

JOHN WHEATLEY COLLEGE

Board of Management

Project Management Group

AGENDA

Agenda of the Meeting to be held on Wednesday 25 April 2007 at 12.30pm in MF12, East End Campus.

- 1 Sederunt**
- 2 Apologies**
- 3 Declarations of Interest**
- 4 Terms of Reference**
(copy attached)
- 5 Minutes of the meeting held on 15 February 2007**
(copy attached)
- 6 Matters arising from the minutes of the previous meeting held on 15 February 2007**
- 7 Correspondence: HBG - Prospective visit to John Wheatley College**
- 8 Minutes of Project Meetings**
 - a) Progress Meeting Number 13 – 7 February 2007**
 - b) Pre-Handover Meeting – 16 February 2007**
 - c) Handover Meeting – 22 March 2007**
 - d) Client Review Meeting - 7 February 2007**
 - e) External Drainage Progress Meeting Number 2 – 15 February 2007**
 - f) External Drainage Progress Meeting Number 3 – 15 March 2007**
(copies attached)
- 9 Project Status Reports**
 - a) East End Campus - Project Status Report by Depute Principal**
(copy attached)
 - b) Report by Project Manager**
(verbal update)

- 10 **Cost Report
Report by Quantity Surveyor**
 - (i) **Cost Report Number 10 – Not yet available**
 - (ii) **External Drainage and Attenuation Tank Cost Report Number 2 –
29 March 2007**
(copies attached)
- 11 **Financial Report: Report Number 20 – 19 April 2007*
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 – Risk Register (Standing Item)
Report by Depute Principal**
(copy attached)
- 18 **Closure**
- 19 **Date of next meeting**
To be confirmed.

*** 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
18 April 2007