

Minutes



Date & time: Tuesday 23rd June 2015 at 6:30pm

Venue: Morrison Construction Site Office

Contract title: THC Schools IRA

Contract No:

Purpose: Inverness Royal Academy Stakeholder Group Meeting

Attendees:

Finlay Black	PD Morrison Construction
Mina Johnstone	Rep. Holm School Parent Council
Emma Thalson	High Life Highland – Area Facilities Manager
Holly Kingham	Rep. Aldourie Parent Council
Gordon Piper	Depute Head - IRA
Alasdair Christie	Highland Councillor
Jill Adie	Hub North Scotland
Robert Campbell	HC – Estate Strategy Manager
Robin Fyfe	Acting Head - IRA
Janet Hackel	IRA – Parent Council
Callum Mackintosh	Area Care + Learning Manager - HC
David Taylor	AECOM Project Manager

Item	Minute	Action
1.0	<p>Introductions</p> <p>Chairman welcomed attendees. D Taylor (AECOM) was introduced to the meeting in place of Ray Doctor PM who was unavailable.</p>	
2.0	<p>Apologies Received</p> <p>Apologies were received from: Councillors Norrie Donald, Fraser Parr Jean Slater. Apologies were received from other team members S McArthur, I Leslie, P Shannon, R Doctor and B Allan.</p>	
3.0	<p>Previous Minutes</p> <p>Minute of previous meeting held on the 28th of April 2014. The minutes of the previous meeting were accepted.</p>	
4.0	<p>Stakeholder Group Terms of Reference</p> <p>The terms were reviewed. It was agreed the formation of the group would be extended through the snagging period.</p>	
5.0	<p>Stakeholder Update</p> <p>(a) Construction and Programme Update. Finlay Black gave an update by means of a power-point presentation. Copy attached for reference.</p> <p>(b) Communication. See power-point.</p> <p>(c) Community Benefits. See power-point.</p> <p>(d) Community Access. See power-point.</p> <p>Questions on update:</p> <ol style="list-style-type: none"> 1) Concerns over smaller items of gym equipment provided to the new school used by community groups. Emma Thomson informed the group for similar scenarios in other schools equipment was replaced on a 50/50 basis. 2) It was confirmed no tannoy system, essential to the safe operation of the 	

	<p>school, was currently included in the contractors brief. Discussion took place on the various levels of sophistication of such a system. Action. Aecom asked to develop brief and raise a Change Request to obtain price.</p> <p>3) The timescale for completion of the all-weather pitches was confirmed as last thing i.e. June 2017. It was further confirmed refurbishment of the grass pitches were outwith this project.</p> <p>4) Findlay Black confirmed an asbestos management plan, describing survey work, would be developed to accompany the Demolition Warrant.</p> <p>5) It was confirmed noise and dust levels for demolition would be strictly controlled as per the planning requirements.</p> <p>(e) Transition Arrangements.</p> <p>Gordon Piper updated the meeting:</p> <ul style="list-style-type: none"> • Briefing of staff and pupils ongoing, detailed plans being developed with THC. • Millburn/Dingwall pupils will be given additional week prior to summer break 2016 to allow teachers to pack. • Tidy –up of existing schools started, staff being encouraged to skip unwanted items. • Recognized less cupboards/storage in new school will be challenge. • Existing furniture generally old with little being transferred. • Quality items not being transferred will be distributed to other schools, includes technical items i.e. cookers. Formal process to be put in place for applying for redundant items. School to take action. • Recognized transfer of computers will be a problem as they will be needed in both locations, budget is in place for new computers, phasing will be critical. Action Andy Robb to co-ordinate. • It was agreed a transition group will be formed some 12 months in advance to inform of progress with IT. Action Callum Mackintosh to co-ordinate. • Workshops being organised for technical staff, transitions starts May 2016. 	<p>AECOM</p> <p>RF</p> <p>AR</p> <p>CM</p>
6.0	<p>Future Meeting Dates for Discussion</p> <p>It was agreed meetings should be held, one per term with possible ad-hoc meetings. Action: Bill Allan to circulate dates.</p>	<p>BA</p>
7.0	<p>AOCB</p>	
7.1	<p>7.1 Robert Campbell briefed the group on the public art aspect, included to satisfy planning condition. Three artists had tendered and their submissions were currently being assessed.</p>	
7.2	<p>Discussion focused on Legacy Boards and Memorial Items. The group were informed a sub-group was in place to address this and the items were going to be placed in the multipurpose hall/theatre. It was felt his would satisfy the local community.</p>	<p>FB</p>
7.3	<p>Emma Thomson requested Simon Swanson be invited to design progress meetings.</p>	
7.4	<p>Discussion focused on 'Northern Lights' stage lighting and theatre systems. Finlay Black explained this had a user friendly interface system and specifically designed for assembly hall/drama studios. It was confirmed it could be accommodated within the current project budget. Now included in project.</p>	<p>FB</p>
7.5	<p>Scottish Gas. Due to inadequacies in current gas provision, no upgrade for 5 years, the school supply was LPG with provision for conversion. It was agreed THC should continue dialogue with Scottish Gas. Robert Campbell to progress.</p>	<p>RC</p>
7.6	<p>Emma Thomson updated the meeting on progress with community elements:</p> <ul style="list-style-type: none"> • Community groups were being kept informed of their transfer to the new facility and another briefing session was planned during the Autumn term. • No bookings were being taken for new groups, even though there was significant interest, focus would be on existing groups. • It was recognized demand to use the facilities would be high due to location and competitive pricing. It was confirmed the new gym planned for Hilton was 	

still progressing and offered different facilities (cross training, consultation rooms, NHS element).

- Recruitment of FM Manager, Staff experienced in H&S, Risk and Licences and Leisure Assistants was progressing.
- Staff would be inducted in use of equipment in Fitness Rooms, in-school hours this would be PE staff.

8.0 Date of Next Meeting

It was agreed next meeting, September 2015. **Action Bill Allan to circulate dates**

BA

9.0 Site Walk Around

With the formal business concluded, attendees were escorted round the site by the contractor.

DISTRIBUTION: Attendees and Other Members of the IRA Group