

DRAFT MINUTES OF MEETING

New Broadford School and Community Hub Working Group (NBS&CHWG)

(aka Broadford stakeholder group)

15 September 2021 at 10:30 am

Via Microsoft Teams

Present

<p>Cllr John Finlayson, THC Robert, Campbell, Estate Strategy Manager Dorothy Gibb, Principal Estates Officer Fiona Sangster, Estates Co-ordinator Jenny Macrae, Estates Co-ordinator Simon Swanson, Corporate Programme Manager, Highlife Highland Don Esson, Area Education Manager</p> <p>Apologies Cllr Calum MacLeod</p>	<p>Steve MacNeil, Broadford FC Anthony Davies, Broadford Hall Committee Angus MacPhie, Broadford Hall Committee Doreen MacPhie, Broadford Hall Committee Malcolm Henry, PM for BSCC Neil Hope, BSCC Hamish Fraser, B & S Community Council Gordon Bell, representing Kate Forbes MSP Nicholas Kelly, Broadford FC Roddy MacLeod, BSCC Norma Morrison, B&S Community Council/Broadford Parent Council</p> <p><i>Abbreviations:</i> B&S Community Council – Broadford and Strath Community Council BSCC – Broadford and Strath Community Company Cllr – Councillor, The Highland Council ECO – Executive Chief Officer, The Highland Council FC – Football Club LSHA – Lochalsh and Skye Housing Association MSP – Member of the Scottish Parliament NBS&CHWG – New Broadford School and Community Hub Working Group PC – Broadford Primary School Parent Council</p>
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1.	Welcome	
	<ul style="list-style-type: none"> • JF welcomed everyone to the meeting. 	
2.	Minutes of Last Meeting	
	<ul style="list-style-type: none"> • Robertson Construction Northern Ltd have been appointed as the contractor. • This is a joint contract which includes Dunvegan, Beaully and Broadford Primary Schools, all of which are proposed to be Passivhaus design. • A press release will be issued for all three projects through THC Corporate Communications and then JF will arrange a more local press release. 	RC

	<ul style="list-style-type: none"> • NM has requested a meeting to discuss potential funding with KF and GB on 4 October. JF and RC to join. • The Working Group (HF) requested that the Core Design Group meeting scheduled for Monday 13 September be cancelled to allow the group members additional time to review their hub accommodation list. Members of the Working Group met locally on 14 September. JF was invited along and noted that good progress has been made. A new date for the design meeting to be arranged as soon as possible. • Accommodation list for the community hub needs to be established over the next 6 weeks or so. RC to advise after meeting with Robertson's next week. • HF asked for an update on the suggestion of an ASN hub for South Skye to be incorporated into the new school. • NM noted that 42% of pupils attending Broadford had ASN with 8% at level 4. • DE to liaise with DG to discuss as part of design requirements. • There is a National Review of ASL taking place. • It is standard practice for new builds to establish User Groups for ASN, Early Learning (ELC), etc. School staff will be part of the user groups and have an opportunity to share their opinion. • School staff were invited to a meeting on 14 September with CK and EL where the proposals for the new school were presented. SA noted that this had been well received by staff and that there had been a lot of discussion afterward which he would feed back. 	<p style="text-align: center;">RC</p> <p style="text-align: center;">DE/DG</p>
3.	Terms of Reference and Stakeholder Attendees	
	<ul style="list-style-type: none"> • Discussions took place with HF and NM regarding the need for THC to have transparency and to maintain a record of who was invited to and attended meetings. • It was agreed that the Terms of Reference would be amended to list all the members of the Working Group rather than just HF and NM. • Going forward, all members would be contacted directly by THC with meeting invitations etc. • HF has asked for two additional members to be added: Roddy MacLeod and Nicholas Kelly representing BCSS and Broadford FC respectively. • FS to issue final Terms of Reference along with minutes of this meeting. • DG noted that consistent input was required so good to have the same people attending regularly, but if someone wants removed from the stakeholder, they could request that directly to FS or DG. Similarly, a new member could be added or could be invited to join a particular meeting as necessary. • JF enquired if we needed to add someone from the ELC Team. DG responded it was not considered necessary for them to become a stakeholder, but they could be invited to meetings where ELC issues were on the agenda. SA is the school contact but could arrange for additional members of school staff to attend if required. 	<p style="text-align: center;">FS</p>

	<ul style="list-style-type: none"> • RC noted that Kenny Murray had now joined the group as THC's Education Adviser for all new builds. • HF wished to remind THC that most community members were volunteers so there may be a need to substitute on occasion and he will notify THC if necessary. • DG agreed that this would be acceptable if someone was standing in for a stakeholder. However, if someone wanted to be removed from the group list, the notice should need come from the individual to THC. • DG asked that when invitations to meetings are received, that invitees should respond so that we can record their acceptance. 	
4.	Design Overview	
	<ul style="list-style-type: none"> • The Community Group had a good meeting yesterday. MH has forwarded proposed changes to the accommodation schedule to DG. • ELC discussed - potential changes in future to allow provision for two year olds so this needs to be taken into account to future proof the building. • SA would be happy to take two year olds if there was capacity, space, staffing, etc. Provision is currently in place for two year old EM at present but not in GM. Good to have it all early care under one roof rather than separate provision in another part of the building. • Hayley Brown, Senior Manager, Early Years, to be asked to a future meeting. • MH noted that there had been a specific request for out of hours childcare from the NHS. • Demand needs to be documented to have evidence of requirement. • DG noted that there are Skye and Lochalsh Parent Workshops planned to look at the demand for childcare in the next few weeks which will be attended by THC ELC Commissioner. This will establish the demand and then we can look at accommodating it within the school. • With the request to cancel the design meeting on Monday, we have lost some time and the timescale is short. JF suggested that some core individuals should push this forward. • RC noted that a timeline could be established after the meeting with Robertson's on Monday which would give a better understanding of deadlines. • MH confirmed that the spreadsheet issued today is what has been approved by community group as the room areas and functions that they want. If the gross square meterage is acceptable to THC then we should just go ahead with that. The community group is now looking for a draft floor plan and layout for comment based on the information on MH's accommodation spreadsheet. • RC noted that more dialogue would be required as we had just received the spreadsheet and not had a chance to look at it in any 	DG

10.	Date of Next Meeting	
	<ul style="list-style-type: none"><li data-bbox="368 271 799 306">• Wednesday 27 October at 4 pm	