



**PERTH AND KINROSS COUNCIL
EDUCATION AND CHILDREN'S SERVICES**

**Strathearn Community Campus Management Group
Meeting
Held in Conference Room
on Wednesday 18th November 2009
at Strathearn Community Campus**

Minute

PRESENT Christine Ross (Campus Leader), Trevor Rae (Campus Supervisor), Tracey Greer (SRC), Gary Watson (Projects & Development Manager, PKL), Simon Farrer (Tayside Contracts), June Dudley (Tayside Contracts), Audrey May (Campus Leader–North Inch Campus), Jill Mackintosh (Acting Community Libraries Manager), Jacqueline Walsh (Senior CCB Worker), Ian Bendall (Acting Depute Head–Open Day Coordinator), Anne Marie Fraser (Campus Coordinator (ILL))

APOLOGIES Grant Carstairs (Community Integration Manager), Morag Kelly (Libraries–ILL), Carol Ross (Mitie)

	WHAT	WHO	WHEN
1	<p>Minutes of last Meeting and Matters Arising C Ross asked that as the Campus is now up and running items for the Agenda should be submitted up to 4pm on the day before the CCMG Meetings, rather than submitting individual updates from each team.</p>		
2	<p>Transport CR is concerned at the chaos at the end of the school day. The existing bus bays are still in use and due to road works, traffic lights and cars accessing the public car park it is impossible for the buses to arrive between 3.40 and 3.50 and get pupils home safely. It is a very dangerous situation. The Senior Management Team and Pupil Care and Welfare Officers, along with help from the Police are assisting pupils to cross the entrance/exit to the car park. Parents are requested not to uplift their children from the car park. This also causes problems for other campus users. T Greer explained that there is unfortunately no flexibility to the starting times of swimming lessons at 4pm. As the problem time is very short (3.45-3.55pm), CR asked that if possible,</p>		

