

**The Highland Council**  
**St Clement's School Stakeholder Group**

**Minutes of Meeting No.2**  
**Monday 10<sup>th</sup> January**  
**2022**

<b>Attendees</b>	<b>Initials</b>
<b>Highland Councillors</b>	
Councillor Graham Mackenzie (Chair)	<b>GM</b>
Councillor Angela Maclean	<b>AM</b>
Councillor Margaret Paterson	<b>MP</b>
<b>Parent Council Representatives</b>	
Avril Robertson	<b>AR</b>
Joanna Dymock	<b>JD</b>
<b>Community Representatives</b>	
Jack Shepherd, Dingwall Community Council	<b>JS</b>
<b>St Clement's School</b>	
Ruth Malone, Acting Head Teacher	<b>RM</b>
<b>Highland Council Officials</b>	
Robert Campbell, Estate Strategy Manager	<b>RC</b>
Ian Jackson, Education Officer	<b>IJ</b>
Derek Martin, Area Education & Learning Manager	<b>DM</b>
Sarah Gitsham, Estates Officer	<b>SG</b>
Fiona Sangster, Estates Co-ordinator	<b>FS</b>
<b>Apologies</b>	
Councillor Alister Mackinnon, Christyna Ferguson, Bill Couston, Donald Maclean, Hayley Cameron	
<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>	<p>It was noted that Kenny Murray, previous Education Advisor, is leaving the Council.</p> <p>RC advised that an update is required from the ECO for Education &amp; Learning regarding the appointment of a new Education Advisor. AM raised a concern that this needs to be actioned as soon as possible.</p> <p>Participants of the group can however email the CAL</p>	<p>Note</p> <p>RC</p>

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	Estates inbox with any queries in the interim period and a member of the Estates team will respond. <a href="mailto:CLEstates@highland.gov.uk">CLEstates@highland.gov.uk</a>	
<b>2.</b>	<b>Minutes of previous meeting</b>	
<b>2.1</b>	<p>Follow up points from the previous minutes reviewed:</p> <ul style="list-style-type: none"> <li>Pupil representation at future stakeholder meetings – RM will discuss with St Clement's PSA's &amp; senior pupils. Involvement from Dingwall Academy was also suggested. Noted however that it will be more beneficial for pupils to join once initial concept designs have been drafted – this is usually carried out during Stage 3 of the design process.</li> <li>The text on the Council website will continue to be updated, as well as a link to the presentation and new minutes.</li> <li>Funding for Education staff involved in the Project will be provided.</li> </ul>	<p>RM</p> <p>RC/SG</p> <p>Note</p>
<b>3.</b>	<b>Project update</b>	
<b>3.1</b>	<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>Land acquisition of the site – Meeting held with The Mart prior to Christmas to discuss outline figures for purchase of approximately 2 hectares.</li> <li>Follow up meeting to be arranged with The Mart to agree Heads of Terms – still on target to meet February Education Committee.</li> <li>RC presented the initial draft drawing showing the red line boundary on the site and where the school, sports pitch etc. may be sited. Noted that flood issues affect a large section of the lower half of the site, so school facilities cannot be located here.</li> <li>Comments were raised from the Parent Council and Councillors regarding proposed locations of the school and whether the building could be split.</li> <li>RC advised that design discussions are currently at draft stage, so the overall layout is still to be formally agreed. However, in terms of the school facilities one building would be more efficient.</li> <li>Kier Construction appointed as Design &amp; Build Contractor – Kier's have experience of building</li> </ul>	<p>Note</p> <p>Note</p>

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	<p>schools with dedicated ASN facilities as they have recently completed Alness Academy which incorporates a large Additional Support needs department. They are also D&amp;B Contractor for the new Tain Campus involving St Duthus School.</p> <ul style="list-style-type: none"> <li>• GM identified a potential declaration of interest as his son works for Kier's.</li> <li>• RC advised that the next stakeholder meeting may be an opportunity for the Contractor to join and introduce the key members of their project team.</li> </ul>	
<b>4.</b>	<b>Report to Education Committee meeting</b>	
<b>4.1</b>	<p>RC/IJ advised that the report is still on track to meet the next Education Committee meeting – this is on the 24th of February 2022.</p> <p>IJ provided a breakdown of the consultation process:</p> <ul style="list-style-type: none"> <li>• Assuming the report is approved at the Committee Meeting in February, the formal consultation is required to run for a minimum of 30 school days, i.e., will finish around end of April. The school will be involved during this time to provide feedback on the report from pupils.</li> <li>• Education Scotland then require to be consulted – proposed timescale for this is by the end of May</li> <li>• All stakeholder comments will then be reviewed, and responses prepared.</li> <li>• Estimated date for publication of the formal report is by October 2022. Anyone who submits a response to the initial consultation will be given 3 weeks to make further representations</li> <li>• The report should be presented for approval at the final Education Committee of the year in December. The decision of the Education Committee has to be ratified by the full Council.</li> </ul> <p>RC mentioned that once the report is finalised for the February Committee, the draft boundary line drawing for Docharty Brae will be shared with Councillors. RC also noted that August 2025 remains the estimated completion date for the school, however this will be subject to change and may be earlier depending on construction stage completion dates.</p>	<p>Note</p> <p>IJ</p> <p>Note</p> <p>RC</p>
<b>5</b>	<b>Future use of Tulloch Street</b>	
<b>5.1</b>	RC advised that discussions are still ongoing internally	Note

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	<p>regarding the proposals for the overall site once St Clement's vacate their buildings.</p> <p>GM noted that any future rationalisation of the Tulloch street site will require a co-ordinated approach as there are various services in the current buildings.</p>	
<b>6.</b>	<b>Date of next meeting</b>	
<b>6.1</b>	Monday 7th March was suggested as the next meeting date – To be confirmed.	RC/SG
<b>7.</b>	<b>AOCB</b>	
<b>7.1</b>	<p>It was noted that the purdah period for the Local Authority elections in May will begin in March. Current Councillors will not be involved in any meetings during this time.</p> <p>RC advised that should a meeting be required during these dates it can be held with all other stakeholders.</p> <p>RM queried whether St Clement's pupils could visit Drummond School to get a feel for what a new building may look like – to be discussed with Education.</p>	<p>Note</p> <p>RM</p>