

City Chambers
DUNDEE
DD1 3BY

7th June, 2010

Dear Sir or Madam

EDUCATION COMMITTEE

You are requested to attend a MEETING of the **EDUCATION COMMITTEE** to be held in the Main Council Chambers, City Square, Dundee on Monday, 14th June, 2010 to follow the meeting of the City Council called for 6.00 pm.

Yours faithfully

DAVID K DORWARD

Chief Executive

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which might be perceived as influencing your opinion/vote on any matter.

AGENDA OF BUSINESS

I TENDERS RECEIVED

(a) CITY ENGINEER

(Report No 252-2010 enclosed).

(b) CITY ARCHITECTURAL SERVICES OFFICER

(Report No 346 2010 enclosed).

2 CONSULTATION ON REGULATIONS TO REDUCE PRIMARY ONE CLASSES TO A MAXIMUM OF TWENTY FIVE PUPILS

(Report No 325-2010 enclosed).

3 PPP INTERIM REVIEW - POST OCCUPANCY EVALUATION

(Report No 326-2010 enclosed).

REPORT TO: EDUCATION COMMITTEE - 14 JUNE 2010
REPORT ON: TENDERS RECEIVED BY CITY ENGINEER
REPORT BY: CITY ENGINEER
REPORT NO: 252-2010

1 PURPOSE OF REPORT

1.1 This report details tenders received and requests a decision on acceptance thereof.

2 RECOMMENDATION

2.1 Approval is recommended of (1) the acceptance of the tender submitted by the undernoted contractor and (2) the undernoted total amount, including allowances, for the project.

Project Reference	Project Description	Contractor	Tender Amount	Total Amount	Finance Available
P10172	General School Structural Improvements 2010-2011	Anderson Specialist Contracting	£34,316.00	£65,216.00	£65,216.00
Total			£34,316.00	£65,216.00	£65,216.00

3 FINANCIAL IMPLICATIONS

3.1 The Director of Finance has confirmed that funding for the above project is available as detailed on the attached sheet.

4 POLICY IMPLICATIONS

4.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. Any issues are detailed on the attached sheets.

5 CONSULTATIONS

5.1 The Chief Executive, Depute Chief Executive (Support Services), Director of Finance and Assistant Chief Executive have been consulted and are in agreement with the contents of this report.

6 BACKGROUND PAPERS

6.1 None.

7 FURTHER INFORMATION

7.1 Detailed information relating to the above Tenders is included on the attached sheet.

Mike Galloway
Director of City Development

Fergus Wilson
City Engineer

FW/IS/EH

27 May 2010

Dundee City Council
Tayside House
Dundee

CLIENT	EDUCATION DEPARTMENT	
PROJECT NUMBER PROJECT PROJECT INFORMATION	P10172 General School Structural Improvements 2010-2011 Improvements to the following schools: Ardler & St Fergus Primary, Blackness Primary, Braeview Academy, Castle Park Centre, Eastern Primary, Francis Wright, Gowriehill Primary, Jessie Porter Nursery, Rockwell High, St Lukes & St Matthews Primary, St Marys Annexe, St Vincents Primary, Wallacetown Nursery and Woodlea Centre.	
TOTAL COST	Contract	£34,316.00
	Contingencies	£5,000.00
	Non Contract Allowances	£19,000.00
	Fees	<u>£6,900.00</u>
	Total	£65,216.00
FUNDING SOURCE	Education Department - Capital Budget	
BUDGET PROVISION & PHASING	2010/11	
ADDITIONAL FUNDING		
REVENUE IMPLICATIONS	None	
POLICY IMPLICATIONS	Built environment works to prolong the life of the building of the community.	
TENDERS	Tenders were invited from 7 contractors and the following tenders received:-	
	<u>Tenderers</u>	<u>Tender</u>
	Anderson Specialist Contracting	£34,316.00
	Land & Building Services	£36,232.75
	Castle Contracting Group Ltd	£43,187.00
	Concrete Repairs Ltd	£49,225.76
	Muirfield (Contracts) Ltd	£64,116.47
RECOMMENDATION	To accept the lowest tender from Anderson Specialist Contracting.	
ALLOWANCES	Contingencies	£5,000.00
	Non Contract Allowances	£19,000.00
	Professional Fees	<u>£6,900.00</u>
	Total	£30,900.00
SUB-CONTRACTORS	None	
BACKGROUND PAPERS	None	

REPORT TO: Education Committee - 14 June 2010

REPORT ON: Tenders Received

REPORT BY: City Architectural Services Officer

REPORT NO: 346-2010

PURPOSE OF REPORT

This report details tenders received and requests a decision on acceptance thereof.

