

**THE HIGHLAND COUNCIL**  
**CHARLESTON ACADEMY – EXTENSION AND REFURBISHMENT**  
**PARENT COUNCIL BRIEFING**  
**Minutes of Meeting**  
**Wednesday 10th March 2021 at 7 PM**

<b>Attendees:</b>	<p><b><u>Highland Councillors</u></b>  Councillor Alex Graham - Chair  Councillor Bill Boyd  Councillor Emma Knox  Councillor Graham Ross</p> <p><b><u>Parent Council/Community Representatives</u></b>  (List of names obtained from the Microsoft Teams meeting Chat function)  Grant Franklin – Chair  Brenda Dunthorne  Annelies Garvie  Lynsey Graham  Caroline Keiro-Kirk  Ruth Malone  David MacLeman  Janice Okere  Antonia Reed  Sara Simpson  Fiona Wann  Janis  Kate  Jim</p> <p><b><u>Charleston Academy</u></b>  Gordon Stewart, Head Teacher  Shaun Foster, Principal Teacher  Jonathan Richards, Principal Teacher  Jessica Kyle, Pupil</p> <p><b><u>Highland Council Officials</u></b>  Robert Campbell, Estate Strategy Manager  Sarah Fraser, Principal Architect  Fiona Shearer, Area Education Manager  Philip Shannon, Consultancy Manager  Jane Day, Estates Officer  Alex Dickson, Graduate Architect  John McIntyre, Project Manager</p>	<p><b>AG</b>  <b>BB</b>  <b>EK</b>  <b>GR</b></p> <p><b>GF</b>  <b>BD</b>  <b>AG</b>  <b>LG</b>  <b>CK</b>  <b>RM</b>  <b>DM</b>  <b>JO</b>  <b>AR</b>  <b>SS</b>  <b>FW</b></p> <p><b>GS</b>  <b>SFO</b>  <b>JR</b>  <b>JK</b></p> <p><b>RC</b>  <b>SF</b>  <b>FS</b>  <b>PS</b>  <b>JD</b>  <b>AD</b>  <b>JM</b></p>
<b>Apologies:</b>	Councillors Helen Carmichael and Margaret Davidson	

<b>Minute:</b>	Jane Day	
<b>ITEM</b>	<b>DISCUSSION/COMMENT</b>	<b>ACTION</b>
<b>1</b>	<b>INTRODUCTION</b>	
<b>1.1</b>	AG welcomed everyone to the meeting, thanking the Project Team for work to get to where we are now. Charleston is need of investment; funding was included in the Capital Programme approved in 2018 and this was reaffirmed in the report on the re-profiled capital programme to Council in January 2021.	
<b>2</b>	<b>PROJECT UPDATE</b>	
<b>2.1</b>	RC shared a presentation. The following are the subsequent questions and answers.	
<b>2.2</b>	GS: Confirmed that Science classrooms are in a poor state with room sizes not big enough, and social areas are poor. Outside social areas have created by the school to provide extra space.	
<b>2.3</b>	AM: What is the overall timescale for the project? RC: Details will be provided at the next meeting. The project timeline will be staggered with the Culloden Academy project and the same design and build contractor will be appointed for both projects.	
<b>2.4</b>	BD: The site is very tight; will temporary accommodation be required during the construction period? RC: No, temporary accommodation will not be installed during the build period. Any decant accommodation would have to be funded from the project budget. The school is being upgraded mainly because of the condition and suitability of the accommodation, although the roll is forecast to rise in future years.	
<b>2.5</b>	Kate: Will the works go out to tender? RC: No, we will be appointing a design and build contractor through a national framework contract and will formally engage the contractor shortly. There are benefits in bringing a contractor on board early, along with their supply chain. Due to the ongoing impact of the pandemic and other factors, we have seen an increase in tender levels recently and longer lead-in times for some materials and components.	
<b>2.6</b>	GF: If the project is delayed will the funding roll forward, or do we lose any unspent funding? RC: No, the capital funding will carry forward across financial years. Bringing a contractor on board early helps to secure the funding and confirm the expenditure profile.	
<b>2.7</b>	CC: Will the works impact on the Community Centre? Has any funding been earmarked for the Community Centre as work is required to the toilets, skylights and flooring? RC: Unfortunately, not in this phase. However, we will look at these issues separately.	

<b>3</b>	<b>DESIGN OVERVIEW</b>	
<b>3.1</b>	SF shared a presentation. The following are the subsequent questions and answers.	
<b>3.2</b>	Katie: Are teachers allowed an input into the design? SF/RC: We do have workshops with Heads of Department around certain aspects of the design and layout. We have standard classroom layouts and accommodation schedules, but we will take on board comments and feedback from staff.	
<b>3.3</b>	GR: Where will the multi-use games area be relocated to? This should be accessible to the public, AG: Advised this should be carried forward to the next meeting	
<b>3.4</b>	JK: Will the new building be accessible for disabled access? SF: The new building will be fully accessible and DDA compliant.	
<b>3.5</b>	GF: The school at present is on a hill, what will we do with this area? Also, can the area under the stilts be looked at? SF: This will be carried forward to the next meeting.	
<b>3.6</b>	EK: Has Sportscotland been consulted yet? RC: Not yet, but we will engage with them and High Life Highland.	
<b>3.7</b>	JK: What environmental improvements will be carried out? SF/RC: The new building will be designed to be very energy efficient and low carbon. An Environmental Brief will be prepared. We will also look at other initiatives, such as areas for growing food, and will work with the Carbon Clever team.	
<b>3.8</b>	SFO: Outdoor space – can areas adjacent to the woods and the path be made more secure, and to avoid the public walking through the school campus. SF: This will be looked during the early design stages to try make the school campus more secure.	
<b>3.9</b>	JR: Vehicle access will need to be maintained for the delivery of materials; will this be considered? SF: Yes, this will be looked at and considered along with fire security, access and egress.	
<b>4</b>	<b>ESTABLISHMENT OF STAKEHOLDER GROUP</b>	
<b>4.1</b>	RC advised on the key members of a Stakeholder Group. This includes representatives from School Staff and Pupils, Ward Members, Parent Council, Community Council, Project Team and other Council officials as necessary. The meetings are usually chaired by a Ward Member, either a permanent chair or by rotation.	
<b>4.2</b>	A draft Terms of Reference for the Group will be reviewed at the next meeting.	
<b>4.3</b>	ASG Primary Head Teachers and Parent Councils will be sent the minutes.	

4.4	A page will be set up on the Council website with minutes and other information to be uploaded there.	
5	<b>AOCB</b>	
5.1	The first meeting of the Stakeholder Group will be held at 7PM on Wednesday 28 <sup>st</sup> April via Microsoft Teams.	
5.2	The meeting was closed by AG, thanking RC and SF for their presentations.	