

From: [REDACTED – s.38(1)(b)]
Sent: Monday, March 18, 2024 12:05 PM
To: [REDACTED – s.38(1)(b)]
Subject: RE: Shetland Islands Council - school capacities

Hi [REDACTED – s.38(1)(b)],

Apologies for the delay in getting back to you.

10:30 onwards on Wednesday morning is fine on our side, including [REDACTED – s.38(1)(b)]. I will issue a calendar invite to you shortly, I would be grateful if you could forward this onto your colleagues.

Regards,

[REDACTED – s.38(1)(b)]

From: [REDACTED – s.38(1)(b)]
Sent: Monday, March 18, 2024 11:59 AM
To: [REDACTED – s.38(1)(b)]
Subject: FW: Shetland Islands Council - school capacities

Good morning

Apologies [REDACTED – s.38(1)(b)], I see I've referred to yourself in the email below and not [REDACTED – s.38(1)(b)]. Do you know yet if he will be free to meet with us on Wednesday?

In terms of how our capacities are calculated, we apply the Determining Primary School Capacity Guidance – we have the physical sizes of the rooms, the school plans, and of course take into account the toilet provision with reference to the 1967 regs. We would also take account of the class size maxima where appropriate. I was hoping at the meeting to share the plans of the two schools which we are considering for mothballing firstly, and discuss how we have arrived at their capacities but if you would prefer I can send them to you in advance? We have a number of challenges being presented in terms of figures from both parents and one or two Council Members so it would be very helpful to either have our capacities verified by yourselves, or for us to make any amendments to our figures if that is what is required.

Kind regards
[REDACTED – s.38(1)(b)]

From: [REDACTED – s.38(1)(b)]
Sent: 14 March 2024 15:39
To: [REDACTED – s.38(1)(b)]
Subject: RE: Shetland Islands Council - school capacities

Good afternoon [REDACTED – s.38(1)(b)]

Apologies for not replying sooner. Our Director Helen Budge, had mentioned meeting with [REDACTED – s.38(1)(b)] on a recent call we had with a number of Scottish Government officials, and so she would be willing to join a meeting on Wednesday morning if we can organise that, along with the work on the capacities? She is free from 10.30 onwards, and we may invite one of our solicitors to attend too if that's alright and if she's free? I would have three other members of staff as well as myself for the capacities part of the meeting – not sure if the Director would wish to stay for that or not but she might. I can forward on any meeting invite to my staff.

Many thanks and kind regards
[REDACTED – s.38(1)(b)]

From: [REDACTED – s.38(1)(b)]

Sent: 13 March 2024 15:50

To: [REDACTED – s.38(1)(b)]

Cc: [REDACTED – s.38(1)(b)]; [REDACTED – s.38(1)(b)]; [REDACTED – s.38(1)(b)]

Subject: RE: Shetland Islands Council - school capacities

Afternoon [REDACTED – s.38(1)(b)],

I have had a look at calendar's on our end and we have availability on next Wednesday morning (20th March) for a Teams call – if this would be suitable for the Council then please let me know and I can forward a Teams meeting invite to you and your colleagues. I understand that you also wish to discuss mothballing schools with our team, my colleague [REDACTED – s.38(1)(b)] would be happy to also join this call so that we are able to cover both topics in one meeting.

In advance of the meeting it would be helpful if you could provide us with some additional background information on what you would like to discuss, including details of how your capacities are calculated?

Regards,

[REDACTED – s.38(1)(b)]

From: [REDACTED – s.38(1)(b)]
Sent: Wednesday, March 13, 2024 3:00 PM
To: [REDACTED – s.38(1)(b)]; [REDACTED – s.38(1)(b)]
Subject: FW: Shetland Islands Council - school capacities

Good afternoon

Thank you very much for agreeing to assist us in reviewing our capacity information. I wonder if you would be willing to have a teams call with myself and one or two of my staff for us to initially show you the issues we are having with a couple of our schools and then we can agree how to proceed?

Kind regards
[REDACTED – s.38(1)(b)]

From: [REDACTED – s.38(1)(b)]

Sent: 11 March 2024 09:41

To: [REDACTED – s.38(1)(b)]

Cc: [REDACTED – s.38(1)(b)]; [REDACTED – s.38(1)(b)]; [REDACTED – s.38(1)(b)]

Subject: RE: Shetland Islands Council - school capacities

Hi [REDACTED – s.38(1)(b)]

Thanks for your email. If you could write to [REDACTED – s.38(1)(b)] and [REDACTED – s.38(1)(b)] in my team and copied above, they will review this for you.

Kind regards,

[REDACTED – s.38(1)(b)]

From: [REDACTED – s.38(1)(b)]
Sent: Friday, March 8, 2024 3:55 PM
To: [REDACTED – s.38(1)(b)]
Subject: Shetland Islands Council - school capacities

Good afternoon [REDACTED – s.38(1)(b)]

Thank you for agreeing to assist us in this. As we said yesterday, our capacities were calculated for us by [REDACTED – s.38(1)(b)] and her team in the Aberdeenshire Council, to provide that additional element of quality assurance. Those capacities are now being called into question in relation to the two schools currently under consideration of mothballing. I have been over those plans again with [REDACTED – s.38(1)(b)] and [REDACTED – s.38(1)(b)] from her team this morning, and they still feel that the guidance has been applied correctly.

That said, it would be helpful to have that additional layer of oversight before we proceed with any future plans for mothballing, therefore I should be grateful if you would advise as to who in the Scottish Government I might best approach in relation to this? [REDACTED – s.38(1)(b)] has offered to make their recommendations available as part of any process.

Thank you very much – have a fine weekend.

[REDACTED – s.38(1)(b)]