

Meeting	Strathearn Community Campus Management Group	
Date & Time	Thursday 1st October 2009 10:00am	
Location	LRC, Crieff High School	
Present	Christine E. Ross (Campus Leader, Strathearn Community Campus) Simon Farrer (Catering Services, PKC) Trevor Rae (Business Manger, Strathearn Community Campus) June Dudley (Catering Services, Tayside Contracts) Fiona Taylor (Catering Services, Tayside Contracts) Mary Willis (PKC Press Officer) Gary Watson (Projects & Development Manager, PKC) Grant Carstairs (Community Integration Coordinator) Tracey Greer (Strathearn Recreation Centre) Ian Bendall (Acting Depute Headteacher) Anne Marie Fraser (Campus Co-ordinator, ILL) Morag Kelly (Library Service)	
1.	Apologies	
	None	
2.	Minutes of last Meeting and Matters Arising	
	Morag Kelly requested that the last sentence from item 4 should be removed. The rest of the minutes were approved. No matters arising.	
3.	Updates from each team	
	<u>Perth and Kinross Leisure: Gary Watson and Tracy Greer</u> Tracy Greer stated that programming had been done and the Recreation Centre was to close for two weeks from 26th October to 8th November. The public would be notified of the close down via posters and letters. Access and exit times were still to be confirmed. Cleaning and maintenance of the recreation centre would be done by PKC and not MITIE. The recreation centre would effectively be a separate zone. <u>Catering Services, PKC: Simon Farrer</u> SF emphasized the importance of all pupils having National Entitlement Cards (NEC Cards) for the new campus. T Rae stated that there were some outstanding cards but Janice Douglas had agreed to come to the new Campus on 11th November to remedy this. SF stated all cards would need to go on the new system. All students should be encouraged to check cards on 11 th November. Staff may also need new cards to use services.	

SF stated there were some issues with financial arrangements, specifically 'pay ins' and VAT. These would be resolved on Monday.

TR queried whether cash would be lifted by LOOMIS.
Future use re canteen furniture was raised..

Catering Services, Tayside Contracts: June Dudley

Interviewing for new posts is on track. Food would be 'farmed' in to alleviate pressure on staff and allow them time to familiarise themselves with equipment and general set up.

Communty and Cultural Services: Grant Carstairs

Induction would be given to staff the objectives being IIL ethos, campus management arrangements, and effects of change of place of work to contracts and out of hours access.

All IT to be wiped clean and re imaged this would allow all laptops and PCs to be flexible. The 'integrated team' would log onto one desktop.

It was suggested the 'Integrated Team Base' should be re named the 'Community Staff Base' to allay any confusion.

Campus Co-ordinator, IIL: Anne Marie Fraser

AMF stated that everything was on track.

CR stated that storage space for crates in school was a serious concern; the hall was rapidly filling up. It was decided that the LRC would be used for additional storage but they would need to do their own packing first.

CR was worried about the transfer of frozen/chilled food from Home Economics to the new campus. AMF assured her that this would not be a problem but Gwen Barrowman should liaise with June Dudley.

Harrow Green crates should be emptied by 11th November for uplift on 12th November.

AMF stated bubble wrap and cling film was on its way for wrapping.

CR confirmed that Harrow Green would pack crockery and glassware from Home Economics and musical instruments. The art department would pack their own breakables.

AMF was to clarify whether CHS staff would decable and pack PCs in bags for putting into crates.

Home Economics are to pack their own electrical equipment (food mixers, processors etc.).

William Tracey, specialists in chemical disposal were to visit the school on 2nd October. CR stated that school staff had this all in hand and there would be no problems.

PKC Press Officer: Mary Willis

MW stated that recent media coverage had portrayed the 'unisex' toilet facilities inaccurately and caused confusion, but was unsure how this had happened. It may have been a problem with signage. AMF was to investigate. GW stated changeable signs might be useful. CR thanked MW for dealing with the situation.

CR stated that the Strathallan News had done a very good article on the new campus last week and the Strathearn Herald was to clarify the situation re the toilets in today's edition.

