

**Ness Castle Primary School
stakeholder group meeting 3
13 May 2020**

Annotated agenda in lieu of meeting

1. Welcome and covid update

Thank you to everyone who responded to the previous annotated agenda with positive messages regarding the way in which we are continuing to move forward and communicate with stakeholders, despite the unprecedented situation we find ourselves in.

Stakeholder meetings will continue in this form until such time that H&S issues pass.

To submit questions or comments, please reference the specific Agenda numbered item as appropriate.

Submit your questions and comment to CLEstates@highland.gov.uk

Responses to your collated questions and comments will be reviewed and issued before the next meeting date – see Item 8 below.

For other enquiries please email Dorothy Gibb at Dorothy.gibb@highland.gov.uk.

2. Finalise terms of reference, and stakeholder attendees

We hope to finalise and issue a copy of the Terms of Reference by the next meeting date, once we confirm the Chair (usually a local Member).

As there were no further comments on the membership of the Stakeholder group following the last annotated agenda (18 March 2020), we will continue with the current group and their representatives as below but please get in touch if there are any changes. For groups with more than 2 named representatives, it would be helpful for you to indicate the primary contact and the back-up contact.

Our stakeholder group does not currently include a representative from any of the new housing developments within the school catchment area. We are keen to include a local representative so if any current group member knows of someone who may be interested and willing to join the Stakeholder group, please let us know.

Stakeholder group or organisation	Representative
Councillors, The Highland Council	Cllr Alasdair Christie Cllr Ron MacWilliam Cllr Callum Smith
Holm Primary School (PS)	Ruth MacKay, Head Teacher
Holm PS Parent Council	Scott McRoberts, Chair
Lochardil PS	Audrey Kellacher, Head Teacher
Lochardil PS Parent Council	Ian Soden, Lochardil Primary School Parent Council
Inverness Royal Academy	Nigel Engstrand, Rector Robin Fyfe, Acting Rector
Dores & Essich Community Council	John Martin, Chair
Holm Community Council	Murray McCheyne, Chair Alison Jamieson Evelyn Grant
Lochardil & Drummond Community Council	Maria De La Torre, Chair
Estates (Care & Learning), Development and Infrastructure (D&I), The Highland Council.	Robert Campbell, Estates Strategy Manager Dorothy Gibb, Principal Estates Officer Fiona Sangster, Estates Co-ordinator
Care & Learning, The Highland Council	Kenneth Murray, Interim Education Quality Improvement Officer Fiona Shearer, Area Care & Learning Manager (South)
D & I, The Highland Council	Philip Shannon, Consultancy Manager William Fettes, Project Contract Administrator
Property and Facilities Management, D&I, The Highland Council	Evelyn Miller, Cleaning & Facilities Manager
Inverness Royal Academy Parent Council	TBC
Contractor for the project, Kier Construction Limited with <ul style="list-style-type: none"> - Stallan-Brand, Architects - Ramboll UK, M&E 	Gordon Dalgarno, Design Manager, Kier Neil Armstrong, Sr Bid Manager and Education Lead, Kier Keri Monaghan, Peter Smith Martin Bissell

3. Design update

Our entire project team has been able to continue work on refining the internal and external layouts and design for the school. Everyone is managing to work from home and we have been using video conferencing to go over specific focus areas and discuss drawings and layouts.

Within The Highland Council team, we have continued to liaise with our internal Users Groups including staff in the Early Years and Teaching, Facilities Management, Catering, Safer Routes to School, school transport, and others.

The planned school opening date of August 2021 will not now be achieved due to the ongoing situation and we are reviewing the implications of this. However, our ability to continue to work during this period means that the project will be in a better position to resume once restrictions are lifted.

4. Planning update and planning conditions

Work continues to be undertaken by the project team to assemble information to discharge the pre-commencement conditions. Planning permission for the school includes twenty-six planning conditions covering a full range of items, most of which are considered pre-construction requirements. As information packages are developed, we will coordinate with Planning for their approval and subsequent discharge of planning conditions.

5. Transition

As noted before, there is no information to report on this item which will become more relevant as we progress through the project. The head teachers of Holm and Lochardil primary schools, and specialist education staff continue to be involved in the design and development process.

6. Community benefits

We continue to seek suggestions for possible community benefits that may be provided by the contractor team as part of the school project. Community Benefits is a key element of a major project of this kind and we are keen to identify any proposals. Selected proposals will be taken forward by a dedicated member of the contractor's team.

To date, Holm Primary School has identified a community benefit for their school. They have requested for some help with improvements to their outdoor play area for the pupils.

Also, Holm Community Council has requested that two free-standing display boards be located at the bus stop at the top of the main road entrance into the Ness Castle development and outside the school for the purpose of displaying community notices.

7. AOCB

No further business to report.

8. Date of next meeting

1 July 2020.