

Draft Minutes Of Meeting 3

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

(aka Broadford stakeholder group)

15 September 2021 at 10:30 am

Via Microsoft Teams

Attendees	Initials
Highland Councillor - John Finlayson	JF
Stakeholders	
Steve MacNeil, Broadford FC	SMN
Anthony Davies, Broadford Hall Committee	AD
Angus MacPhie, Broadford Hall Committee	AMP
Doreen MacPhie, Broadford Hall Committee	DMP
Malcolm Henry, PM for BSCC	MH
Neil Hope, BSCC	NH
Hamish Fraser, B & S Community Council	HF
Gordon Bell, representing Kate Forbes MSP	GB
Nicholas Kelly, Broadford FC	NK
Roddy MacLeod, BSCC	RML
Norma Morrison, B&S Community Council/Broadford Parent Council	MM
Highland Council Officials	
Robert Campbell, Estate Strategy Manager	RC
Dorothy Gibb, Principal Estates Officer	DG
Fiona Sangster, Estates Co-ordinator	FS
Jenny Macrae, Estates Co-ordinator	JMR
Simon Swanson, Corporate Programme Manager, Highlife Highland	SS
Don Esson, Area Education Manager	DE
Apologies:	
Cllr Calum MacLeod	CML

Abbreviations:

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

Item number	Agenda item	Action
1.	Welcome	

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	<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. 	
	<ul style="list-style-type: none"> • This is a joint contract which includes Dunvegan, Beauly and Broadford Primary Schools, all of which are proposed to be Passivhaus design. 	
	<ul style="list-style-type: none"> • 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. 	
	<ul style="list-style-type: none"> • 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. 	
	<ul style="list-style-type: none"> • 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. 	RC
	<ul style="list-style-type: none"> • HF asked for an update on the suggestion of an ASN hub for South Skye to be incorporated into the new school. 	
	<ul style="list-style-type: none"> • NM noted that 42% of pupils attending Broadford had ASN with 8% at level 4. 	
	<ul style="list-style-type: none"> • DE to liaise with DG to discuss as part of design requirements. 	
	<ul style="list-style-type: none"> • There is a National Review of ASL taking place. 	
	<ul style="list-style-type: none"> • 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. 	DE/DG
	<ul style="list-style-type: none"> • 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. 	
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. 	
	<ul style="list-style-type: none"> • 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. 	
	<ul style="list-style-type: none"> • Going forward, all members would be contacted directly by THC with meeting invitations etc. 	

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	<ul style="list-style-type: none"> 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. 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. 	FS
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

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	<ul style="list-style-type: none"> • 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 detail. Discussions required about the different facilities and functions. • DG to arrange a meeting with FS, MH, CK and EL to discuss the proposed changes received this morning from MH for the community group. 	DG
5.	Project update	
	<ul style="list-style-type: none"> • Key timescales to be agreed. RC and DG to work on this and present to the next Stakeholder Group meeting. • MH stated that the sooner we have the square meterage agreed, the sooner we will know costs and the community group can start to apply for funding. • JF suggested that any discussions about funding were shared with the stakeholder group to ensure that everyone knew what was happening. • JF is to meet with Sports Scotland next month and will share information after the event. • SS has a lot of experience working with Sports Scotland so is happy to be involved if necessary. • JF suggested that HIE should be approached. • NM noted that BSCC have put in an expression of interest to the Crown Estate to employ a Project Manager. 	RC/DG HF/NM
6.	Transition	
	<ul style="list-style-type: none"> • Nothing to report at present. 	
9.	AOCB	

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	<ul style="list-style-type: none"> Jenny MacRae has joined the Estates Team. Jenny was involved in initial discussions about the Broadford project through her previous post with Education and is happy to be on board again. GB asked to be kept in the loop with progress, particularly with regards to funding and noted that the collaborative working so far was to be admired. DG reminded GB of the proposal to move the Service Point and Library into the new facility allowing THC, HLH and the community to continue to work together. JF noted that changes to statutory ELC and childcare are expected and suggested that if the Scottish Government are looking for a pilot, that GB suggest Broadford. GB to look into this. RC has been liaising with Scottish Futures Trust as they have been heavily involved in the recent ELC 1140 hours expansion so will make contact with Anne Jacob Chandler regarding Broadford. NH wished to add that the community had accepted the spreadsheet prepared by Malcolm as what was needed. Feedback was now required from THC to allow them to start discussions about funding. 	GB RC
10.	Date of next meeting	
	<ul style="list-style-type: none"> Wednesday 27 October at 4 pm 	