RECOMMENDATIONS

Approval is recommended of (1) the acceptance of the tenders submitted by the undernoted contractors and (2) the undernoted total amount, including allowances, for each project:

Project Reference	Project	Contractor	Tender Amount	Total Amount	Finance Available
09-550A	New Whitfield Primary School - Removal of Trees	Dundee Contract Services (Forestry Section)	£18,240.00	£20,064.00	£20,064.00
10-6042	Menziesshill High School - Renewal of Roof Coverings	Dundee Contract Services	£104,733.43	£119,658.43	£120,000.00
09-6033	Rockwell Primary School and High School - Asbestos Removal	Gowrie Contracts Ltd., Dundee	£135,103.95	£143,445.95	£144,000.00
10-6043	Our Lady's Primary School - Upgrade Kitchen	Dundee Contract Services	£30,700.00	£35,633.00	£36,000.00
10-6006	Braeview Academy - Upgrade Kitchen/Servery	Dundee Contract Services	£81,556.00	£93,177.00	£94,000.00
10-7065	Dens Road Primary School - Electrical Rewire	McGill Electrical Ltd., Dundee	£218,010.84	£265,410.84	£266,000.00
09-7391	Rosebank Primary School - Electrical Rewire	EW Edwardson (Electrical Contractors) Ltd., Glenrothes	£195,383.12	£308,483.12	£309,000.00

FINANCIAL IMPLICATIONS

The Director of Finance has confirmed that funding for the above projects is available as detailed on the attached sheets.

POLICY IMPLICATIONS

This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. Any issues are detailed on the attached sheets.

CONSULTATIONS

The Client Department has been consulted with regard to policy implications and the Chief Executive, Depute Chief Executive (Support Services) and Director of Finance have also been consulted in the preparation of this report. Any issues are detailed on the attached sheets.

BACKGROUND PAPERS

Unless stated otherwise on the attached sheets, there are no background papers.

FURTHER INFORMATION

(1) Detailed information relating to the above Tenders is included on the attached sheets.

(2) The construction works in this report have been procured using the general guidance contained in the following documents approved by the Council :-

- a) Report Nr 148-2003 : Partnering Guidelines for Construction Projects
- b) Report Nr 356-2009 : Construction Procurement Policy
- c) Standing Orders : Tender Procedures of the Council

Rob Pedersen
City Architectural Services Officer
7 June 2010

346-2010

EDUCATION COMMITTEE - 14 JUNE 2010

CLIENT	Education	Education
PROJECT REFERENCE	09-550A	10-6042
PROJECT	New Whitfield Primary School	Menzieshill High School
DESCRIPTION OF WORKS	Removal of Trees The works comprise the removal of existing trees and stumps on the site of the new school. This is preparatory works to enable the contractor appointed to build the school clear access to the site.	Renewal of Roof Coverings Renewal of roof coverings to south block.
TOTAL COST	Several Works £18,240.00 Allowances £1,824.00 TOTAL £20,064.00	Several Works £104,733.43 Allowances £14,925.00 TOTAL £119,658.43
FUNDING SOURCE	Capital	Capital
BUDGET PROVISION & PHASING	2010/2011 £20,064.00	2010/2011 £120,000.00
ADDITIONAL FUNDING	None	None
REVENUE IMPLICATIONS	None	Annual capital financing costs £8,070.00
POLICY IMPLICATIONS	All timber from the trees will be cut and recycled. This supports the Council's Sustainability Policy.	There are no major issues.
CONSULTATIONS	There are no major issues.	There are no major issues.
TENDERS	Negotiated contract : 1 Dundee Contract Services (Forestry Section) £18,240.00	Negotiated contract : 1 Dundee Contract Services £104,733.43
RECOMMENDATION	Acceptance of offer	Acceptance of offer
ALLOWANCES	Professional Services £1,824.00 TOTAL £1,824.00	Professional Services £14,925.00 TOTAL £14,925.00
SUB-CONTRACTORS	None	None
BACKGROUND PAPERS	None	None

EDUCATION COMMITTEE - 14 JUNE 2010

CLIENT	Education		Education	
PROJECT REFERENCE	09-6033		10-6043	
PROJECT	Rockwell Primary School and High School		Our Lady's Primary School	
DESCRIPTION OF WORKS	Asbestos Removal The works comprise the removal of asbestos from the Rockwell Primary School and High School buildings.		Upgrade Kitchen The works comprise the upgrading works to the kitchen area.	
TOTAL COST	Several Works	£135,103.95	Several Works	£30,700.00
	Allowances	£8,342.00	Allowances	£4,933.00
	TOTAL	£143,445.95	TOTAL	£35,633.00
FUNDING SOURCE	Capital		Capital	
BUDGET PROVISION & PHASING	2010/2011	£144,000.00	2010/2011	£36,000.00
ADDITIONAL FUNDING	None		None	
REVENUE IMPLICATIONS	Annual capital financing costs	£11,028.00	Annual capital financing costs	£2,403.00
POLICY IMPLICATIONS	There are no major issues.		There are no major issues.	
CONSULTATIONS	There are no major issues.		There are no major issues.	
TENDERS	five invited; five received	<i>Received</i>	<i>Checked</i>	Negotiated contract :
	1 Gowrie Contracts Ltd., Dundee	£135,103.95	£135,103.95	1 Dundee Contract Services
	2 Aspect Contracts (Asbestos) Ltd., East Kilbride	£184,200.00	£184,200.00	£30,700.00
	3 Skene Group Ltd., Glenrothes	£328,297.41	£328,297.41	
	Highest Tender	£418,130.00		
RECOMMENDATION	Acceptance of lowest tender		Acceptance of offer	
ALLOWANCES	Professional Services	£8,342.00	Professional Services	£4,933.00
	TOTAL	£8,342.00	TOTAL	£4,933.00
SUB-CONTRACTORS	None		None	
BACKGROUND PAPERS	None		None	

