

**THE HIGHLAND COUNCIL**  
**CULLODEN ACADEMY STAKEHOLDER GROUP**

**Minutes of Meeting No. 1**  
**Wednesday 24<sup>th</sup> February 2021 at 7 PM**

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| <b>Attendees:</b> | <p><b><u>Highland Councillors</u></b><br/> Councillor Trish Robertson – Chair<br/> Councillor Carolyn Caddick<br/> Councillor Andrew Jarvie<br/> Councillor Duncan MacPherson</p> <p><b><u>Parent Council Representatives</u></b><br/> Jeni Alexander<br/> Allyson Hill<br/> Graham Hopper</p> <p><b><u>Community Representatives</u></b><br/> Catherine Bunn, Culloden Community Council</p> <p><b><u>Culloden Academy</u></b><br/> Dr James Vance, Head Teacher<br/> Odette Gordon, Principal Teacher<br/> Alan Robertson, Principal Teacher</p> <p><b><u>Highland Council Officials</u></b><br/> Finlay MacDonald, Head of Property and Facilities Mgmt.<br/> Fiona Shearer, Area Education Manager<br/> Robert Campbell, Estate Strategy Manager<br/> Philip Shannon, Consultancy Manager<br/> Jane Day, Estates Officer<br/> Laura Burns, Project Manager</p> <p><b><u>High Life Highland Officials</u></b><br/> Emma Thompson, Facilities Officer<br/> Richard Hanna, Facility Manager<br/> Craig Steedman, Principal Estates Manager</p> | TR<br>CC<br>AJ<br>DM<br><br>JA<br>AH<br>GH<br><br>CB<br><br>JV<br>OG<br>AR<br><br>FM<br>FS<br>RC<br>PS<br>JD<br>LB<br><br>ET<br>RH<br>CS |
| <b>Apologies:</b> | Councillors Glynis Campbell-Sinclair and Ken Gowans   |  |
| <b>Minute:</b>    | Jane Day  |  |
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| <b>ITEM</b>       | <b>DISCUSSION/COMMENT</b>   | <b>ACTION</b>  |
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| <b>1</b>          | <b>INTRODUCTION</b>   |  |
| <b>1.1</b>        | RC welcomed everyone to the meeting and advised that the meeting would not be recorded.   |  |
| <b>2</b>          | <b>ELECTION OF CHAIR</b>  |  |

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| 2.1  | RC asked for nominations to chair the meeting. TR was proposed by CC and seconded by DM.  |  |
| 3    | <b>TERMS OF REFERENCE/REMIT AND MEMBERSHIP OF GROUP</b>   |  |
| 3.1  | A draft Terms of Reference (TOR) document had been circulated prior to the meeting and this was reviewed. A revised TOR document will be circulated for final approval at the next meeting.                   |  |
| 3.2  | Ward Members – it was proposed that one Member from each of the two Wards will attend future meetings.  |  |
| 3.3  | Culloden Academy – JV, OD and AR would attend.  |  |
| 3.4  | Feeder Primary Schools – copy of minutes will be sent to Head Teachers and Parent Councils.   |  |
| 3.5  | Pupils – 2 pupils to be invited to join the group.  |  |
| 3.6  | Parent Council – the 3 attendees at this meeting will continue to represent the Parent Council.   |  |
| 3.7  | Community Councils – CB will continue to attend; minutes to be sent to other Community Councils.  |  |
| 3.8  | Council officials to attend as required.  |  |
| 3.9  | High Life Highland – at least one of the 3 officials present will attend in future.   |  |
| 3.10 | Other Community representatives – DM suggested that National Trust/Culloden Battlefield may be interested.  |  |
| 3.11 | The arrangements for chairing future meetings will be agreed at the next meeting.   |  |
| 4    | <b>COMMUNICATION</b>  |  |
| 4.1  | The Stakeholder Group is the main forum for communication. Any concerns should be raised within the Group initially.  |  |
| 4.2  | Regular project updates will be provided at each meeting. However, any important updates between meetings may be issued by e-mail or uploaded to the website.   |  |
| 5    | <b>PROJECT UPDATE/TIMESCALES</b>  |  |
| 5.1  | RC shared a presentation (attached to minute). The following are the subsequent questions and answers.  |  |
| 5.2  | GH: Will there be an in-house design team, and will the RIBA Plan of Work be followed?<br>RC: An in-house team will work alongside the design and build contractor's team. The Plan of Work will be followed. |  |
| 5.3  | JA: What are the main challenges or risks facing the project?<br>RC: The industry generally is facing problems with availability of materials and components and delivery lead-in times. The early            |  |

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|             | engagement of a contractor will help to manage these risks and consider other options where necessary.   |  |
| <b>5.4</b>  | AJ: Will the existing modular classroom unit be removed or replaced?<br>RC: No, this will be retained.   |  |
| <b>5.5</b>  | DM: How many modular units will be installed?<br>RC: There will be 6 double classroom units for non-practical subjects.  |  |
| <b>5.6</b>  | CC: How far did things progress following the presentation at the Academy in February 2019 and was pre-application planning advice received?<br>RC: Yes, pre-application advice was received. However fresh pre-application advice will be required for the revised scheme. The planning timescales are set out in the presentation.   |  |
| <b>5.7</b>  | AJ: Would it be possible to submit the Planning Application Notice (PAN) earlier than currently planned to speed up the planning process?<br>PS: There is a formal process to be followed for "Major" planning applications such as this – submitting the PAN earlier would not accelerate the process as the full application is the key activity on the critical path.   |  |
| <b>5.8</b>  | JV asked: Will further modular units be provided in August 2022 if the roll increases as forecast?<br>RC: If additional capacity is required then further modular units would be considered along with possible alterations to the main building.  |  |
| <b>5.9</b>  | JA: Has the Council allocated sufficient resources to the project?<br>RC: Yes, the team that is working on the current design stage is sufficient.<br>FM: In the Property & FM team structure there are 44 design staff, 6 Mechanical Engineers and 6 Clerk of Works, as well as the Project Management and Estates Teams.   |  |
| <b>5.10</b> | CB: What is the brief for the new build based on and what yardsticks have been used?<br>RC: The Brief and Accommodation Schedule are based on the updated school roll forecasts that have recently been published. Scottish Futures Trust requirements are based on prescribed construction cost and building space metrics. The new synthetic playing field and road access into the new site will also come out of the £7.7M budget. |  |
| <b>5.11</b> | GH: The programme and budget are tight and working backwards is challenging. What benchmarking is used, and will a tender process be undertaken?<br>RC: The design and build contractor will be appointed directly via an existing national framework contract and will tender individual work packages. The proposed contractor has   |  |

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|             | performed well on other similar projects. It may be possible for some activities to be overlapped during the design process if necessary.  |  |
| <b>5.12</b> | <p>CB: What environmental and ecological surveys will be undertaken?</p> <p>RC/PS: A range of surveys will be required. All new school builds are delivered to high energy performance standards. The Passivhaus design approach is being considered on other new projects but will not be adopted here due to time constraints. However, many of the lessons being learned on other projects will be incorporated here.</p> |  |
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| <b>6</b>    | <b>FUTURE MEETINGS/ENGAGEMENT</b>  |  |
| <b>6.1</b>  | Meetings will be held monthly for the time being.  |  |
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| <b>7</b>    | <b>AOCB</b>  |  |
| <b>7.1</b>  | The next meeting will be held at 7PM on Wednesday 24 <sup>th</sup> March via Microsoft Teams.  |  |