

**Minutes Of Initial Meeting**  
**Nairn Academy Stakeholder Group**

Date: 15/06/2021

Via Microsoft Teams

<b>Attendees</b>	<b>Initials</b>
<b>Highland Councillors</b>	
Laurie Fraser	LF
Tom Heggie	TH
Elizabeth MacDonald	EM
Peter Saggars	PS
<b>Parent Council/Community Representatives</b>	
Mark Gunn, Nairn Academy Parent Council	MG
Sally Gunn, Nairn Academy Parent Council	SG
<b>Nairn Academy</b>	
Julie MacDonald, Head Teacher	JM
<b>Highland Council Officials</b>	
Robert Campbell, Estate Strategy Manager	RC
David Walker, Estates Officer	DW
Sharon Barrie, Programme Manager Property	SB
Kenny Murray, Education Advisor	KM
Fiona Shearer, Education Area Manager	FS
Philip Shannon, Design Consultancy Manager	PSH
<b>Highlife Highland Officials</b>	
Craig Steedman, Principal Estates Manager	CS
<b>Apologies</b>	
Finlay MacDonald, Head of Property & Facilities Management (FM)	
Simon Swanson, HLH Corporate Programme Manager	

<b>Item</b>	<b>Discussion and comment</b>	<b>Action</b>
<b>1.</b>	<b>Welcome and introductions</b>	
	TH welcomed everyone to the meeting and explained that this was an initial stakeholder meeting to kick off the stakeholder group. TH confirmed that he would chair the meeting.	
<b>2.</b>	<b>Minutes of last meeting</b>	
	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>3.</b>	<b>Terms of Reference and stakeholder attendees</b>	
	<ul style="list-style-type: none"> <li>RC shared a document with the group and explained that the remit for the group was to provide a forum for the dissemination of information relating to this project, and to ensure that there is an</li> </ul>	

Item	Discussion and comment	Action
	<p>effective communication between the Stakeholder Group and the Council, Project Team and Principal Contractor. The group is also to comment and provide feedback on the proposals in relation to the project.</p> <ul style="list-style-type: none"> <li>• The Stakeholder Group will include representation from Ward Members, School Staff, Parent Council(s), Community Council(s), High Life Highland, Community representatives, Council Officers, Contractors and Consultants.</li> <li>• RC asked JM about potential school pupil involvement in the group. JM confirmed she was interested in having pupil involvement. This would be considered for the next Stakeholder meeting after the school summer holidays.</li> </ul>	<b>JM</b>
<b>4.</b>	<b>Project update</b>	
	<ul style="list-style-type: none"> <li>• RC shared a presentation detailing the background and current position of the project. Key points:</li> <li>• The school has been included in Phase 2 of the Scottish Government's Learning Estate Investment Programme (LEIP). The intention is for the building to be completed and ready for opening in August 2025 to align with the new school term.</li> <li>• Project scope is a complete school building replacement. Changing pavilion and synthetic pitch (being renewed summer 2021) will be retained.</li> <li>• Draft accommodation schedule has been completed with school engagement. School have some good ideas for community use and other initiatives which the Council are keen to incorporate.</li> <li>• Kenny Murray has been appointed as Education Advisor for the project</li> <li>• The formal appointment of Balfour Beatty is in progress as the design and build contractor. Balfour Beatty have completed several school projects for other Local Authorities. JM planning to visit some of their completed school projects.</li> <li>• RC explained that the LEIP is based on the Scottish Government's Learning Estate Strategy. RC took the group through the 10 Principles of the programme.</li> <li>• RC explained that the Scottish Government funding is available through an outcome-based funding model which is based on the Council meeting key targets around high quality and maintained buildings, meeting ambitious energy efficiency targets, digitally enabled learning and the project creating new jobs and economic growth.</li> </ul>	
<b>5.</b>	<b>Look ahead and next steps</b>	
	<ul style="list-style-type: none"> <li>• RC noted that the replacement of the synthetic pitch will start in July.</li> <li>• Further engagement with the contractor Balfour Beatty.</li> <li>• Design team to be appointed and site investigations to be carried out.</li> </ul>	<b>JM</b>

Item	Discussion and comment	Action
	<ul style="list-style-type: none"> <li>• Visits to recently completed new schools to be arranged for the new term in August.</li> <li>• Possible inclusion of Public Library in building. HLH to conduct a user survey.</li> </ul>	<b>CS</b>
<b>6.</b>	<b>Presentation questions and answers</b>	
	<ul style="list-style-type: none"> <li>• RC was asked the following questions following the presentation:</li> <li>• MG asked about the accommodation schedule and how the Council planned for the potential future increased school roll. RC confirmed the capacity would be 760 and this was based on the School Roll Forecasts. RC explained that the site would be future proofed and designed in such a way to allow the building to be extended in the future if required.</li> <li>• MG asked about the energy saving targets and whether the Council were fully aware of the potential of energy saving. RC confirmed that the Council were. PSh confirmed that a full energy appraisal options would be conducted.</li> <li>• FS raised the point about the digital learning options and confirmed that Council staff were keen to link up with the school to discuss the options.</li> <li>• JM asked about the potential for having Early Learning and Childcare provision on site. The school are keen to include this as there is a need for the provision in Nairn and it could also provide learning opportunities for school pupils. RC confirmed that the Council are keen to include this.</li> <li>• KM raised the Tots to Teens Programme. KM and JM to link up to discuss this.</li> <li>• LF raised concerns about the future snagging of the project once completed. RC stressed the quality of work on the project is very important and that regular meetings on quality would take place between the Council and Contractor. PSh confirmed that on a recent project there were 'Quality Workshops' with the Contractor throughout the project. This worked well.</li> </ul>	<b>KM, JM</b>
<b>7.</b>	<b>AOCB</b>	
	<ul style="list-style-type: none"> <li>• MG stressed the importance of having one central area to store information that can be accessed by everyone.</li> <li>• MG asked about ensuring that the key deadlines for the Parent Council to comment on proposals/issues was clear to avoid people missing the opportunity.</li> <li>• FS asked about the potential for a digital representation of the project to help people visualise the proposal as things progressed.</li> <li>• JM confirmed that she would link up with DW and school ASN staff to discuss ASN provision in the new building</li> <li>• PS confirmed he was initially concerned about the future growth of the school roll but was content that the project would factor in future expansion potential.</li> </ul>	<b>JM, DW</b>

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	<ul style="list-style-type: none"> <li>• FS confirmed that she would link up with Hayley Brown from the Council Early Years Team to discuss ELC provision</li> <li>• LF asked about the future expansion and requested confirmation that the future site would not be expanded by modular accommodation. RC confirmed that future expansion would be based around permanent extensions of the building rather than modular units.</li> </ul>	FS
<b>8.</b>	<b>Date of next meeting</b>	
	<ul style="list-style-type: none"> <li>• Wednesday 15 September 2021 (subsequently rearranged to 7 October)</li> </ul>	Note