EDUCATION COMMITTEE - 14 JUNE 2010

CLIENT	Education	Education												
PROJECT REFERENCE	10-6006	10-7065												
PROJECT	Braeview Academy	Dens Road Primary School												
DESCRIPTION OF WORKS	Upgrade Kitchen/Servery The works comprise the upgrading works to the kitchen/servery area.	Electrical Rewire Renew electrical Installations, to be phased over 3 years.												
TOTAL COST	<table> <tr> <td>Several Works</td> <td>£81,556.00</td> </tr> <tr> <td>Allowances</td> <td>£11,621.00</td> </tr> <tr> <td>TOTAL</td> <td>£93,177.00</td> </tr> </table>	Several Works	£81,556.00	Allowances	£11,621.00	TOTAL	£93,177.00	<table> <tr> <td>Several Works</td> <td>£218,010.84</td> </tr> <tr> <td>Allowances</td> <td>£47,400.00</td> </tr> <tr> <td>TOTAL</td> <td>£265,410.84</td> </tr> </table>	Several Works	£218,010.84	Allowances	£47,400.00	TOTAL	£265,410.84
Several Works	£81,556.00													
Allowances	£11,621.00													
TOTAL	£93,177.00													
Several Works	£218,010.84													
Allowances	£47,400.00													
TOTAL	£265,410.84													
FUNDING SOURCE	Capital	Capital												
BUDGET PROVISION & PHASING	2010/2011 £94,000.00	2010/2011 £266,000.00												
ADDITIONAL FUNDING	None	None												
REVENUE IMPLICATIONS	Annual capital financing costs £6,284.00	Annual capital financing costs £17,899.00												
POLICY IMPLICATIONS	There are no major issues.	There are no major issues.												
CONSULTATIONS	There are no major issues.	There are no major issues.												
TENDERS	<table> <tr> <td>Negotiated contract :</td> <td></td> </tr> <tr> <td>1 Dundee Contract Services</td> <td>£81,556.00</td> </tr> </table>	Negotiated contract :		1 Dundee Contract Services	£81,556.00	<table> <tr> <td>Negotiated contract :</td> <td></td> </tr> <tr> <td>1 McGill Electrical Ltd., Dundee</td> <td>£218,010.84</td> </tr> </table>	Negotiated contract :		1 McGill Electrical Ltd., Dundee	£218,010.84				
Negotiated contract :														
1 Dundee Contract Services	£81,556.00													
Negotiated contract :														
1 McGill Electrical Ltd., Dundee	£218,010.84													
RECOMMENDATION	Acceptance of offer	Acceptance of offer												
ALLOWANCES	<table> <tr> <td>Professional Services</td> <td>£11,621.00</td> </tr> <tr> <td>TOTAL</td> <td>£11,621.00</td> </tr> </table>	Professional Services	£11,621.00	TOTAL	£11,621.00	<table> <tr> <td>Phased costs</td> <td>£12,000.00</td> </tr> <tr> <td>Professional Services</td> <td>£35,400.00</td> </tr> <tr> <td>TOTAL</td> <td>£47,400.00</td> </tr> </table>	Phased costs	£12,000.00	Professional Services	£35,400.00	TOTAL	£47,400.00		
Professional Services	£11,621.00													
TOTAL	£11,621.00													
Phased costs	£12,000.00													
Professional Services	£35,400.00													
TOTAL	£47,400.00													
SUB-CONTRACTORS	None	None												
BACKGROUND PAPERS	None	None												

