

**The Highland Council**  
**St Clements Stakeholder Group**  
**Minutes of Meeting No.1**  
**Wednesday 17<sup>th</sup> November 2021**

<b>Attendees</b>	<b>Initials</b>
<b>Highland Councillors</b>	
Councillor Graham Mackenzie (Chair)	<b>GM</b>
Councillor Angela Maclean	<b>AM</b>
<b>Parent Council Representatives</b>	
Donald Maclean	<b>DM</b>
Joanna Dymock	<b>JD</b>
<b>Community Representatives</b>	
N/A – Future meetings	
<b>St Clements</b>	
Toni McCartney, Head Teacher	<b>TM</b>
<b>Highland Council Officials</b>	
Robert Campbell, Estate Strategy Manager	<b>RC</b>
Ian Jackson, Education Officer	<b>IJ</b>
Bill Couston, Additional Support Needs Manager	<b>BC</b>
Sarah Gitsham, Estates Officer	<b>SG</b>
<b>Apologies:</b> Councillor Margaret Paterson, Councillor Alister Mackinnon, Derek Martin, Crystyna Ferguson	
<b>Minute:</b> Sarah Gitsham	

<b>Item</b>	<b>Discussion and comment</b>	<b>Action</b>
<b>1.</b>	<b>Introduction</b>	
<b>1.1</b>	GM welcomed members to the group. Raised the issue of currently no Liaison Officer for Parents due to Kenny Murray's absence. RC advised that for the interim period members / parents can email the CAL estates inbox and a member of the Estates team will respond – <a href="mailto:CLEstates@highland.gov.uk">CLEstates@highland.gov.uk</a>	<b>Note</b>
<b>2.</b>	<b>Terms Of Reference and remit and membership of the group</b>	
<b>2.1</b>	RC explained the purpose of the Stakeholder group and reviewed the terms of reference document. Advised that the group will run for the duration of the project but may carry on if necessary, beyond this. Advised that a link to the presentation and minutes will also be uploaded to the Council website.	<b>RC/SG</b>

Item	Discussion and comment	Action
2.2	<p>Community council attendance was discussed – currently 5 local groups in the surrounding areas, GM and RC agreed 1 group would be suitable. Dingwall CC to be invited to future meetings.</p> <p>RC mentioned that pupils from St Clements may wish to attend Stakeholder meetings once concept designs have been produced.</p> <p>AM agreed that pupils should be involved at an early stage, pupils will have aspirations for the new school. AM also queried whether a Teacher representative from the school should be present and noted that parents should be involved in the preparation for the agenda to these meetings.</p> <p>TM – happy for staff to be involved.</p> <p>Ian Jackson noted that Community Council members, parents and wider stakeholders will be notified in advance of the Statutory Consultation.</p> <p>BC happy to continue engagement with the school through regular visits with the Head Teacher.</p>	<p><b>RC/SG</b></p> <p><b>Note</b></p> <p><b>Note</b></p> <p><b>Note</b></p>
3	<b>New build project</b>	
3.1	<p>RC provided an update on progress so far in relation to the new build project. Key points as follows:</p> <ul style="list-style-type: none"> <li>• Previous investigations into Ferry Road ruled this site out due to flood risk, access issues and general visibility constraints.</li> <li>• Docharty Brae site more favourable – site investigations have taken place along with Transport assessment of the current routes into the site.</li> <li>• Major pre-app meeting with Planning Officials confirmed site would be supported for School development – subject to flood and access concerns.</li> <li>• Follow up meeting with Senior Planning Officials to be arranged to ensure all concerns are satisfied.</li> <li>• Land acquisition of the site to be confirmed by Christmas.</li> <li>• Kiers Construction appointed as Design &amp; build Contractor – GM raised a declaration of interest as son works for Kiers.</li> <li>• Crucial to make February Education Committee date.</li> </ul>	<b>Note</b>

Item	Discussion and comment	Action
	<ul style="list-style-type: none"> <li>Project completion date of 2025 – future discussion to be had with the school in terms of decant options.</li> </ul> <p>AM concerned that we do not currently own the Docharty Brae site - RC confirmed that a follow up meeting with The Mart and agent to be arranged along with Council Property Surveyor. Noted that discussions to date with the agent / Mart have been positive.</p> <p>IJ detailed that any Planning Application would need to be submitted after the statutory consultation has taken place – could be seen to pre-empt the result if actioned sooner.</p> <p>Noted that Stage 3 – “<i>Spacial Coordination</i>” will be an opportunity for workshops to be held with pupils, parents and other stakeholders showing the concept designs. It was agreed that online evening meetings would be beneficial for parents that might not make drop-in events.</p>	<p><b>RC</b></p> <p><b>Note</b></p> <p><b>Note</b></p>
3.2	<p>TM noted that recent works to the school have been beneficial – new classroom created to better assist pupil. Future works of new access door into this room from the garden will need to be completed during Summer period.</p>	<b>Note</b>
3.3	<p>TM revealed that she will soon be leaving her post as Head Teacher and moving to a collaborative post within highland – happy to still be involved in future discussions. Potential for Depute Head to also participate.</p> <p>GM noted that it will be imperative that the future Head Teacher receives sufficient support.</p> <p>RC to investigate potential for government funded support – assistance will be provided.</p>	<p><b>Note</b></p> <p><b>RC</b></p>
3.4	<p>AM raised concerns over outdoor space as site is quite isolated – RC stated that outdoor provision of garden space and play areas will be looked at as part of the consultation.</p> <p>BC suggested spaces could be co-located – potential for Social work and Disability team to have space within the school. RC advised visitor spaces have been provided in previous designs – will be reviewed as part of specification along with other facility options.</p> <p>GM requested location plan of Docharty Brae site to share with parents – Estates to provide.</p>	<p><b>RC/SG</b></p> <p><b>Note</b></p> <p><b>RC/SG</b></p>

<b>Item</b>	<b>Discussion and comment</b>	<b>Action</b>
<b>3.5</b>	Query raised in regard to future proposal for vacant school buildings in Tulloch Street and whether this could be a future agenda item – to be reviewed.	<b>Note</b>
<b>3.6</b>	JD wished to confirm whether Presentation slides can be freely shared with Parents – RC to upload to website but can also send on for review.	<b>RC</b>
<b>4</b>	<b>Date of next meeting</b>	
<b>4.1</b>	RC suggested next meeting to take place in January – will discuss potential dates and times with parents before linking back with Councillors.  Update can be provided to all parties on progress prior to Christmas.	<b>RC/SG</b>  <b>RC/SG</b>
<b>5</b>	<b>AOCB</b>	
<b>5.1</b>	No further comments.	