

JOHN WHEATLEY COLLEGE

Board of Management

Project Management Group

AGENDA

Agenda of the Meeting to be held on Wednesday 17 January 2007 at 12.30pm in the Alex Viola Suite, Easterhouse Campus.

- 1 Sederunt**
- 2 Apologies**
- 3 Declarations of Interest**
- 4 Terms of Reference**
(copy attached)
- 5 Minutes of the meeting held on 15 November 2006**
(copy attached)
- 6 Matters arising from the minutes of the previous meeting held on 15 November 2006**
- 7 Correspondence**
 - a) Landscape Proposals – Letter from Brian Fitch, Scottish Enterprise Glasgow**
 - b) Landscape Proposals – Letter to Brian Fitch, Scottish Enterprise Glasgow**
 - c) Landscape Proposals – Draft letter from Planning Supervisor**
 - d) Parkhead Railway Station – Letter from Frank McAveety MSP**
(copies attached)
- 8 East End Campus – Project Progress and Completion Report by Depute Principal**
(copy attached)
- 9 Minutes of Project Meetings**
 - a) Progress Meeting Number 11 – 8 November 2006**
 - b) Progress Meeting Number 12 – 12 December 2006**
 - c) Client Review Meeting held on 8 November 2006**
 - d) Client Review Meeting held on 13 December 2006**
 - e) HBG Progress Meeting Number 12 – 6 December 2006**
(copies attached)

- 10 Project Status Reports
Report by Project Manager**
 - (i) Progress Report No. 24 – October/November – 2006**
 - (ii) Progress Report No. 25 – November/December - 2006**
(copies attached)
- 11 Cost Report Number 9
Report by Depute Principal**
(copy attached)
- 12 Financial Report: Report Number 18 – 11 January 2007*
Report by Depute Principal**
(copy attached)
- 13 Scottish Funding Council Monthly Project Reports
Report by Depute Principal**
(copy attached)
- 14 East End Campus – Off-Site Drainage
Report by Depute Principal**
(copy attached)
- 15 East End Campus – Early Warning Notices
Report by Depute Principal**
(copy attached)
- 16 East End Campus – Project Manager Instructions
Report by Depute Principal**
(copy attached)
- 17 East End Campus – Compensation Events
Report by Depute Principal**
(copy attached)
- 18 East End Campus – Cafe Facility
Report by Depute Principal**
(copy attached)
- 19 East End Campus – ICT Infrastructure Progress
Report by Associate Principal (ICT Manager)**
(copy attached)
- 20 Shettleston Building
Report by Depute Principal**
(copy attached)
- 21 East End Campus – Clerk of Works Report
Report by Depute Principal**
(copy attached)
- 22 East End Campus – Risk Register (Standing Item)
Report by Depute Principal**
(copy attached)

23 Closure

24 Date of next meeting

The next meeting of the Project Management Group is scheduled to be held on 15 February 2007 in the Alex Viola Suite, Easterhouse Campus.

*** This item will not be placed in the public domain at this juncture due to the confidential nature of its contents.**

Freedom of Information

Members will recall that the College will be making publicly available the agenda, papers and minutes of this meeting. Should members wish to retain their papers they are free to do so otherwise the College will collect the papers for destruction.

Members who have made manuscript annotations to their agenda, minutes or papers and intend to keep them must register the annotations with the individual minuting the meeting using the pro forma issued with the papers.

AK/SV
John Wheatley College
11 January 2007