EDUCATION COMMITTEE - 14 JUNE 2010

CLIENT	Education	
PROJECT REFERENCE	09-7391	
PROJECT	Rosebank Primary School	
DESCRIPTION OF WORKS	Electrical Rewire Renew electrical Installations, to be phased over 3 years.	
TOTAL COST	Several Works	£195,383.12
	Allowances	£113,100.00
	TOTAL	£308,483.12
FUNDING SOURCE	Capital	
BUDGET PROVISION & PHASING	2010/2011	£309,000.00
ADDITIONAL FUNDING	None	
REVENUE IMPLICATIONS	Annual capital financing costs	£20,804.00
POLICY IMPLICATIONS	There are no major issues.	
CONSULTATIONS	There are no major issues.	
TENDERS	Negotiated contract : 1 EW Edwardson (Electrical Contractors) Ltd., Glenrothes	£195,383.12
RECOMMENDATION	Acceptance of offer	
ALLOWANCES	Phased costs	£12,000.00
	Renewal of Suspended Ceilings	£60,000.00
	Professional Services	£41,100.00
	TOTAL	£113,100.00
SUB-CONTRACTORS	None	
BACKGROUND PAPERS	None	

REPORT TO: EDUCATION COMMITTEE - 14 JUNE 2010

REPORT ON: CONSULTATION ON REGULATIONS TO REDUCE PRIMARY 1 CLASSES TO A MAXIMUM OF 25 PUPILS

REPORT BY: DIRECTOR OF EDUCATION

REPORT NO: 325-2010

1.0 PURPOSE OF REPORT

1.1 This report provides the Council's proposed response to a consultation exercise from the Scottish Government on draft regulations that would reduce primary 1 classes to a maximum of 25 pupils.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Education Committee:

- i. notes that Dundee City Council's policy already is to organise primary 1 classes to a maximum of 25 pupils; and
- ii. notes and approves this response to the Scottish Government's consultation exercise.

3.0 FINANCIAL IMPLICATIONS

3.1 There are no financial implications arising from this report.

4.0 THE PROPOSAL

4.1 The Scottish Government is committed to reducing P1 - P3 classes to a maximum of 18 pupils as soon as is practicable. This commitment is set out in the Government's concordat with local government.

4.2 In March 2010 the Cabinet Secretary for Education and Lifelong Learning announced that a consultation exercise would be launched to seek views on a proposal to introduce legislation that would limit primary 1 classes to a maximum of 25 pupils.

4.3 The regulations are intended to put local authorities on a sounder footing when taking decisions regarding placing requests and in their efforts to balance the rights of parents to choose their child's school with the rights of all pupils to the best start in life. It is expected that the regulations will help to eliminate the largest P1 classes.

5.0 CONSULTATION QUESTIONS

5.1 **Views are sought on whether regulations to provide for the statutory maximum for P1 classes of 25 from August 2011 should be introduced.**

- 5.1.1 Currently primary 1 classes have a statutory maximum of 30 pupils, introduced by the Education (Lower Primary Class Sizes) Regulations 1999 (Statutory Instrument. 199/80). These regulations also apply to P2 and P3 classes.
- 5.1.2 Despite this regulation, Circular 1/2007, published on 2 April 2007, provided guidance about reducing P1 classes to a maximum of 25.
- 5.1.3 The Scottish Government believes that the introduction of a statutory maximum of 25 in P1 - P3 classes would assist local authorities in managing placing requests in the context of a national commitment to reduce class sizes.
- 5.1.4 Dundee City Council is of the opinion that the introduction of statutory regulations as described would bring greater certainty to the process.
- 5.1.5 Statutory regulations would also take away the discrepancy and confusion where guidance from the Scottish Government recommends a maximum of 25 children in P1 and 30 children in both P2 and P3, but current legislation states a maximum of 30 throughout these three stages.

5.2 Views are sought on whether we should regulate to introduce a maximum of 25 for P2 and P3 classes too.

- 5.2.1 Dundee City Council believes in principle that regulation to apply the same class size limits to P2 and P3 classes as those in P1 would ensure continuity of experience to benefit our youngest primary-aged children, and continuing progression towards a general reduction in class sizes. However, in practice, and in the current financial climate, such an extension is likely to cause considerable financial difficulty.

5.3 Views are sought on what would be an appropriate timescale for an extension to P2 and P3 classes.

- 5.3.1 Reference is made to paragraph 5.2.1 above. Dundee City Council in principle believes that a phased approach, introducing the regulation for primary 1 children in August 2011 followed by regulation for primaries 2 and 3 in August 2012, would be sensible. However, the Council urges caution, and continuing dialogue with local authorities around the financial implications.

5.4 Views are sought on the merits of replicating the approach adopted in the 1999 Regulations of permitting class size limits to be interpreted as a pupil/teacher ratio limit in exceptional circumstances.

- 5.4.1 Dundee City Council is in favour of class size limits being interpreted as a pupil/teacher ratio limit in exceptional circumstances. This would allow the local authority to adhere to the proposed regulations in schools where there are pressures on classroom accommodation.

5.5 Views are sought on whether 'excepted pupil' provisions in the 1999 Regulations have worked effectively and whether the same approach should be replicated in the new regulations.

