

**MINUTES of the MEETING of the NEW CAMPUS PROJECT BOARD held in the Management Meeting Room, Longman on Tuesday 3 February 2015**

**PRESENT:** Louise James, Fiona Larg, Donella Steel, Diane Rawlinson, Maria Roberts, Garry Sutherland, John Wilson  
**CHAIR:** Garry Sutherland  
**APOLOGIES:** Colin McEwen, Julia Kennedy, SFT  
**ATTENDING:** Anna Daley, New Campus Project Director  
Niall McArthur, Director of Corporate Services  
Peter Baxter, Gardiner & Theobald  
College Secretary

**1. MINUTES**

The minutes of the Meeting of the New Campus Project Board held on 19 November 2014 were **AGREED** as a correct record and were **APPROVED** and signed.

**2. PROJECT STATUS REPORT**

Peter Baxter spoke to the Project Status Report, highlighting a number of key issues as follows.

- Group 2 equipment costs – A letter would be sent to Millers to challenge them on the cost of the roof flues and to raise the question of value for money.
- Group 3 – the furniture, technical equipment and the move contractor tenders were all progressing, with the furniture tender returns having been received.
- Nursery – a planning application and stage 1 building warrant had been lodged with Highland Council, the tender pack had been issued, discussion had taken place on the contractor pricing details and a programme had been agreed for delivery.
- Soft landing, testing and commissioning – a draft document was expected by the end of the week
- Programme – Works at Balloch remained on programme for completion as per the contract. The resource levels and the fact that the building at Beechwood was not yet fully watertight caused some concerns. Works were however progressing.
- M&E Installation – The Clerk of Works and IT continued to track progress against M&E installation. Installation which was complete was of a high quality.
- Utilities – the issue of the water supply had been resolved.
- BREEAM – considerable effort had been applied to uplift the percentage but there was a need to identify further percentage points to help achieve the BREEAM target.

The Project Board discussed the overall progress and the areas where further work was required. The key areas to target were M&E and testing and commissioning. A defect management strategy had also to be put in place.

The Chair acknowledged the level of work undertaken between meetings and thanked the Project Team for their continued drive.

**3. DATE OF NEXT MEETING**

It was **AGREED** that the next meeting be held on Thursday 5<sup>th</sup> March at 10.30 a.m.

Signed by the Chair:



Date:

5<sup>th</sup> March 2015