iain Baikie

Item	Minute	Action
1.0	Minutes of the meeting 23rd February	
1.1	Catherine Paterson should have been on the apologies list for the last meeting.	
2.0	Introduction	
2.1	Maurice McIntyre introduced the meeting and invited Gail Ross (local member to chair the meeting).	
2.2	Highland council held a meeting with the HTs involved in the Noss project on 18 th March to discuss teacher's staffing in particular. This meeting is a standard annual event to anticipate and agree staffing levels for session 15/16. A parallel exercise had taken place re Pupil Support Assistants with senior managers and the recently appointed ASN Manager for the North. This too is an annual cyclic discussion between the service and the schools involved. It was agreed that discussions with other groups of staff such as clerical staff and janitors would be taken forward in the new school session.	

2.3 ITC transition group will meet by the end of May.

3.0 **Construction Progress Update**

Donald McLachlan, Regional Director and Cameron Stewart, Project Director gave a progress update on behalf of Morrison Construction.

3.1 ***Wick Noss Primary School***

Morrison's explained that there was an issue with the original timber kit manufacturer and had to procure a new supplier. This pushed the programme into the winter for the kit erection resulting in lost time due to inclement weather.

- In addition, there was a hurricane during January 2015 which destroyed a section of the building which in turn put the remainder of the kit on hold.
- The new timber kit supplier has performed poorly and continues to do so, consequently a change to the phasing sequence has been necessary.
- Revised completion date is now scheduled for the end of March 2016. Move schools over the Easter break.

3.2 ***Wick Community Campus***

The Community Campus was reported to be on programme

Photographs were presented in slide format showing overall progress for both projects to date.

3.3 ***Local Employment***

Morrison's emphasised that local employment was being used on both projects wherever possible and that the use of local labour, equipment and contractors had been implemented.

Local quarry products are being used.

- Local plant hire procured
- 6 local employees by Morrison Construction and 7 local employees through sub-contractors.
- 1 modern day apprentice for admin and 2 positions for apprentice joiners through local CITB branch with further numbers required as the project develops.
- 1 second year apprentice started on primary school
- 5 local companies employed across both projects
- Offering Pultney Town Peoples Projects (PPP) 4 work placements
- Local spend between labour, staff, accommodation, plant and materials to date is Circa £3.56m

3.4 ***Community Engagement***

Campus is now registered and awaiting first visit

- Noss Primary awarded performance beyond compliance certificate further to November site inspection and audit the CCS scheme monitor. Next visit due May 2015.
- Two dates have been set aside (15th and 22nd May) for site visits from students and stakeholders group who have an interest in the construction industry
- Pupils visits could be scheduled one or two from each class who would then report back to their respective classes.

4.0 Safe Routes to School (SRTS) update

4.1 This update covered a number of related developments

Physical works – road signs and physical works

School crossing patrollers

4.2 A number of members of the stakeholder group reported local confusion re the enforcement of new speed restriction signs. It was agreed that proper covers as opposed to black bin bags which had blown off would be put in place until the signs came in to force. Several Parent Council representatives indicated they had not been fully involved in the process.

4.3 M McIntyre agreed to liaise with Bill Allan re these matters and make every effort to update Parent Council members in particular before the end of the school session.

5.0 Matters Arising

5.1 Noss Primary School - Several members of the meeting expressed their concern that further delays to an already late project had taken place and asked what guarantees could be made so that the project would not slip further behind. Donald McLachlan apologised for the delay and assured the meeting that Morrison would do everything in their power to ensure the school was ready by March 2016.

5.2 Doctor Ewen Pearson asked if there were any financial penalties being applied as a result of the delays, it was suggested that the school should benefit from any such penalties if they were in place. It was confirmed however that there were no such penalties in place and also, there would be no increase in costs to the project as a result of the slippage.

5.3 The question of compensation for the lateness and inconvenience to pupils was raised. Could some form of financial penalty be implemented and given back to the school to fund book and materials? It was confirmed capital monies can't be used/transferred over to revenue.

5.4 Several of the members were extremely disappointed at the length of delay now being reported, weather was always a factor when the brief was created so why was this type of structure adopted in the first instance? DM was not able to comment against the historic reasons for the selection of this particular procurement route, but with hindsight, would now perhaps choose a different construction option.

6.0 Any other business

6.1 Action tracker to be updated

6.2 Morrison's to issue progress slides

6.3 Parents to get the opportunity to view visual presentation, Wendy Wilson to liaise on this issue

6.4 Education Committee advised the use of more IT products being introduced, use of I Pads, tablets and the like, class pilot scheme in its initial stages. More details required, best practise guide.

6.5 Stakeholders terms of reference was to wind up at the end of 2015 but due to the delays, it was thought that it needs to keep going until all issues are seen to be resolved

6.6 The chair thanked everyone for their efforts to date.

7.0	Date of next meeting Date of the next meeting was agreed as 7 th September at 7pm in the school hall in Wick High School	
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DISTRIBUTION: Members of the Wick Stakeholder Group and Hubco/THC attendees