- 5.5.1 The term 'excepted pupil' applies, for instance, to some pupils with additional support needs. It can also apply to a child who was initially refused a place at a school but was subsequently granted a place by the Appeals Committee (Placing Requests). This can lead to a situation in which the class size maximum limit is temporarily exceeded.
- 5.5.2 Without 'excepted pupil' provisions, schools could be faced with the need to restructure and reorganise classes if a placing request appeal were granted, leading to unacceptable disruption for pupils in the school.
- 5.5.3 Dundee City Council is therefore of the opinion that current 'excepted pupil' provisions work effectively and should be replicated in the new regulations.

5.6 Views are sought on whether Gaelic medium immersion classes at P1 - P3 and Gaelic medium composite classes need lower class size maximum numbers.

- 5.6.1 Dundee City Council Education Department does not currently offer Gaelic medium classes. However schools across the city have many children from a range of cultures where English is not their first language and where English may be a new language to the child.
- 5.6.2 Dundee City Council's opinion is that, in order to ensure equality of opportunity for all children and consistency of approach, Gaelic medium P1 to P3 class sizes should be viewed in the same way as other P1 to P3 classes, and that a special case should not apply to the Gaelic medium group.

6.0 POLICY IMPLICATIONS

- 6.1 This report has been screened for any policy implications in respect of sustainability, strategic environment assessment, anti-poverty, equality impact assessment and risk management.
- 6.2 There are no major issues.

7.0 CONSULTATION

- 7.1 This report has been the subject of consultation with the Chief Executive, Depute Chief Executive (Support Services) and the Director of Finance. Head Teachers and the teacher trade unions have also been consulted.

8.0 BACKGROUND PAPERS

- 8.1 Scottish Government paper: *Consultation on Regulations to Reduce Primary 1 Classes to a Maximum of 25 Pupils*
- 8.2 Excerpts from *The Education (Lower Primary Class Sizes) (Scotland) Regulations 1999 - SCHEDULE - Regulation 4*

JIM COLLINS
Director of Education

28th May, 2010
JC/CM/MM

REPORT TO: EDUCATION COMMITTEE - 14 JUNE 2010
REPORT ON: PPP INTERIM REVIEW: POST-OCCUPANCY EVALUATION
REPORT BY: DIRECTOR OF EDUCATION
REPORT NO: 326-2010

1.0 PURPOSE OF REPORT

1.1 This report is an interim review of the PPP programme across each of the new Dundee schools. The report provides an analysis of the post occupancy evaluation based on consultation with a range of key stakeholders.

2.0 RECOMMENDATIONS

2.1 The Education Committee is recommended to note and approve the contents of this report.

3.0 FINANCIAL IMPLICATIONS

3.1 There are no financial implications arising from this report.

4.0 MAIN TEXT

4.1 As part of the evaluation of the PPP project, the Scottish Government provided guidance on the timing and methodology for the post-occupancy evaluation of new schools. The intention was to carry out an evaluation within one year after each school became fully operational. The following Dundee PPP schools form this evaluation:

- Craigowl Primary;
- Claypotts Castle Primary;
- Downfield Primary;
- Fintry Primary;
- Rowantree Primary;
- St Andrew's Primary;
- St Paul's Academy; and
- Grove Academy.

4.2 The evaluation involved a number of activities including:

- a 'walk through' of each new school by a key stakeholder focus group comprising the Head Teacher and representatives from the teaching staff, support staff and Parent Council, all accompanied by a Project Manager and a senior education manager.
- completion of a questionnaire by the focus group (appendix 1);
- completion of a questionnaire by a random group, selected by the school, of parents from each year group (appendix 2);
- completion of a staff questionnaire (voluntary) (appendix 3);

- completion of a pupil questionnaire (sample) (appendix 4); and
- discussion with pupils and the Pupil Council.

4.3 Appendix 5 indicates the number of questionnaire returns.

4.4 **Physical Environment**

4.4.1 The initial area for discussion and within the questionnaires was the general physical environment in the immediate environs of the school. Core aspects for consideration included:

- visual impact
- building materials (internal/external)
- roads/path Infrastructure
- relationships of areas within the building
- landscaping

4.4.2 There was a consistently strong consensus that the general physical environment was a positive feature of each school. The design, structure and layout were described as attractive and vibrant. The use of external colour to highlight buildings and identify entrance areas was regarded as aesthetically pleasing by staff, parents and pupils. Almost every questionnaire return identified the general physical environment as excellent or good. In all cases, the collective view was that the new schools were significantly better than the previous buildings.

4.4.3 The quality of landscaping and groundworks around each school was regarded as good, although additional work had been carried out to remedy drainage issues on the grass surface at Craigowl Primary and St Paul's RC Academy.

4.4.4 A number of staff and parental questionnaire returns in the primary schools made reference to road safety concerns at pick up and drop off times, although the focus group discussions highlighted parental satisfaction with the emerging impact of the Council's policy to promote considerate parking.