<p>3</p>	<p>activities in the campus should not be timetabled to start at 4pm.</p> <p>T Rae explained that with Phase 2 of the project which is due for completion in six months time, the access routes for pupils will be changed which. If the Duchlage Road access could be expedited in advance of this, it would alleviate some of the problems. TR to liaise with Contractors and the ILL team. CR noted that last night things were a lot calmer and not so many complaints had been received.</p> <p>Issues Logged</p> <p>TR requested that issues/snagging sheets should be directed to him.</p> <p>Parking</p> <p>Complaints have been received at reception regarding parking at the Campus. TR to speak to contractors re moving fencing and sub contractors vehicles to free up parking spaces. The recycling units require to be removed from the car park as this would free up six spaces. A sign indicating that parking is available at the rear of the building would also be helpful.</p> <p>Cleaning/Litter</p> <p>Cleaning is not being done out with school days. Weekends are a particular problem. PKL have issues with this. CR noted that Mitie were not present today and had an obligation to attend meetings for the six months prior to the campus opening. CR also asked that people be vigilant re any damage as charges would be incurred. Litter is not being picked up in the campus grounds. Tayside Contracts also have issues re equipment breakdown and contractual obligations with Mitie.</p> <p>Formal Complaint</p> <p>A school class entered the fitness room accompanied by a teacher at a time when it was also available to the public. The two members of the public who were present left the area as they felt that they should not be present when school pupils were using the facility, and subsequently lodged a complaint T Greer is aware of the complaint. There have been similar complaints at the Loch Leven Community Campus as supervised groups of pupils can access the public facilities. CR noted that a strategy was needed to deal with issues such as this.</p> <p>Catering</p> <ul style="list-style-type: none"> ➤ No water is available in the vending machines in the main area – J Dudley explained that there is water available in the “carousel”. ➤ There is a disappointment that “Food to Go” is 	<p>TR</p> <p>TR</p>	
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	<p>not open in the evening as it is advertised to be open from 8.0am – 8.30pm – JD is waiting for staff disclosures for part time staff. Opening times will be reviewed at the end of year as after March there will be no subsidy available for this.</p> <ul style="list-style-type: none"> ➤ Food is being sold out very quickly as the canteen is very popular and the area is being used by pupils during the day for studying and free periods. ➤ S Farrer to issue vending protocol as there have been problems with breakdowns at weekends <p>CR asked that it should be minuted that a member of Mitie staff had told a parent that the doors at the bottom of stair 4 which have been locked down for security were locked as “the head teacher did not want contact with the public”. There has also been an issue with a member of Mitie staff not allowing people to eat their own snacks in the dining area in the evening when the “Food to Go” area was closed.</p> <p>4 Open weekend Ian Bendall intimated that the programme for the open weekend is fleshing out nicely. The programme is due to go to printing next week. A successful meeting was held on Friday. The Family and Friends day had a very good turn out. G Watson asked if the Public Entertainments Licence had been applied for. This is now in place and a maximum of 900 people can be accommodated. The Ceilidh on the Saturday evening is being organised by the Pipe Band. Catering will be supplied by Tayside Contracts. JD said that there was still time to apply for an occasional licence if a bar was required</p> <p>5 The Move CR would like to record a huge thank you to all staff. The boxes were packed efficiently and turned round very quickly. J Mackintosh asked if crates could be removed from the library as the shelving is due to arrive any day. AMF said she would deal with this. The opening of the Library has been totally dependant on the arrival of furniture, so the plans for the day have still to be made. CR asked if there was anything the School could help with. JM said that a school presence would be very welcome and that she would make contact over the next few days.</p> <p>6 Security/Health and Safety This is a major issue. The main role is the safety of pupils. The system is not functioning as it should. Door access The door beside the kitchen in the canteen area should be on the entry card system. The doors at the</p>	<p style="text-align: center;">AMF</p> <p style="text-align: center;">JM</p>	
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bottom of Stair 4 are on lockdown. CR stated that this cannot be the case as this needs to be accessible by a member of staff with a card for visitors. The 2nd set of doors at the end of the corridor at the Recreation Centre could be activated, along with the 2nd door to the Dance Studio as members of the public accessing the area past the fitness room could gain access to pupil changing rooms. The Drama/Music Corridor also poses a problem and the doors to the Tryst need to be activated also as there is access to the Tryst to the Drama/Music Department. Some of the swing doors are currently being held back on a magnetic latch which is a breach of security. AMF will organise a visit to review campus security. J Walsh asked if CLD Literacy and ESOL volunteers would be able to have cards. C Ross advised that as they are not staff, it would be preferable if they were met at reception and shown to their room. Relief Library staff will have access to temporary cards.

Delivery vehicles

Delivery vehicles are controlled by Mitie. Deliveries are not permitted at the beginning and end of the school day and during break and lunch times. A call is made from the gate and Mitie authorise access. There is a requirement for keys to be available at reception to open the gates in case of an emergency. Keys will be signed out to Management on a termly basis so that a track can be kept of who has them.

Health and Safety

An incident has occurred where a teacher left a classroom and a pupil was able to lock the teacher out of the room. A solution to this problem is being looked into. This could have been a health and safety issue. Please bring all issues like this to the management group. TR advised that there has been an evacuation of the building but that clearance has not yet been given for a fire drill.

Staff Badges

AMF advised that Isla Devlin has produced a sample for these and Budget is currently being agreed for them

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Activity meeting space

This is being used as a lunchtime area by pupils. CR would like to take it out of use at break times as she is concerned that charges would be made by Mitie for extra cleaning as the area is carpeted. AMF advised that the front of this area is designated as extra dining space. There is also a kitchen area which is a health and safety issue as it does not shut down. Extra dining furniture for the canteen area is due to arrive today.

AMF

8	Date/time of next meeting The next meeting will be held on Thursday 26 th at 10.00am in the Conference Room.		
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