**THE HIGHLAND COUNCIL**

**PARK PRIMARY SCHOOL - STAKEHOLDER GROUP**

**Minutes of Meeting No.1**

**Tuesday 16th November 2021**

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| **Attendees:** | **Highland Councillors**  Councillor Maxine Smith (Chair)  Councillor Pauline Munro  **Parent Council Representatives**  Elizabeth McPhail  Paulette Aubin  Suzie Legge  **Community Representatives**  N/A – Future meetings  **Park Primary**  Karen Cox, Head Teacher  **Highland Council Officials**  Robert Campbell, Estates Strategy Manager  Sarah Gitsham, Estates Officer  Hayley Cameron, Education Officer  Laura Burns, Project Manager  Michael Aitchison, Head Teacher of Invergordon Academy  David Hayes-MacLeod, Head Teacher of South Lodge PS | **MS**  **PM**  **EM**  **PA**  **SL**  **KC**  **RC**  **SG**  **HC**  **LB**  **MA**  **DHM** |
| **Apologies:** | Derek Martin |  |
| **Minute:** | Sarah Gitsham |  |
|  |  |  |
| **ITEM** | **DISCUSSION/COMMENT** | **ACTION** |
|  |  |  |
| **1.** | **INTRODUCTION** |  |
| **1.1** | MS welcomed members to the group | **Note** |
| **2.** | **TERMS OF REFERENCE / REMIT AND MEMBERSHIP OF THE GROUP** |  |
| **2.1** | MS explained the remit of the stakeholder group. Noted that Parent and Pupil representatives for Park would be welcome, as well as the Parent Council chairs for Invergordon Academy & South Lodge Primary.  Community Council to be invited to future meetings as well as HLH representative.  MS queried whether a police rep would be appropriate – to be reviewed for future meetings.  . | **Note**  **Note** |
| **3** | **WORKS AT INVERGORDON ACADEMY - UPDATE** |  |
| **3.1** | RC provided an update on the works undertaken at Invergordon Academy for Park Primary – 5 out of 6 cabins now signed off and occupied. Internal works to existing classrooms and new toilets also complete.  PKL Catering cabin still outstanding due to delay with certification – commitment to push for Building Control sign off by the end of the month, with Catering and school Occupation in early December.  Concerns from Parent Council and school that outstanding works have been ‘’left’’ – SG advised that discussions are ongoing with Kiers construction for providing a site presence to close out remaining works / snags; Delay caused by previous site manager leaving post.  Project team meeting to be held on site Friday (19th) to review all current snags and outstanding works.  EM stated that the Nursery grass area is currently unusable due to grass cuttings being left; Grass cutting team only able to use strimmer due to limited access – To be assessed during Friday’s site visit.  EM also voiced concerns about the lingering issues with the playground – SG advised the team are looking to remove the current fencing around the bandstand and stage area and remove the piles of heras fencing that have been left.  Noted that the general condition of site after construction works has not been acceptable with debris and litter left – discussions ongoing with Kiers. | **Note**  **SG/LB**  **SG/LB**  **Note** |
| **4** | **NEW SCHOOL BUILD PROJECT** |  |
| **4.1** | RC provided an update on the progress so far for the new build project – Key points as follows:   * Report to Council meeting in September 2021 confirmed budget of £13m for new build with completion date of 2024 * Robertsons Construction appointed as Design & Build Contractor * Main building and Nursery block to be demolished – start date to be confirmed for next meeting * Games hall & Anderson centre to be retained for the time being – potential for use as site accommodation   EM voiced concerns from parents and wider community that reference to ‘future-proofing’ the school appears to suggest South Lodge will be moved into the building at some point – MS clarified that ‘future proofing’ refers to designing the building in such a way that will safeguard against any changes to school roll in the future, such as housing developments.  RC also confirmed that this is the approach the Council takes to all new build schools – they would always be designed to allow for expansion. Any changes involving amalgamation of schools for example would be subject to statutory consultation.  KC wondered about the opportunity to provide space for social work team members – agreed that visitor space will be reviewed as part of the design process | **Note**  **Note** |
| **5** | **DATE OF NEXT MEETING** |  |
| **4.1** | RC proposed next stakeholder meeting to take place in January – from the 10th onwards. Exact date and time to be confirmed with Parent Council and reviewed with Councillors. | **RC/SG** |
| **5** | **AOCB** |  |
| **5.1** | No further comments. |  |