

JOHN WHEATLEY COLLEGE

Board of Management

Executive Committee

AGENDA

Agenda of the Meeting to be held on Tuesday 21 December 2004 at 4.30pm in Room S/09, Easterhouse Campus.

- 1 Sederunt**
- 2 Apologies**
- 3 Terms of Reference**
(copy attached)
- 4 Declarations of Interest**
- 5 Minutes of the Previous Meeting held on 29 October 2004**
(copy attached)
- 6 Matters Arising from Minutes of Previous Meeting**
- 7 Correspondence**
 - a) Association of Scottish Colleges**
 - i) Proposed changes to Board of Management**
 - ii) Board Members Annual Conference 2005**
 - iii) Scottish Executive Draft Budget 2005-08**
(copies attached)
 - b) SFEFC – Scottish Parliament Audit Committee’s report on performance management of the FE Sector**
(copy attached)
 - c) Audit Scotland – charges – 2004/05 audit**
(copy attached)
- 8. College Relationship with the Scottish Further Education Funding Council Report by Chair**
(copy attached)
- 9. Coopted Members: Proposed membership of Standing Committees Report by Assistant Principal/Secretary to the Board**
(copy attached)

10. **Chief Accountant: Revised Job Description and Person Specification Report by Assistant Principal/Secretary to the Board**
(copy attached)
11. **Annual Wage Offer – Financial Year 2004/2005 Report by Depute Principal**
(copy attached)
12. **Internal Audit Report : Corporate and Governance Report by Financial Advisor to the Board (referred from Audit Committee)**
(copy attached)
13. **Internal Audit Report: Insurance Arrangements (referred from Audit Committee) Report by Financial Advisor to the Board**
(copy attached)
14. **Closure**
15. **Date of Next Meeting**
The date of the next meeting is to be confirmed

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.

AS/LC
John Wheatley College
16 December 2004