

THE HIGHLAND COUNCIL
CULLODEN ACADEMY STAKEHOLDER GROUP

Minutes of Meeting No.6
Thursday 28th October 2021

Attendees:	<p><u>Parent Council Representatives</u> Jeni Alexander, Culloden Academy (Chair) Allyson Hill, Culloden Academy</p> <p><u>Highland Councillors</u> Councillor Roderick Balfour Councillor Carolyn Caddick Councillor Ken Gowans Councillor Andrew Jarvie Councillor Duncan Macpherson Councillor Trish Robertson</p> <p><u>Community Representatives</u> Catherine Bunn, Culloden Community Council Pip Johnson, Balloch Community Council</p> <p><u>Culloden Academy</u> Dr James Vance, Head Teacher Alan Robertson, Principal Teacher Odette Gordon, Principal Teacher</p> <p><u>Highland Council Officials</u> Mark Rodgers, Executive Chief Officer, Housing and Property Finlay MacDonald, Head of Property and Facilities Management Robert Campbell, Estate Strategy Manager Philip Shannon, Consultancy Manager Laura Burns, Project Manager Jane Day, Estates Officer Richard Jack, Senior Architectural Technician Paul Short, Estates Coordinator</p>	<p>JA AH</p> <p>RB CC KG AJ DM TR</p> <p>CB PJ</p> <p>JV AR OG</p> <p>MR FM RC PSN LB JD RJ PST</p>
Apologies:	Councillor Glynis Campbell-Sinclair, Graham Hopper, Kenny Murray, Fiona Shearer,	
Minute:	Jane Day	

ITEM	DISCUSSION/COMMENT	ACTION
1.	INTRODUCTION	
1.1	JA welcomed everyone to the meeting and looked forward to receiving a positive update on progress.	
2.	MINUTES OF PREVIOUS MEETING	
2.1	Item 3.1 Presentation to be uploaded to Council website.	RC
2.2	Item 4.1 Change in meeting date – this was agreed with the Chair to allow more information to be presented.	
2.3	The approval of the minutes was proposed by CB and seconded by AH.	
3.	PROJECT UPDATE (PRESENTATION BY RC)	
3.1	<p>Advance Works: The modular classroom units are now being used by the school and have been well received by school, pupils, and parents.</p> <p>The final phase of toilet refurbishment (upper floor) is due for completion in December.</p> <p>Outdoor areas – construction on the shelters has started and the catering unit will start mid-November, all to be completed in December.</p>	
3.2	Increased Scope: RC outlined the full scope of the project and the sequence of works and confirmed that approval was given at the Council meeting today to increase the overall budget to £19.2M.	
3.3	KG confirmed that there was an error in the original report showing the budget as £25M and this was explained during the meeting.	
3.4	<p>MR highlighted the references in the report to inflationary pressures. An increased allowance was included in the budgets for the 5 projects in the report, but this will require ongoing review.</p> <p>TR: The current market situation is very concerning.</p>	
3.5	<p>DM: Members had previously highlighted that the handover for the new building at Inverness Royal Academy was rushed with school staff heavily involved after handover dealing with snagging issues. Does the Council have a way of penalising contractors for sub-standard work?</p> <p>MR: Non-performance of contractors is regularly discussed between MR, FM, RC and others and these issues are taken very seriously.</p> <p>FM: A lot of time has been spent with contractors on other projects to improve quality control, and a quality initiative at Alness Academy has proved to be very successful. Morrison's have performed well on recent projects.</p> <p>RB: Penalty clauses are very common in contracts along with retention clauses.</p>	

3.6	<p>PJ: Where will the additional modular units be located? RC: They will be located behind the school near the playing fields – the plans will be updated to show their location.</p>	RC
3.7	<p>New Building Location: RC outlined the justification for the masterplan approach and the location of the new building.</p>	
3.8	<p>Key Stages and Milestones: Indicative completion dates were provided for each of the design stages, with the Proposal of Application Notice (PAN) to be submitted in December prior to a full planning application in April.</p>	
3.9	<p>TR: The programme had slipped as it was previously stated that completion of the extension would be August 2023. RC: That programme was for the previous scheme; the programme was reviewed following the confirmation of the additional funding in June for a much larger extension building.</p>	
3.10	<p>Look Ahead: Further engagement required with Planning officials and other stakeholders to finalise the masterplan and floor plan for the extension block prior to submitting the PAN in December. An update will be provided to the next meeting of the Group in December.</p>	
3.11	<p>Stakeholder Group: RC recapped on the role of the Group and typical items to be discussed at future meetings.</p>	
3.12	<p>PJ: Will pupils be involved in the project? JV: Yes, it is anticipated that Year 3 pupils will be involved.</p>	
3.13	<p>Images: RC presented site plans, floor plan and Concept Walkthrough.</p>	
3.14	<p>KG: Will the toilets be unisex or male and female? RC: Toilets are not specifically designed as unisex; all the partitions and doors are full height and fully enclosed for improved security and privacy for pupils. The handwashing areas are open plan and can be easily supervised from the corridor. It is widely considered that this model can contribute to positive pupil behaviour, reduce the potential for vandalism, and be less intimidating for pupils. This approach allows a degree of flexibility in how toilet areas are managed across a school campus to meet specific requirements.</p>	
3.15	<p>KG: Will the car parking and access be reflective of the increased size of the building? RC: Yes, additional parking will be provided as part of this phase. Cycle routes, footpaths etc will be looked at in conjunction with the Safer Route to School team.</p>	
3.16	<p>DM: Could the Learning Plaza be retrofitted with gas and other services for futureproofing?</p>	

	RC: Yes, the design will take account of this.	
3.17	DM: Noted what appeared to be chimneys on the roof, what are these? RC: This is illustrative at this stage; ventilation and energy performance will be developed during the design stages. The school will not be designed to achieve Passivhaus certification but some of the principles will be applied, taking account of learning on other projects.	
3.18	AH: Thank you for letting us see these images, it looks lovely and very vibrant. Will the school still have a swimming pool? At present only S5 & S6 have lockers, will more be provided? RC: The masterplan shows the replacement of all the current sports facilities, but this would be part of a later phase. We can have further discussion with school staff on lockers.	
3.19	CB: Thank you to all the team, additional lockers would be great for the pupils. Is the Drama auditorium not part of the new build?	
3.20	RC: There is discussion ongoing about the layout of the Drama area, but they will continue to use the theatre in the main building.	
3.21	JV: The Heads of Department have seen the video and were very impressed and think we are onto a winner with this.	
4.	AOCB	
4.1	Date of the next meeting in December to be agreed with JA and JV. <i>Subsequently agreed as Tuesday 7th December at 7pm on Microsoft Teams.</i>	