

Minutes



Date & time: Tuesday 1st December 2015 at 6:30pm

Venue: IRA School Building

Contract title: THC Schools IRA

Contract No: ECSC0534

Purpose: Inverness Royal Academy Stakeholder Group Meeting No 13.

Attendees:

Alasdair Christie, Chair. (AC)	Councillor Highland Council
Gordon Piper (GP)	Depute Head - IRA
Holly Kingham (HK)	Rep. Aldourie Parent Council
Columba Johnston (CJ)	Acting Education Officer, C &L
Garry Smith (GS)	IRA Parent Council
Mina Johnstone (MJ)	Rep. Holm School Parent Council
Donald McLachlan (DM)	Morrison Construction
Ray Doctor (RD)	AECOM Project Manager

Item	Minute	Action
1.0	<p>Introductions</p> <p>Chairman welcomed attendees.</p>	
2.0	<p>Apologies Received</p> <p>Apologies were received from: Robin Fyfe – Highland Council, Robert Campbell, Highland Council, Emma Thalson - High Life Highland, Callum Mackintosh – Highland Council, Sharon Mcarthur - Hub North Scotland, Iain Leslie – Hub North Scotland.</p>	
3.0	<p>Previous Minutes</p> <p>Minute of previous meeting no 12 held on the 29th September 2015. The minutes of the previous meeting were accepted apart from a correction to item 5.5 (second bullet point) which should read 'Interactive White Boards' and not 'Interpretive Wipe Boards'</p>	
4.0	<p>Stakeholder Update</p> <p>Gordon Piper gave update as follows:</p> <p>(a) Construction and Programme Update.</p> <ul style="list-style-type: none"> • Building works still slightly ahead of programme but the building is not quite weather tight. • Doors starting to be installed, building services well underway. • Overall generally on programme with no concerns being noted at this time. <p>(b) Communications continue to be excellent with twice weekly meetings taking place on housekeeping and RDD items.</p> <ul style="list-style-type: none"> • Contractor ensures positive links between site/school/ THC Morrison's are providing quarterly newsletters to the school. • Newsletter to be distributed, 20 to 30 copies to be issued to P7 • Council website to be updated, link to be put on school website. <p>(c) Community Benefits.</p> <ul style="list-style-type: none"> • Meeting to be arranged between Highlife Highland and The Highland Council to support community benefits. • Reported that there is lots of community interest in the project. 	

(d) Community Access. Emma Thalsen was not present to update the meeting: Notes from the last meeting stand.

- 2nd stage consultation is underway, main issue is differences between THC offering and that proposed by Highlife Highland
- 2 week period started 28/09/15
- User groups engaged considering lets, costs, phasing, booking, fees and general T&C's
- With regard to equipment storage, provision would be made for existing equipment but no new provisions would be made. This position may be reviewed on the move had taken place.

Donald Hall, Highlife Highland was not present to give an update. (Notes from the last meeting stand)

Opportunities available with IRA as "Sports Hub":

- Only one in Inverness (others at; Thurso, Tain, Dingwall & Aviemore)
- Will satisfy local needs and improve opportunities for whole community
- Currently commencing dialogue with stakeholders and reviewing requirements, will develop inclusive user group
- Kick-off in Spring 2016

(e) Transition Arrangements.

Group has now been set up to include representation as follows: (As noted for last meeting)

- The School (HT/DHT)
- Area Care & Learning Team
- ASN Team
- Quality Improvement Officer
- Workforce Planning & Staffing
- Catering & Cleaning
- Facilities Management
- Highlife Highland
- School Estates
- Architect
- ICT (Jujitsu)
- Transport Officer
- MCL would join the group later as needs on invitation

Gordon Piper confirmed the School Transition Group was up and running but now needs to know who will be assisting in the moving of equipment.

A quotation was received from Pickford's which was considered to be very expensive and over budget.

Morrison's have been asked to assist with this through the contract.

5.0 **Equipment Transfer**

5.1 Catering department is a concern, pots, pans, utensils etc having to be boxed and moved. Kitchen equipment/appliances are all new and will not be transferred from the existing school.

Transfer of all computer equipment will be carried out by THC (Fujitsu) This will have to be done by the 18th July 2016.

5.2 Teachers will be responsible for packing their own classrooms with the pupils. A requisite number of packing boxes will be delivered to each department for teachers and pupils to pack and label identifying room origin and contents.

- 5.3 Additional holidays will be allocated on either side of the summer break for pupils and teachers to pack and unpack boxes. Tentative arrangement, 4 days before and 2 days after the holidays. These dates to be agreed as soon as possible.
- 5.4 The question was raised regarding who disposes of existing furniture/equipment not required to be transferred over to the new school. Donald McLachlan advised that Morrison's would assist with this as best they can. Soft strip out will take place with various charity organisations having the opportunity to take what they require.
- 5.5 Heavy woodwork/metalwork machines will be transferred by IES but all small tools, saws etc will be the responsibility of the teachers to pack.
- 5.0 AOCB**
- 5.1 Alasdair Christie raised an issue that has come to his attention with respect to the provision of Smart Boards for the school (Interactive Whiteboards) in that funding may not be available to ensure that all classrooms have Smart Boards. All teaching areas will however have 'learning wall' facilities to allow Smart Boards to be installed. Gordon Piper advised that he would respond raising the schools concerns on the matter with the authority.
- 5.2 Use of pupils own IT devices was discussed but it was stressed that nothing is in place for this to be applied. Guest access to Wi-Fi would be required which is not in place at the moment.
- 5.3 All teaching and associated areas will have a significant number of data points installed; however, not all points will be made live at one time. Only a selected number of data points will be made live in the classrooms at any one time which will be achieved using patch leads at the server cabinets located around the school.
- 6.0 Site Walk Around**
- 6.1 Following the meeting the attendees were shown round the site by Morrison Construction. The consensus of opinion was that the building is most impressive and fulfils the aspirations and aims of the school.
- 7.0 Date of Next Meeting**
- It was agreed next meeting, 15th March 2016

DISTRIBUTION: Attendees and Other Members of the IRA Group