4.5 **Internal Accommodation**

4.5.1 The quality of the internal accommodation was an area of focus in questionnaires and during the 'walk through' activity. Core aspects for discussion and evaluation included the quality of:

- classrooms
- storage
- activity areas
- Support for Learning areas
- meeting/interview rooms
- library areas
- gym hall(s)
- changing facilities

4.5.2 In comparison with the previous buildings, the consensus across all stakeholders was that the new buildings were of a significantly higher standard and were achieving

the intention of enabling staff to deliver high quality learning and teaching experiences.

- 4.5.3 Pupils were very positive about all aspects of the internal accommodation. As appropriate, primary and secondary pupils expressed their satisfaction with modern features such as the spacious and well equipped gym halls, dance studios, drama studios, computer suites and music rooms. They agreed that classrooms were bright and attractive areas for learning and they felt that the computer provision in classrooms and around each school was very good.
- 4.5.4 Staff in almost all schools spoke positively about the quality of the internal accommodation and the extent to which the new buildings were such an improvement on the original schools. Positive responses in the staff questionnaires made reference to teachers having classrooms and teaching areas which were of a sufficient size and layout to allow them to provide pupils with a range of flexible learning experiences.
- 4.5.5 One feature of the original design was the location of cloakroom areas inside classrooms. As a result of comments made by staff at Craigowl Primary, this feature was changed and improved in subsequent primary projects.
- 4.5.6 The quality of sporting facilities in primaries and in the two secondary schools was highlighted by staff and parents.
- 4.5.7 The conference room in Grove Academy was being redesigned to provide additional floor space.
- 4.5.8 Staff made reference to storage space being good in most classrooms. There was a view that each school was developing the storage arrangements to ensure that staff and subject departments had easy access to storage facilities.
- 4.5.9 Senior pupils in each secondary school expressed a desire to have a dedicated common room although it was noted that the schools had made provision for pupils in the senior school to meet socially during the course of the school day.

4.6 **Ancillary Areas**

- 4.6.1 The quality of ancillary areas around the school was a further area for discussion. The view of all stakeholders was that the quality and provision of ancillary areas was very good and had been designed well to meet the needs of pupils, staff and visitors to each school. Areas for discussion included the quality of:
- entrance/reception areas
 - the school office
 - toilet facilities (for pupils and staff/visitors, including disabled)
 - cloakroom areas
 - staffroom/bases
 - dining areas
 - management offices
 - medical facilities
- 4.6.2 Almost all staff questionnaire returns made reference to the improvements from the previous schools. Office staff were positive about the size, scale and layout of office

accommodation. They valued having dedicated areas for activities such as photocopying and reprographics.

4.6.3 All stakeholders recognised that the design and layout of the buildings were access friendly and that disabled facilities were of a high standard.

4.6.4 The layout of the dining areas was commented on by each group in a number of different ways. Pupils enjoyed the size and design of dining areas with particular reference made by secondary pupils to the modern layout and furniture being used. Parents viewed the dining areas as modern and attractive. Secondary schools made very good use of the dining areas during the day to enable pupils to mix and take part in a range of social activities.

4.7 **External Facilities**

4.7.1 The external facilities were included in the post-occupancy evaluation. The walk through activity and subsequent discussion provided a useful forum for staff and parents to express views on areas such as:

- pedestrian access provision
- vehicular access provision
- car parking provision
- site security
- playground facilities

4.7.2 Questionnaire returns and the discussion around the issue of pedestrian and vehicular access were largely positive. As stated above (paragraph 4.3.3), the main concerns from staff and parents in a few primary schools related to parking congestion outside of the school at the start and end of the school day. The general consensus among staff was that the level of parking provision was adequate. It was pointed out during the focus group discussions that each school had developed a travel plan to ease parking congestion and that schools worked closely with parents to remind them of the need to park with consideration.

4.7.3 No concerns were raised about site security by any group of stakeholders.

4.7.4 Pupils and parents felt that access arrangements in the area around each school were very good.

4.8 **General Issues**

4.8.1 General issues raised in the questionnaires related to specific features of each school such as:

- lighting (natural and artificial)
- thermal comfort
- air quality
- hot and cold water services
- stage lighting and sound
- furniture and equipment
- communications systems (fire alarm and school bell)
- accessibility
- signage
- acoustics

- facilities management/operational issues

- 4.8.2 The parent/carer questionnaire was not as detailed in this area but direct reference was made to the various issues as part of the walk through activity. The consensus across all groups was that the schools had been designed to maximise natural light and to enable equality of access for all users.
- 4.8.3 Staff were generally positive about most aspects of the new schools. They recognised that there were clear procedures in place to report snagging issues and were aware of the contact member of staff should an issue require to be reported. They were positive about the quality of furniture and equipment particularly since this was all new.
- 4.8.4 Larger scale snagging issues such as the replacement of faulty heating components in Grove Academy and repairs to the gym hall flooring in St Andrew's Primary School and St Paul's RC Academy had been or were being addressed.
- 4.8.5 Staff in schools were developing a good working relationship with facilities management staff. Protocols had been or were being introduced and the PPP Helpdesk was used to highlight emerging issues in individual schools so that prompt action could be taken to address them.