MW stated that the first draft of the transport leaflet and general leaflet for the Campus will be available on 19th October but would need information to prepare the leaflets by 13th October.

Business Manger, Strathearn Community Campus: Trevor Rae

TR stated that 3 Campus Supervisors had been appointed, one for the weekend, one for during the week and a supply. They were all to go on Gladstone training.

The two Recreation Centre reception staff were to transfer to the school staff on 26th October and he would be advertising for a third receptionist shortly.

Library Service: Morag Kelly

All staffing issues had now been resolved. During the induction training everyone was very enthusiastic and looked forward to developing the library services.

Library supply staff should be issued with temporary cards through reception.

National Entitlement Cards would be needed to use the library. CR suggested these should be activated on the phased return day 11th November.

All the stock from the school library could now go to the Campus as it had been weeded out.

Any withdrawn stock could go to the partner school in Kenya on an on going basis. MW to release a press article re this. SF suggested that there could be book donation station at the open weekend. MK emphasized that any books sent to the partner school would not be 'any old books'.

	<p>Discussions were still ongoing with regards to the 'Stones'. Liz Connacher was keen to have ongoing displays of artwork.</p>	
<p>3.</p>	<p>Open Weekend 12th-13th December</p> <p>Ian Bendall organising this.</p> <p>IB outlined some of the activities/events that might take place and groups who might be involved in the open weekend of 12th/13th December</p> <ul style="list-style-type: none"> • Tayside Catering- there would be a big demand over the weekend for their services and he hoped awareness of what they had to offer would have an impact on potential future bookings. • Recreation Centre-50+ Club, Crieff Juniors Football Club, Active Schools etc could be there. • Library Facilities to be open-large range of activities • Feeder Schools to be invited. • Perth College- showcasing some of their courses. • Crieff and Upper Strathearn Partnership-IB to meet with this group on 19th October. • Sing Project-maybe providing a Christmas theme. • School Newsletter- encouraging parents and pupils to be involved. • Churches- joint service in 'Tryst' on the Sunday, the theme to be Campus Praise. • Pipe Band to be involved in the 'wild stampede' from James Square to the Campus (linking the Campus and the town as an old droving centre). They have been offered an afternoon performance and perhaps would perform at a Ceiledh in the evening as a fund raiser. • A crèche could be offered- it was suggested that Playstart Perth, a mobile crèche could be involved • Karaoke on Friday 11th December organised by the school's 'Working With Others Group'. • Skateboard event for Sunday to be organised in conjunction with the Youth Community Worker Pam Armstrong. IB asked the group re their thoughts on inviting a professional graffiti artist to help students upgrade the current graffiti at the skate park. It was felt that perhaps that it would encourage graffiti elsewhere on the Campus. MW suggested that IB speak to A Clegg re experiences in Perth at the skate park at the Inch. Youth Services maybe able to provide advice how the art could be contained. TR suggested that AXIOM should be contacted for their opinion on the matter. • Outdoors traverse wall. 	

	<p>IB stated that a programme would be required for the open weekend maybe incorporating slips from Tayside Contracts offering free tea and coffee. MW suggested IB should meet with her and the design team re this. They would need to look at budget allocation for this after the October break.</p> <p>GW stated that all the activities should go on the booking system and indeed he thought that some bookings had already been made during this open weekend. IB replied once the programme was firmed up this would be done and he wouldn't expect any previous bookings to be changed.</p>	
4.	<p>Bookings</p> <p>MK was concerned that when an author was booked to come to the school it would become a commercial let. This is not the case; all main events would be discussed by the group and classified appropriately. Educational events would be exempt.</p>	
5.	<p>Official Opening</p> <p>CR stated that Councillor Grant had agreed to the official opening of the Strathearn Community Campus being 17th March 2010, this was agreed by the CCMG and would coincide with the 40th anniversary of the old school.</p>	
6.	<p>Travel Plan</p> <p>P Mayne on schedule with the Travel Plan which should be seen as a live document, being continuously updated.</p>	
	<p>Next Meeting</p> <p>Thursday 15th October at 10.00am (LRC) Thursday 29th October at 10.00am (LRC)</p>	