

The Inverness Royal Academy Stakeholders Group

Terms of Reference

Purpose

The purpose of the Inverness Royal Academy Stakeholders Group is:

- to review the Councils proposals in relation to the new Secondary School; and
- to act as a formal forum for the dissemination of information relating to this development, and to ensure that there is an effective two way flow of information between the Stakeholder Group and the tripartite (Council/Hub North Scotland Limited/Miller Construction Limited).

Scope of the Group

To review items relating to the level of provision within the school and include:

- Design Proposals for the School
- Community Access
- Transition arrangements
- Communication
- Programme overview
- Community Benefits

Outcomes sought

Inform decision making by the Council in relation to the delivery of this project.

Membership arrangements

The Stakeholder Group comprises representation from Ward Members, Inverness Royal Academy Parent Council and three members from the Inverness Royal Academy Associated School Group (ASG) Primary School Parent Councils.

The group is chaired by Councillor Alasdair Christie, Chair of the Councils Adult and Childrens Services Committee

Current membership of the stakeholder group:

Councillor: Alasdair Christie (Chair)

Councillor: Norrie Donald

Councillor: Fraser Parr

Councillor: Jean Slater

Inverness Royal Academy Parent Council: Janet Hackel

Aldourie Primary School (ASG Parent Council): Holly Kingham

Lochardil Primary School (ASG Parent Council): Sharon McArthur

Holm Primary School (ASG Parent Council): Mina Johnstone

Rector, Inverness Royal Academy: Alastair McKinlay

Depute Head Teacher, Inverness Royal Academy: Gordon Piper

Continuity in membership and attendance is considered important. Other than elected members, substitutes for representatives are permitted, who will represent their organisation, not the individual member who is unable to attend. Attendance will be recorded.

Officials (regular attendance)

Ron Mackenzie, Head of Support Services, The Highland Council

Ken Allan, Education Advisor for The Highland Council

Bill Allan, Estates Officer (Projects), The Highland Council

Emma Thomson, Area Facilities Officer, Highlife Highland

OR

Simon Swanson, Principal Estates Manager, Highlife Highland

Philip Shannon, Architect, The Highland Council

OR

Robert Ferrier, Consultancy Manager, The Highland Council

Officials (ad hoc attendance)

Bernadette Cairns, Principal Officer Additional Support Needs and Early Years, The Highland Council

Kenny Murray, Gaelic Development Manager, The Highland Council

Stewart Wardlaw, Ward Manager, The Highland Council

Calum Mackintosh, Area Education Manager, The Highland Council

Marlene Stewart, Education Officer, The Highland Council

External parties (ad hoc attendance)

Mike Felton, Project Director, Hub North Scotland Limited

OR

Linda Shearer, Project Director, Hub North Scotland Limited

Heather Sharkey, Miller Construction Limited

OR

David Stobie, Miller Construction Limited

Distribution of minutes

In addition to the above, a copy of the minutes will be passed to the Primary School Head Teachers within the Inverness Royal Academy Associated School Group (ASG) for consideration and onward transfer to their Parent Council Chair. Minutes of the meetings will also be posted on the Councils website.

Meeting arrangements

The group will meet on dates to be agreed. The meetings will be held at Inverness Royal Academy within the Additional Support Needs (ASN) wing of the school.

A standard agenda format will be used, identifying issues to be discussed using standard headings (standard agenda format appended). Any issues not covered within the agenda will be addressed at the end of the agenda via any other competent business (AOCB).

Where there are no substantial matters to be discussed, the meetings may, with the agreement of group members, be held by correspondence. The decision on whether to hold the meeting by correspondence will be taken after e-mail discussion with members of the group two weeks in advance of the scheduled meeting.

A finalised agenda will be issued one week in advance of meetings. Draft minutes will be issued within one week of the meeting.

The following timetable sets out a timeframe for managing correspondence meetings:

ECS issues agenda	Meeting -7 days
Stakeholder Group members consider agenda items	Meeting date
Stakeholder Group members e-mail the group with any comments on the agenda items	Meeting +1 day
Discussion by e-mail on any comments raised	Meeting +3 days
ECS summarises the discussion and identifies any actions	Meeting +4 days
ECS issues draft minutes	Meeting +7 days

Members unable to attend meetings may submit written comments on agenda items to the Chair in advance of the meeting.

Minutes and action points arising from the meeting will be recorded and will be published on the Councils website.

Duration

The stakeholder group will be of a fixed term duration, with the group formally wound up on the 31 August 2016.

Standard Agenda

Inverness Royal Academy Stakeholders Group

Meeting No ?

Date

Time

Within the ASN unit, Inverness Royal Academy, Culduthel Road, Inverness

AGENDA

	Item	Presenter
1.0	Introductions	Alasdair Christie
2.0	Apologies received	Alasdair Christie
3.0	Minute of previous meeting a) Update on actions outstanding	Alasdair Christie
4.0	Stakeholder update a) Design Proposals for the School b) Community Access c) Transition arrangements d) Communication e) Programme overview f) Community Benefits	Ron MacKenzie Philip Shannon Emma Thomson Gordon Piper Bill Allan Ken Allan Ron MacKenzie
5.0	AOCB	Alasdair Christie
6.0	Date of next meeting	Alasdair Christie