

Meeting	Strathearn Community Campus Management Group	
Date & Time	Thursday 6th August, 2009 10:00am	
Location	LRC, Crieff High School	
Present	Simon Farrer (Catering Services, PKC) Trevor Rae (Business Manger, Strathearn Community Campus) Andy Cook (Programme Manager) June Dudley (Catering Services, Tayside Contracts) Mary Willis (PKC Press Officer) Gary Watson (Projects & Development Manager, PKC)	
Apologies	Christine E. Ross (Campus Leader, Strathearn Community Campus) Tracey Greer (Strathearn Recreation Centre) Grant Carstairs (Community Integration Coordinator)	
1.	Minutes of Last Meeting	
	The minutes of the last meeting were reviewed with no corrections.	
2.	Matters Arising	
	<p>Trevor Rae said that he has been communicating with Andy Cook regarding the landscaping designs via e-mail. Andy acknowledged this and said that Laing O'Rourke was still looking at the proposed designs but he doesn't think that they will all be accepted. Trevor expressed concern that the breakdown of communication has led to this. Andy Cook said that it will have to be a case of recovering as many of the proposed design ideas as possible.</p> <p>Trevor Rae asked Andy for an update on the progress of installing an external power box. Andy Cook said he is still looking into this.</p> <p>Trevor Rae said that he has not yet had a chance to go through the operations manual in detail but will do so as soon as possible. Andy Cook still has to submit final plans which can be included in the manual.</p> <p>Trevor Rae said that Christine Ross had not had the opportunity to review the desk allocations sent to her by Jacqueline Walsh.</p> <p>Tayside contracts have provided Christine Ross with pricing details. Break time may be extended to 20 minutes instead of 15 minutes but this still has to be looked at.</p>	
		A. Cook
		T. Rae
		A. Cook
		C. Ross
3.	Any Other Business	
	<p>Trevor Rae said that British Gas had come to disconnect the gas supply at the old school so they had to be turned away. Andy Cook said that they had been informed of the correct date for doing this. Trevor Rae also expressed concern that BT Outreach were trying to discuss ways in which telephone lines could be connected to the new school as this appeared to involve digging up roads. Trevor Rae advised BT to contact David Adams Team. Trevor Rae also said that deliveries for the new school were being made to the old school.</p>	
		T. Rae

J. Petrie (teacher) asked Trevor if she could use 200 of the old school chairs for a fashion show that the school is involved in with Matalan. Andy Cook advised Trevor to speak to Mark Cassidy (Project Support Team) about this but he didn't foresee a problem as the show is taking place on the last weekend in November.

T. Rae

Trevor Rae passed around a copy of the campus organisational chart for everyone to look at.

4. Updates from each team

Simon Farrer was happy with the way things were progressing and didn't anticipate too many problems.

June Dudley (Tayside Contracts) said that job advertisements would be posted soon. She said that Sheena agreed to a 52 week contract. Sheena will remain in charge of the catering but will be under the umbrella of the new supervisor who will take responsibility for all the campuses. An assistant cook will work under Sheena.

Mary Willis (PKC Communications Team) said that she spoke to Christine Ross regarding published items. Mary Willis emphasised the need for more information so that it can be plugged into the plan for the whole I.L.L. programme.

All

Gary Watson (P&K Leisure) said he is working with programming in general with Crieff and Kinross. He will circulate this for review and discussion. He is waiting for Graham Aitken to firm up the school requirements so that the P.E. staff can develop their programme. He expects to hear back from him after the school holidays.

G. Watson/
G. Aitken

Andy Cook (PKC) said that the construction was going well. He will be meeting to discuss the tie in with the Recreation Centre. Currently looking at who will be responsible for the insurance of the car park. Moving forward on the training programme. MITE's new recruitment plan will be discussed at the next Management Group meeting.

Trevor Rae said that the post of Campus Supervisor has now been advertised. Peter McAvoy is in charge of this. A meeting is planned to discuss the transfer of present PKL receptionists to the new campus.

Corporate Bookings

5. Trevor Rae along with other management employees will be receiving a two day training programme on the new booking system. Gary Watson suggested that working alongside existing PKL staff after school will help with training as there is a lot to learn.

Campus Security (Rules)

6. Trevor Rae gave a copy of the campus security guidelines to all those present at the meeting. He asked them to read over it in their own time and give their feed back at the next meeting hi-lighting anything that causes them concern.

<p>7.</p>	<p>“The Move”</p> <p>Andy Cook said that crates for items that can be stored longer term will be delivered over the next couple of weeks (600 – 800 crates). Trevor Rae agreed to speak to Christine Ross about when the best day for delivery is. An interim holding area for the crates will have to be found. Crates could be stored in empty cupboards. These crates do not need to be returned until March. Tayside contracts will not need these crates as their packing will be last minute.</p>	<p>All</p> <p>T. Rae</p>
<p>8.</p> <p>9.</p>	<p>PR/Publicity</p> <p>Crieff Market Management Team has agreed to the school having a stall at the Crieff Market on the 12th of September and for the school to operate a mini bus service to the new school. A stall needs to be arranged. The school mini buses could be used to cut costs. Grant Carstairs suggested that this weekend could be managed by a sub group. This can be organised at the next meeting when Christine Ross is present.</p> <p>Mary Willis informed everyone that it will not be possible for the press day to run in conjunction with the construction day so an alternative day needs to be organised. She emphasised the need for the local community to be aware of the fantastic facilities that will be on offer at the new campus.</p> <p>Mary Willis also drew everyone’s attention to an amendment to the Council media policy with reference to the I.L.L. programme. All information pertaining to the new campus must be approved by the Council Communications Team prior to being sent out to the public. This is to ensure consistency of information. The press can be contacted directly by the school for all other school activities. Copies of school newsletters to parents should also be given to the communications team.</p> <p>Mary Willis said that she had spoken with Christine Ross last week regarding the new tartan, school tie, war memorial, old school tour for former pupils, etc. All these items need to be confirmed so that Mary can liaise with the Press. Andy Cook reinforced the need for controlling communication with the public.</p> <p>Trevor Rae asked Andy Cook about the budget for bringing on extra staff to facilitate the teachers with their packing. Andy Cook said that Trevor Rae should contact Peter McAvoy.</p> <p>Next Meetings (please note time change for meeting on 20th August)</p> <p>20th August, 2009 11:00am (LRC) 3rd September, 2009 10:00am (LRC) 17th September, 2009 10:00am (LRC)</p>	<p>Proposed Sub Committee</p> <p>M. Willis</p> <p>All</p> <p>C. Ross</p> <p>T. Rae</p>