

**John Wheatley College**  
**Board of Management**  
**Project Management Group**

**Terms of Reference**

**1 Composition of the Committee**

The Project Management Group shall be composed of a maximum of six members (excluding the Chair of the Board of Management and the Principal who shall be ex officio members).

The Committee's Chair and members will be appointed by a competent meeting of the Board of Management and will serve for a period of two years.

The Board of Management may co-opt three other members to serve on the Committee from external sources.

The Committee shall be able to invite members of the College's academic or support staff or other external advisers to attend its meetings to assist its deliberations.

The College's external auditors shall have the right of access to any competent meeting of the Committee. External auditors may also request that the Principal and other members of College staff, acting in an advisory capacity, be excluded from meetings or for particular agenda items at meetings.

The current membership of the Project Management Group is as follows:

Andy Woolley (Chair)  
Helen Ostrycharz  
Ian Graham (Principal)  
Colin White (Teaching Staff Rep)  
Andrew Macdougall  
Maggie Forsyth  
Professor Arthur Allison  
Ann MacDonald (Co-opted)  
Jim Coleman (Co-opted)  
Fiona McDade (Co-opted)  
Martin Axford (Co-opted)  
Jim Cope (Co-opted)  
Lori McElroy (Co-opted)

Advisers to the Group include:

Alex Kirk (Depute Principal & Project Director)  
Sheila W Reddix (Marsh UK Ltd - College's Insurance Broker)  
George Webb (Capita Symonds)  
Sharon De Sykes (Capita Symonds)

## **2 Voting Rights**

Voting rights rest only with full members of the Committee. Co-opted members and advisers do not have voting rights.

The Chair possesses both a deliberative and a casting vote.

## **3 Quorum**

The quorum for meetings of the Project Management Group is three Board members (including the Principal).

## **4 The Remit of the Project Management Group**

The general remit of the Project Management Group is to act with the delegated authority of the Board of Management to manage and monitor the progress of the New Build Project within the resource allocation.

The main remit of the Project Management Group will be to:

- consider the College's proposed Full Business Case related to the new build capital projects;
- recommend acceptance of the College's Full Business Case to the Board of Management;
- approve any design brief related to the project;
- recommend the appointment of the project team and specialist consultants to the Board of Management;
- manage the procurement and delivery of any new build project within the resource allocation from the Board of Management;
- monitor the progress of any new build project;
- monitor and manage expenditure related to any new build project within the resources allocated by the Board of Management; and
- report on progress at regular intervals to the Board of Management.

## **5 Notice of Meetings**

The Project Management Group shall meet a minimum of 6 times per financial year on an ad hoc basis as required to discharge its duties.

All meetings shall be communicated to the College's external auditors for the purposes of information.

An agenda drawn up by the Depute Principal shall be sent by first class post to nominated addresses at least 5 clear working days before meetings take place.

## **6 Business at Meetings**

At a meeting of the Committee no business other than that specified on the agenda shall be considered.

Formal minutes shall be kept by the Assistant to the Board. These minutes shall be placed routinely on the agenda of the Financial Control and General Purposes Committees for information.

## **7 Order of Business**

The order of business at the meeting shall be as follows:

- a) the sederunt;
- b) the agenda (taken as read);
- b) declarations of interest;
- d) the minutes of the previous meeting (taken as read);
- e) matters arising from the minutes;
- f) any business remaining from the previous meeting;
- f) questions tabled by members; and
- h) the business of the Committee indicated on the agenda.

The Committee may, on a majority vote of those present and voting, vary the order of new business so as to give precedence to agenda items of special urgency.

There shall be no facility for the consideration of other business at meetings of the Committee.

## **8 Conduct of Meetings**

Meetings of the Committee shall be conducted in all other respects in line with the College's standing orders regulating meetings of the Board of Management.

Members of the Committee may table questions about competent or relevant matters. Such questions should be submitted, in writing, five clear working days prior to meetings. Members will be permitted to ask one supplementary question which is directly related to their written question. The Chair shall rule on the competence of such formal and supplementary questions.

## **9 Schedule of meetings**

Meetings will be scheduled when appropriate