

JOHN WHEATLEY COLLEGE

Board of Management

Project Management Group

AGENDA

**Agenda of the Meeting to be held on Wednesday 20 September 2006 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 17 August 2006**
(copy attached)
- 6 Matters arising from the minutes of the previous meeting held on
17 August 2006**
- 7 Correspondence**
 - a) SFC – Capital formula funding for FY 2006-07 and FY 2007-08**
 - b) SEP – Approval documents for ESF grant**

(copies attached)
- 8 Minutes of Project Meetings**
 - a) (i) Progress Meeting Number 7 – 26 July 2006**
(ii) Progress Meeting Number 8 – 16 August 2006
 - b) Client Review Meeting held on 9 August 2006**
 - c) HBG Progress Meeting Number 9 – 13 September 2006**
(copies attached)
- 9 Project Status Reports**
Report by Project Manager
 - i) Progress Report No. 21 – July/August 2006**
(copy attached)
- 10 Cost Report Number 5 – 11 September 2006***

- 11 **Financial Report: Report Number 15 – 13 September 2006***
Report by Depute Principal
(copy attached)
- 12 **Scottish Funding Council Monthly Project Reports**
Report by Depute Principal
(copy attached)
- 13 **East End Campus – Off-Site Drainage**
Report by Depute Principal
(copy attached)
- 14 **East End Campus – Early Warning Notices**
Report by Depute Principal
(copy attached)
- 15 **East End Campus – Project Manager Instructions**
Report by Depute Principal
(copy attached)
- 16 **East End Campus – Compensation Events**
Report by Depute Principal
(copy attached)
- 17 **East End Campus – Café Facility**
Report by Depute Principal
(copy attached)
- 18 **East End Campus – Risk Register (Standing Item)**
Report by Depute Principal
(copy attached)
- 19 **Closure**
- 20 **Date of next meeting**
The next meeting of the Project Management Group is scheduled to be held on 11 October 2006 at the East End 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
14 September 2006