

**THE HIGHLAND COUNCIL  
CHARLESTON ACADEMY STAKEHOLDER GROUP**

**Minutes of Meeting No. 1**

**Wednesday 28<sup>th</sup> April 2021**

<b>Attendees:</b>	<p><b><u>Highland Councillors</u></b> Councillor Alex Graham - Chair Councillor Bill Boyd</p> <p><b><u>Parent Council Representatives</u></b> Sara Simpson Kate Morris</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 Philip Shannon, Consultancy Manager Jane Day, Estates Officer Alex Dickson, Graduate Architect John McIntyre, Project Manager</p>	<p><b>AG</b> <b>BB</b></p> <p><b>SS</b> <b>KM</b></p> <p><b>GS</b> <b>JR</b> <b>SF</b> <b>JK</b></p> <p><b>RC</b> <b>SF</b> <b>PS</b> <b>AD</b> <b>JD</b> <b>JM</b></p>
<b>Apologies:</b>	Councillors Carmichael, Davidson and Ross; Kenny Murray	
<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.	
	<b>REVIEW OF MINUTES OF PARENT COUNCIL MEETING</b>	
<b>2.1</b>	Item 3.3: Relocation of the Multi-Use Games Areas – these will be relocated to the green space where outdoor P.E. is held.	
<b>2.2</b>	Item 3.5: GS confirmed that outside social areas under the stilts have been upgraded with benches, to provide weatherproof Covid-friendly areas for pupils to use.	

2.3	Item 4.4: The link below is to a page on the Council's website with information on the project along with minutes of meetings and other information. <a href="https://www.highland.gov.uk/info/878/schools/845/school_estate_management/2">https://www.highland.gov.uk/info/878/schools/845/school_estate_management/2</a>	
2.4	The minutes of the meeting were agreed.	
3	<b>TERMS OF REFERENCE</b>	
3.1	The Terms of Reference is a standard document for the Stakeholder Group that identifies the purpose, remit and membership of the group. The document can be reviewed through the life of the project.	
3.2	<p><b>Councillors</b> Councillor Alex Graham to chair the meetings with one Member attending from each Ward.</p> <p><b>Parent Council</b> Kate Morris Sara Simpson</p> <p><b>Charleston Academy</b> Gordon Stewart (Head Teacher) Shaun Foster Jonathan Richards</p> <p><b>Pupil Representative</b> Jessica Kyle</p> <p><b>Community Councils</b> To be confirmed</p> <p><b>HLH</b> Simon Swanson Kevin Simpson</p> <p><b>Highland Council</b> Council Officers as required.</p> <p><b>Contractor</b> Representatives from Morrisons Construction as required.</p>	
4.	<b>PROJECT UPDATE/TIMESCALES</b>	
4.1	RC shared a presentation. The following are the subsequent questions and answers.	
4.2	RC: The major pre-application meeting will be held on the 5 <sup>th</sup> May 2021, and a formal advice report is usually provided by Planning within 4 weeks. An update will be provided at the next meeting.	
4.3	<p>KM: How do you maximise value-for-money within the approved budget?</p> <p>RC: There are benefits in bringing the contractor on board early to look at various matters, such as alternative materials and to</p>	

	identify if there are any items that are in short supply or have long lead-in times.	
4.4	KM: How do we learn from previous projects to influence the design of the building? RC: Lessons learned exercises are carried out for all major projects and these are factored into future projects.	
4.5	JR: Looking at the masterplan and roll forecasts when is the next phase likely to be required? RC: We are in year 4 of the current 5-year capital programme. The capital programme is due to be reviewed and extended later this year, and a business case for further investment could be considered.	
4.6	SS: Do we need to apply for further funding for phase 2 and phase 3? RC: The masterplan approach will mean that we will be in a good position to apply for funding in the future.	
5.	<b>DESIGN UPDATE</b>	
5.1	SF shared a presentation. The following are the subsequent questions and answers.	
5.2	KM: How will you decided what cladding will be used (Merkinch is a lovely building)? SF: At Stage 1 this is not defined. Charleston is a much bigger building and materials will need to be considered.	
5.3	GS: Concerns regarding Science and teachers possibly not having their own classroom/laboratory. RC: The approach to new school builds across Scotland is generally to provide 50% laboratories/50% classrooms. However, the Highland Council have tended to provide 2 thirds laboratories/one third classrooms. This will be discussed further with the school as the design progresses.	
5.4	SS: Will COVID related measures be factored into the design of the building? RC: Yes, we ensure there is sufficient breakout space and circulation along with appropriate outdoor space.	
5.5	BB: This is an interesting site with different levels. When will the teaching staff become involved in the project? SF: We hold workshops with Heads of Departments and other staff during the design stages to obtain feedback.	
5.6	JR: The school run a design engineering class would they be able to become involved with the project? RC: Yes, happy to engage with them.	
6	<b>AOCB</b>	
6.1	The next meeting will be held at 7PM on Wednesday 16 <sup>th</sup> June via Microsoft Teams (subsequently changed to 23 <sup>rd</sup> June).	