

Meeting	Strathearn Community Campus Management Group	
Date & Time	Thursday 23rd July, 2009 10:00am	
Location	LRC, Crieff High School	
Present	Christine E Ross (Campus Leader, Strathearn Community Campus) Trevor Rae (Business Manger, Strathearn Community Campus) Andy Cook (Programme Manager) Rosie Charles (Catering Services, Tayside Contracts) Mary Willis (PKC Press Officer) Ian Tervit (P&K leisure Operational Supply Officer) Jacqueline Walsh (Senior Corporate Worker)	
Apologies	Peter McAvoy, (Business Change Manager, PKC) Tracey Greer (Strathearn Recreation Centre) Grant Carstairs (Community Integration Coordinator) Gary Watson (Projects & Developpment Manager, PKC) Carol Ross (MITE Representative) Chris McColl (MITE Representative) Simon Farrer (Catering Services, PKC) Morag Kelly (Library Services) Isla Devlin (Corporate Services)	Action who / When
1.	Minutes of Last Meeting	
	The minutes of the last meeting were reviewed with minor corrections to item 5.	
2.	Any Other Business	
	Trevor Rae said that he was very impressed with his recent visit to the Blairgowrie Campus. He met with Peter McAvoy to discuss staff training of Campus Supervisors, Business Managers, and Campus Receptionists. A set of Draft campus rules applicable to all campuses have been drawn up. He expressed concern about the protection of school property and the new building during the move. Questioned who would be responsible for any possible loss or damage taking place during the move.	
	Andy Cook reassured everyone that building protection was in the contract and that the moving company was highly proficient and had an excellent reputation. He indicated that he would check the new campus for any damage once the move was complete. Security measures will be in place during the move. He emphasised that the site will not be open without supervision. MITE will be on site during the weekend of the move. The old school building will have security provision in place until it is demolished. Demolition will take place 3 weeks after the move to the new campus. A staged demolition will	

<p>3.</p>	<p>take place i.e. safe asbestos removal, soft stripping of recyclable materials and then final demolition with JCBs.</p> <p>Christine Ross questioned whether the new facility would have single or double size desks in the classrooms. Andy Cook said they would be single unless otherwise requested. Christine Ross also expressed concerns about the protection of school property during the move.</p> <p>Ian Tervit hi-lighted the need for formal induction training of PKL Staff on emergency procedures, sports equipment usage/taking down/setting up. Andy Cook emphasised that MITE will be responsible for the setting up and taking down of equipment but acknowledged that PKL staff could be made responsible for this in the event of last minute bookings. He will look into this.</p> <p>Updates from Each Team</p> <p>Christine Ross expressed concern on behalf of Graham Aitken and Marc van Grieken that some of the agreed landscaping designs have been removed. She said that Andy Cook had agreed in March 2009 to all the landscaping designs with the exception of hedging so she queried why other designs have since been removed. Andy Cook insisted that he couldn't have agreed to these proposals in March as he had no costing for landscaping in March so would have been unable to confirm anything. Christine Ross also expressed concern that the designs for the sensory and science gardens had apparently gone missing and may have to be re-submitted. She emphasised the need for staying on top of these issues as many hours of school and community consultation had gone into the landscaping designs. Andy Cook said that he will chase the designs up.</p> <p>Christine Ross also reiterated the need for an external power supply for the music area. Andy Cook was concerned about the cost of this but said he would look into it. Trevor Rae suggested that an external cabinet housing the power supply could be attached to the building. Andy Cook said that although the capital cost would not be excessive the maintenance of external power sockets would be significant.</p> <p>Mary Willis said that she would keep in touch with regard to the information for the brochure. She said that Christine Ross could contact Isla Devlin (Corporate Services) with any design issues.</p> <p>Andy Cook gave a copy of the first draft of the SCC brochure to Trevor Rae. He asked that Trevor Rae look it over and identify any gaps. Andy Cook was confident that everything appeared to be progressing well and was impressed with the Blairgowrie Campus move. Although there was a slight delay at the start of the move it took just two days and this included all the IT equipment being distributed. A four day move was predicted for the move to the SCC.</p> <p>Andy Cook hi-lighted that Harrow Green (moving company) will be</p>	<p>A. Cook</p> <p>A. Cook a.s.a.p.</p> <p>A. Cook a.s.a.p.</p> <p>M. Willis On going</p> <p>T. Rae</p>
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	<p>responsible for point to point moving only. Staff will be responsible for their own packing and unpacking. Christine Ross said she will have to ask her teaching staff if they are happy to pack their own things as this isn't part of their job remit. Andy Cook appreciated this and suggested that teaching assistants could fill the gaps. Christine Ross asked if there was a budget for this. Andy Cook said there was a small budget available. When asked about the safe removal of chemicals from the Science Department, Andy Cook reassured everyone that a specialist chemical company would deal with this. With regard to the packing of glass and dishes, representatives from Harrow Green will meet with the school towards the end of August, beginning of September to discuss this.</p> <p>Jacqueline Walsh said that she would get desk allocation details to Andy Cook by the end of the week. She said that the County Market were not keen to operate from the new campus grounds, however the campus could have a stall at the market for promotional purposes. Christine Ross said that the school will have an open day on the Saturday of that weekend. She was happy to involve prefects in taking tours of the facility. Andy Cook agreed to furnish her with any relevant training guides. Neighbours of the new campus will be given a priority tour to reassure them if they have any concerns.</p> <p>Ian Tervit is waiting for information from Graham Aitken. He expects to receive this after the holidays. He put out a questionnaire to see what the community wants and was pleased with the 10-15% response. Christine Ross suggested that since the school hands out questionnaires annually a corporate approach could be adopted in the future. Ian Tervit agreed.</p> <p>Rosie Charles requested a meeting with Simon Farrer and the Senior Management Team to discuss the provision of a trolley service to the staff room. Christine Ross indicated that she would be unable to meet before August but needed information about the possible service before that day. It was suggested that tea/coffee and biscuits could be offered at an agreed flat rate with the trolley supplying sandwiches and tray bakes at an additional cost. Rosie Charles said that she would need to know what kind of coffee staff would prefer as this will impact on the price. She agreed to e-mail options to Christine Ross so that a staff survey can be conducted.</p> <p>4. Corporate Bookings</p> <p>T. Rae said that the Gladstone system would be used for corporate bookings. A two-day training will be put in place for management sometime in August. A. Cook emphasised the importance of using the Gladstone system for school timetabling and the school calendar.</p> <p>Dates of Future Meetings</p> <p>6th August, 2009 10:00am (LRC) Chaired by T. Rae 20th August, 2009 11:00am (LRC) 3rd September, 2009 (LRC)</p>	<p>C. Ross August 2009</p> <p>J. Walsh 31/07/09</p> <p>A. Cook</p> <p>I. Tervit</p> <p>R. Charles a.s.a.p</p>
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