5.0 POLICY IMPLICATIONS

- 5.1 This report has been screened for any implications in respect of sustainability, strategic environment assessment, anti-poverty, equality impact assessment and risk management.
- 5.2 There are no major issues.

6.0 CONSULTATIONS

- 6.1 This report has been subject to consultation with the Chief Executive, Depute Chief Executive (Support Services) and Director of Finance.

7.0 BACKGROUND PAPERS

- 7.1 None

Jim Collins
Director of Education

28 May 2010
JC/MW/DD

DUNDEE CITY COUNCIL SCHOOLS PPP PROJECT

POST OCCUPANCY EVALUATION

FOCUS GROUP QUESTIONNAIRE

NAME OF SCHOOL: Master - n = 8

	Excellent	Good	Fair	Poor
General physical environment:				
Visual impact (how does the school look on the site)	6	2		
Building materials, colours, etc. (external)	6	2		
Building materials, colours, etc. (internal)	5	3		
Roads / paths infrastructure (safe routes to school)	5	1		2
Relationship of areas to each other within the building	5	3		
Internal accommodation				
Teaching areas:				
Classrooms	6	2		
Classroom storage	4	3	1	
Activity Spaces	5	1		1
General storage	3	3	2	
GP rooms	4	2		
Support for Learning Areas	7	1		
Meeting/Interview Rooms	6	1		1
Library	7	1		
Gym Hall	6	2		
Changing facilities	7	1		
Disabled changing facilities	7	1		
Hall storage	6	2		
Ancillary areas:				
Entrance/Reception/ School Office	6	2		
Office storage	4	3		1
Pupil toilets	6	2		
Disabled toilet (pupils)	7	1		
Pupil cloaks areas	3	4		1
Staffroom	5	3		
Staff toilets	5	2	1	
Disabled toilet (staff)	7	1		
Dining Area	5	2	1	
Community Facilities	7	1		
Dining storage	4	2	1	
Head Teacher's room	5	2	1	
Depute Head Teacher's room	5	2	1	
Medical room / Visiting services	5	1	1	1
External facilities:				
Pedestrian access provision	3	4	1	
Vehicular access provision	2	3	1	2
Car parking provision	3	4		1
Site security:				
Perimeter fencing	6	1	1	
CCTV	6	1	1	
External lighting	6	2		
Playground area (grass)	2	1	1	3
Playground area (tar)	3	4	1	
Potential for environmental education provision (e.g. wildlife garden, habitat area, etc.	5	1	1	1
Landscaping/Planting	4	1	1	2

	Excellent	Good	Fair	Poor
Other Issues:				
Internal lighting (natural/artificial)	5	3		
Thermal comfort	3	3	1	1
Air quality	4	3		1
Hot and cold water services	4	4		
Stage lighting and sound system	6	2		
Furniture and equipment (including pinboarding)	6	2		
Communications Systems (e.g. fire alarm, School bell)	5	3	1	
Accessibility	4	3		
Signage	6	2		
Flexibility (e.g. use of rooms)	5	2		
Acoustics	6	2		
Facilities management / operational issues	5	3		
Fire Strategy	5	3		
Door entry systems / controlled access	4	4		
Phone system	5	3		
ICT provision	5	3		
Pupil flow / ease of movement around building	2	4	1	

DUNDEE CITY COUNCIL SCHOOLS PPP PROJECT

POST OCCUPANCY EVALUATION

PARENT/CARER QUESTIONNAIRE

NAME OF SCHOOL: Master - n = 189

Please tick box as appropriate	Excellent	Good	Fair	Poor
General physical environment:				
Visual impact (how does the school look on the site)	61%	35%	2%	2%
Roads / paths infrastructure (safe routes to school)	39%	48%	7%	6%
Internal accommodation:				
Teaching areas:				
Classrooms	76%	24%	0	0
Activity Spaces	81%	19%	0	0
Ancillary areas:				
Entrance/Reception/School Office	63%	37%	0	0
Dining Area	74%	23%	3%	0
Community Facilities	67%	29%	4%	0
External facilities:				
Pedestrian access provision	37%	41%	10%	12%
Vehicular access provision	46%	29%	14%	11%
Car parking provision	52%	36%	10%	2%
Site security:				
Fencing	78%	22%	0	0
CCTV/Security Lighting	84%	16%	0	0
Playground area (grass)	48%	51%	1%	0
Playground area (tar)	64%	36%	0	0
Landscaping/Planting	59%	37%	4%	0
Other Issues:				
Accessibility	81%	12%	7%	0
Signage	64%	36%	0	0
Door entry systems / controlled access	88%	12%	0	0

