

Head of Service: Jan-Robert Riise  
**Chief Executive: Morgan H Goodlad**

Legal and Administration  
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If calling please ask for  
**Hazel Anderson**  
Direct Dial: 01595 771224  
Date: 21 May 2008

Dear Sir/Madam

You are invited to the following meeting:

**Shetland College Board of Management and Train Shetland  
Council Chamber, Town Hall  
Wednesday 28 May 2008 at 02:15pm**

Apologies for absence should be notified to Hazel Anderson at the above number, or to Mrs Margaret Clark, Members Secretary, on Lerwick 744514.

Yours faithfully

Head of Legal and Administration

Member: Gary Robinson  
Vice-Chairman: Laura Baisley

- (a) Hold circular calling meeting as read.**
- (b) Apologies for absence, if any.**
- (c) Declarations of Interest**
- (d) Confirm minutes of meeting held on 20 February 2008 (previously circulated).**
- (e) Director's Report - Verbal Update**
  - 1. Shetland College Fee Schedule 2008/09 Page(s) to End**
  - 2. Shetland College Student Enrolments May 2008 Page(s) to End**
  - 3. Shetland College Operational Plan 2007/08 - Performance Management 9 Month Update Page(s) to End**
  - 4. Train Shetland (Short Courses) - End of Year Performance Management Report 2007/08 Page(s) to End**
  - 5. Train Shetland (Short Courses) - Start of Year Performance**

**Management Report 2008-09 Page(s) to End**

- 6. Train Shetland (Vocational Training) - End of Year Performance  
Management Report 2007-08 Page(s) to End**
- 7. Train Shetland (Vocational Training) - Service Plan and Start of Year  
Performance Management Report 2008-09 Page(s) to End**