

Wick Projects Stakeholder Group

Actions tracker

Date 13/11/2014

Distribution Wick stakeholder group members and attendees

Ref	Meeting date	Item	Action	Responsible	Previous update (9th Sept)	New update	Closed?
1	19/05/2014	3.0	Provide a copy of the current programme	RM (THC)	Construction programmes issued with minutes		Yes
2	19/05/2014	4.4 b	Give update to Stakeholder Group on outcome of discussions with SFT about project funding	RM (THC)	Covered at meeting 26th August		Yes
3	19/05/2014	5.0	Put stills from 3D model of Noss Primary on the project website	Miller	Miller to provide file to THC (KA) for upload to project website	Images of school loaded onto THC website; model too large for download. Issued on CD to Head Teachers	Yes
4	19/05/2014	7.0	Provide final scope of Safe Routes to School works to Stakeholder Group	Parsons Brinckerhoff	The scope for each site has not yet been finalised. This will be done after review of proposed scope by the Safe Routes to School group for each site. Review meetings planned for Sept/October	Noss Safe Routes to School group meeting planned for 12th November. Campus meeting to be arranged.	
5	19/05/2014	8.0	Head Teachers to work on process for agreeing the new school uniforms	Primary School HTs	HT's to report progress at October Stakeholder Group meeting	Uniform agreed for Noss Primary. Pupils now working on a logo. Uniform for Newton Park to be developed in 2015.	Yes
6	19/05/2014	9.0	RM to ask Graham Nichols to arrange meeting of Transition Groups in June	RM (THC)	Meetings now planned for September	Meetings held. Progress to be reported at stakeholder meetings	Yes
7	19/05/2014	9.0	RM to ask Graham Nichols to clarify the timing of changes to the primary school catchment areas	RM (THC)	Report to be given to October meeting of Stakeholder Group	The changes to the catchment areas will come into force in December 2014.	Yes

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8	19/05/2014	10.1	HLH to organise meetings with user groups for Community Building to present proposals	SS (HLH)	Updated proposals received from Hubco design team in July. Meetings with Swimming Club and Canoe Club held 27th August. Other planned meetings: Library User Group: 23rd Sept; Triathlon Club - date in Sep/early Oct to be agreed	Meeting still to be held with Triathlon Club	
9	19/05/2014	10.2	GR to check the High School revenue budget (check that it will not have a deficit budget)	GR (THC)	GR not able to attend meeting 26th August, will report back to October meeting on Stakeholder Group	Discussed at Stakeholder Group Meeting 6th Oct (item 2.6)	
10	19/05/2014	10.3	CJ to advise SS of problems with existing fitness equipment.	SS (HLH)	Equipment has been replaced		Yes
11	19/05/2014	10.4	Miller to agree revised muster point with High School	Miller	This has now been agreed		Yes
12	19/05/2014	10.5	Provide expenditure to date	RM (THC)	In progress	Provided at Stakeholder Group meeting 6th Oct (item 2.7)	Yes
13	19/05/2014	11.0	Provide update of outcome of meeting with SFT	RM (THC)	Given at meeting 26th August		Yes
14	19/05/2014	11.0	Notify the group when project contracts have been signed	RM (THC)	Notification of contract award for Noss Primary School issued		Yes
15	06/10/2014	2.1	Noss Primary logo to be developed by pupils	AB/LB			
16	06/10/2014	2.4	Clarify allocation of south of the river catchment area between the two south of the river schools from Dec 2014 onwards	GN			
17		2.8	Meet with gym users to present proposals	SS (HLH)			
18		2.13	Provide cost and schedule performance information at each stakeholder group	Morrison Construction			
19		2.15	Provide comparison of existing and current funding	BP (THC)			
20		6.1	Put Architect's presentation onto Council and High School website	KA			

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21		6.2	Change name of Primary School on future campus drawings to Newton Park Primary School	GMA Ryder			
22		7.3	Advise number of work placements being organised through Pulteneytown People's Project	Morrison Construction			
23		7.4	Identify a member of staff to lead Safe Routes to School works and organise meetings of Noss and Campus groups	BP (THC)			