DUNDEE CITY COUNCIL SCHOOLS PPP PROJECT

POST OCCUPANCY EVALUATION

STAFF QUESTIONNAIRE

Name of School: Master - n = 161

Please tick box as appropriate	Excellent	Good	Fair	Poor
General physical environment:				
Visual impact (how does the school look on the site)	57%	37%	4%	2%
Roads / paths infrastructure (safe routes to school)	42%	47%	7%	4%
Relationship of areas to each other within the building	55%	32%	11%	2%
Internal accommodation:				
Teaching areas:				
Classrooms	51%	42%	4%	3%
Classroom storage	34%	57%	4%	4%
Activity Spaces	46%	47%	3%	4%
General storage	37%	53%	6%	4%
GP rooms	47%	46%	4%	2%
Support for Learning areas	42%	53%	4%	2%
Meeting/Interview Rooms	67%	24%	7%	2%
Library	68%	29%	3%	0
Gym Hall	79%	17%	2%	2%
Changing facilities	74%	20%	4%	2%
Disabled changing facilities	73%	23%	3%	1%
Hall storage	39%	53%	8%	0
Ancillary areas:				
Entrance / Reception/School Office	48%	52%	0	0
Pupil toilets	42%	47%	9%	2%
Disabled toilet (pupils)	67%	31%	2%	0
Pupil cloaks areas	34%	55%	9%	2%
Staffroom	46%	47%	4%	3%
Staff toilets	41%	52%	4%	3%
Disabled toilet (staff)	63%	29%	8%	0
Dining Area	65%	31%	2%	2%
Community Facilities	41%	53%	6%	0
Medical room / Visiting services	66%	27%	6%	0
External facilities:				
Pedestrian access provision	46%	34%	14%	6%
Vehicular access provision	34%	47%	12%	7%
Car parking provision	43%	46%	5%	6%
Site security:				
Fencing	54%	46%	0	0
CCTV/Security Lighting	81%	19%	0	0
Playground area (grass)	33%	56%	7%	4%
Playground area (tar)	52%	39%	5%	4%
Potential for environmental education provision (e.g. wildlife garden, habitat area, etc.	27%	54%	14%	5%
Cycle storage provision	62%	27%	11%	0
Landscaping/Planting	42%	43%	13%	2%
Other Issues:				
Internal lighting (natural/artificial)	53%	32%	8%	7%
Thermal comfort	64%	27%	5%	4%
Air quality	72%	21%	4%	3%
Hot and cold water services	62%	38%	0	0
Stage lighting and sound system	68%	32%	0	0
Furniture and equipment (including pinboarding)	57%	34%	9%	0
Communications Systems (e.g. fire alarm, school bell)	68%	28%	4%	0
Signage	72%	27%	2%	0
Flexibility (e.g. use of rooms)	41%	55%	3%	2%
Acoustics	67%	33%	0	0
Ambience and atmosphere	62%	29%	11%	0
Facilities management / operational issues	52%	27%	15%	6%
Fire Strategy	81%	14%	5%	0
Door entry systems / controlled access	51%	43%	6%	0
Phone system	37%	51%	9%	3%
ICT provision	42%	47%	11%	0
Pupil flow / ease of movement around building	38%	49%	7%	6%
Accessibility	81%	19%	0	0

DUNDEE CITY COUNCIL SCHOOLS PPP PROJECT

POST OCCUPANCY EVALUATION

PUPIL QUESTIONNAIRE

NAME OF SCHOOL: Master - n = 196

Please tick one box	Excellent	Good	Fair	Poor
My School looks	54%	38%	7%	0
My Classroom is	62%	34%	4%	0
The Activity Areas are	51%	39%	6%	4%
The Library is	65%	30%	2%	3%
The gym hall is	62%	34%	4%	0
The dining area is.....	57%	36%	7%	0
The pupil toilets are.....	43%	37%	12%	8%
My playground area (tar) is	54%	35%	9%	2%
My playground area (grass) is	41%	35%	11%	13%

3 things I like best about my new school

Up to 3 things that would improve my new school

DUNDEE CITY COUNCIL SCHOOLS PPP PROJECT

POST OCCUPANCY EVALUATION

NUMBER OF QUESTIONNAIRE RETURNS

School	Focus Group	Parents	Staff	Pupils
Craigowl	1	8	33	20
Claypotts Castle	1	15	33	25
Downfield	1	40	14	15
Fintry	1	12	14	12
Rowantree	1	23	14	32
St Andrew's	1	33	13	10
St Paul's	1	18	14	15
Grove	1	40	26	67
	8	189	161	196