

The Highland Council
Park Primary School - Stakeholder Group
Minutes of Meeting No.1
Tuesday 16 November 2021

Attendees	Initials
Highland Councillors	
Councillor Maxine Smith (Chair)	MS
Councillor Pauline Munro	PM
Parent Council Representatives	
Elizabeth McPhail	EM
Paulette Aubin	PA
Suzie Legge	SL
Community Representatives	
N/A – Future meetings	
Park Primary	
Karen Cox, Head Teacher	KC
Highland Council Officials	
Robert Campbell, Estates Strategy Manager	RC
Sarah Gitsham, Estates Officer	SG
Hayley Cameron, Education Officer	HC
Laura Burns, Project Manager	LB
Michael Aitchison, Head Teacher of Invergordon Academy	MA
David Hayes-MacLeod, Head Teacher of South Lodge PS	DHM
Apologies	
Derek Martin	
Minute	
Sarah Gitsham	

Item	Discussion and comment	Action
1.	Introduction	
1.1	MS welcomed members to the group	Note
2.	Terms Of Reference and remit and membership of the group	
2.1	MS explained the remit of the stakeholder group. Noted that Parent and Pupil representatives for Park would be welcome, as well as the Parent Council chairs for Invergordon Academy & South Lodge Primary. Community Council to be invited to future meetings as well as HLH representative. MS queried whether a police rep would be appropriate – to be reviewed for future meetings.	Note Note

Item	Discussion and comment	Action
3.	Works at Invergordon Academy - pdate	
3.1	<p>RC provided an update on the works undertaken at Invergordon Academy for Park Primary – 5 out of 6 cabins now signed off and occupied. Internal works to existing classrooms and new toilets also complete. PKL Catering cabin still outstanding due to delay with certification – commitment to push for Building Control sign off by the end of the month, with Catering and school Occupation in early December.</p> <p>Concerns from Parent Council and school that outstanding works have been “left” – SG advised that discussions are ongoing with Kiers construction for providing a site presence to close out remaining works / snags; Delay caused by previous site manager leaving post. Project team meeting to be held on site Friday (19th) to review all current snags and outstanding works.</p> <p>EM stated that the Nursery grass area is currently unusable due to grass cuttings being left; Grass cutting team only able to use strimmer due to limited access – To be assessed during Friday’s site visit. EM also voiced concerns about the lingering issues with the playground – SG advised the team are looking to remove the current fencing around the bandstand and stage area and remove the piles of heras fencing that have been left.</p> <p>Noted that the general condition of site after construction works has not been acceptable with debris and litter left – discussions ongoing with Kiers.</p>	<p>Note</p> <p>SG/LB</p> <p>SG/LB</p> <p>Note</p>
4.	New school build project	
4.1	<p>RC provided an update on the progress so far for the new build project – Key points as follows:</p> <ul style="list-style-type: none"> • Report to Council meeting in September 2021 confirmed budget of £13m for new build with completion date of 2024 • Robertsons Construction appointed as Design & Build Contractor • Main building and Nursery block to be demolished – start date to be confirmed for next meeting • Games hall & Anderson centre to be retained for the time being – potential for use as site accommodation 	

