

JOHN WHEATLEY COLLEGE

Board of Management

Project Management Group

AGENDA

Agenda of the Meeting to be held on Thursday 20 January 2005 at 12.30 pm at the offices of Capita Symonds, St Andrews House, 141 West Nile Street, Glasgow.

- 1 Sederunt**
- 2 Apologies**
- 3 Declarations of Interest**
- 4 Terms of Reference**
(copy attached)
- 5 Minutes of the Meeting held on 30 November 2004**
- 6 Matters arising from the minutes of the previous meeting**
- 7 Correspondence**
 - a) Construction Skills Action Plan Proposal (Capital Build) - letter from Eleanor Feechan (Scottish Enterprise Glasgow)**
 - b) Owner Controlled Insurance Programmes – e-mail from Sheila Reddix (Marsh Limited)**
- 8 Proposed New College Campus, Haghill Road, Glasgow - letter from Richard Barclay (Parr Architects)**
(copy attached)
- 9 Minutes of Capita Symonds' Design Progress Meeting held on 1 December 2004**
(copy attached)
- 10 Project Status Report No. 2 – January 2005**
Report by Project Manager
(copy attached)
- 11 Project Financial Report No. 2 – January 2005**
Report by Depute Principal
(copy attached)

- 12 **Draft Procurement Strategy
Report by Depute Principal**
(copy attached)
- 13 **Latest design drawings
Verbal report by Alex Kirk**
- 14 **Scottish Further Education Funding Council (SFEFC) report format
proforma**
(copy attached)
- 15 **East End Campus –Travel Plan
Report by Principal**
(copy attached)
- 16 **Date of next meeting**
The date of the next meeting is to be confirmed
- 17 **Closure**

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/SV
John Wheatley College
12 January 2005