

The Highland Council
Charleston Academy Stakeholder Group

Minutes of Meeting No.1

Wednesday 28th April 2021

Attendees	Initials
Highland Councillors	
Councillor Alex Graham – Chair	AG
Councillor Bill Boyd	BB
Parent Council/Community Representatives	
Sara Simpson	SS
Kate Morris	KM
Charleston Academy	
Gordon Stewart, Head Teacher	GS
Shaun Foster, Principal Teacher	SFO
Jonathon Richards, Principal Teacher	JR
Jessica Kyle, Pupil	JK
Highland Council Officials	
Robert Campbell, Estate Strategy Manager	RC
Sarah Fraser, Principal Architect	SF
Philip Shannon, Consultancy Manager	PS
Jane Day, Estates Officer	JD
Alex Dickson, Graduate Architect	AD
John McIntyre, Project Manager	JM
Apologies	
Councillors Carmichael, Davidson and Ross; Kenny Murray	
Minute	
Jane Day	

Item	Discussion and comment	Action
1.0	Introduction	
1.1	AG welcomed everyone to the meeting	
2.0	Review of minutes of Parent Council meeting	
2.1	Item 3.3: Relocation of the Multi-Use Games Areas – these will be relocated to the green space where outdoor P.E. is held.	
2.2	Item 3.5: GS confirmed that outside social areas under the stilts have been upgraded with benches, to provide weatherproof Covid-friendly areas for pupils to use.	
2.3	Item 4.4: The link below is to a page on the Council's website with information on the project along with minutes of meetings and other information. https://www.highland.gov.uk/info/878/schools/845/school_estate_management/2	

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2.4	The minutes of the meeting were agreed.	
3.0	Terms of Reference	
3.1	The Terms of Reference is a standard document for the Stakeholder Group that identifies the purpose, remit and membership of the group. The document can be reviewed through the life of the project.	
3.2	<p>Councillors Councillor Alex Graham to chair the meetings with one Member attending from each Ward.</p> <p>Parent Council Kate Morris Sara Simpson</p> <p>Charleston Academy Gordon Stewart (Head Teacher) Shaun Foster Jonathan Richards</p> <p>Pupil Representative Jessica Kyle</p> <p>Community Councils To be confirmed</p> <p>HLH Simon Swanson Kevin Simpson</p> <p>Highland Council Council Officers as required.</p> <p>Contractor Representatives from Morrisons Construction as required.</p>	
4.0	Project update and timescales	
4.1	RC shared a presentation. The following are the subsequent questions and answers.	
4.2	RC: The major pre-application meeting will be held on the 5th May 2021, and a formal advice report is usually provided by Planning within 4 weeks. An update will be provided at the next meeting.	
4.3	<p>KM: How do you maximise value-for-money within the approved budget?</p> <p>RC: There are benefits in bringing the contractor on board early to look at various matters, such as alternative materials and to identify if there are any items that are in short supply or have long lead-in times.</p>	
4.4	<p>KM: How do we learn from previous projects to influence the design of the building?</p> <p>RC: Lessons learned exercises are carried out for all major projects and these are factored into future projects.</p>	
4.5	<p>JR: Looking at the masterplan and roll forecasts when is the next phase likely to be required?</p> <p>RC: We are in year 4 of the current 5-year capital programme. The capital programme is due to be reviewed and extended</p>	

Item	Discussion and comment	Action
	later this year, and a business case for further investment could be considered.	
4.6	<p>SS: Do we need to apply for further funding for phase 2 and phase 3?</p> <p>RC: The masterplan approach will mean that we will be in a good position to apply for funding in the future.</p>	
5.0	Design update	
5.1	SF shared a presentation. The following are the subsequent questions and answers.	
5.2	<p>KM: How will you decided what cladding will be used (Merkinch is a lovely building)?</p> <p>SF: At Stage 1 this is not defined. Charleston is a much bigger building and materials will need to be considered.</p>	
5.3	<p>GS: Concerns regarding Science and teachers possibly not having their own classroom/laboratory.</p> <p>RC: The approach to new school builds across Scotland is generally to provide 50% laboratories/50% classrooms. However, the Highland Council have tended to provide 2 thirds laboratories/one third classrooms. This will be discussed further with the school as the design progresses.</p>	
5.4	<p>SS: Will COVID related measures be factored into the design of the building?</p> <p>RC: Yes, we ensure there is sufficient breakout space and circulation along with appropriate outdoor space.</p>	
5.5	<p>BB: This is an interesting site with different levels. When will the teaching staff become involved in the project?</p> <p>SF: We hold workshops with Heads of Departments and other staff during the design stages to obtain feedback.</p>	
5.6	<p>JR: The school run a design engineering class would they be able to become involved with the project?</p> <p>RC: Yes, happy to engage with them.</p>	
6.0	AOCB	
6.1	The next meeting will be held at 7PM on Wednesday 16th June via Microsoft Teams (subsequently changed to 23rd June).	