

HARROW COLLEGE FURTHER EDUCATION CORPORATION

CORPORATION BOARD

WEDNESDAY 18 DECEMBER 2013

CONFERENCE ROOM, HARROW WEALD CAMPUS

CONVENING NOTICE

There will be a meeting of the Corporation on Wednesday 18 December 2013 in the Conference Room, Harrow Weald Campus, commencing at 5.30pm.

The meeting will be preceded by an interactive presentation from Simon Webster – Goodman Group on Steiner/Bentley Development

If you are unable to attend please advise the Clerk by email to gclerk@harrow.ac.uk or by telephone on 07904 105136.

Jayne Chaplin
Clerk to the Corporation

DATE ISSUED: 11 December 2013

Members: Yvette Adu-Mante
Nick Davies (Chair)
Mark Eastwood
Sandra Ernstoff
Talwyn Hayes
Jay Jobanputra
Tony Medhurst (Principal & Chief Executive)
Victoria Njoku
Steve Owen (Vice Chair)
Sachin Shah
Ketan Sheth
Karen Tyerman
Mumtaz Van der Vord
Elizabeth Warriner
Antonio Weiss

Attendees: Judith Abbott (Director of Finance & Resources)
Pat Carvalho (Vice Principal)

Clerkship: Jayne Chaplin (Clerk)

Quorum: 6 members

**HARROW COLLEGE
MEETING OF THE CORPORATION
WEDNESDAY 18 DECEMBER 2013, 5.30PM**

AGENDA

Item	Report	Annex No	Action Required	Presented By
1.	CORPORATION DEVELOPMENT SESSION (5.30pm)			
	Steiner/Bentley Development	Presentation	For noting	Simon Webster – Goodman Group
2.	PRELIMINARY PROCEDURAL MATTERS (6.00pm)			
2.1	Attendance, Apologies, Welcome & Introductions	Verbal	For noting	Chair
2.2	Chair's & Clerk's Announcements	Verbal	For noting	Chair
2.3	Declarations of Interest & Confidential Items	Verbal	For noting	Chair
2.4	Minutes of the Meeting, 16 October 2013	Paper 2.4	For approval	Chair
2.5	Matters Arising	Verbal	For noting	Chair
3.	ITEMS REQUIRING FORMAL APPROVAL OR ADOPTION (6.10pm)			
3.1	Summary of and recommendations from the Learner Voice Committee Meeting, 11 December 2013 <i>Recommending approval of:</i>	Paper 3.1	For noting	C'ttee Chair
	Committee Annual Report 2012/13	Paper 3.1.1	For approval	C'ttee Chair
3.2	Summary of and recommendations from the Curriculum, Quality & Standards Committee Meeting, 11 December 2013 <i>Recommending approval of:</i>	Paper 3.2	For noting	C'ttee Chair
	Committee Annual Report 2012/13	Paper 3.2.1	For approval	C'ttee Chair
	Corporation Self-Assessment Report 2012/13	Paper 3.2.2	For approval	C'ttee Chair
	College Self Assessment Report 2012/13	Paper 3.2.3	For approval	C'ttee Chair
	Quality Improvement Strategy	Paper 3.2.4	For approval	C'ttee Chair
3.3	Summary of and recommendations from the Audit Committee Meeting, 4 December 2013 <i>Recommending approval of:</i>	Paper 3.3	For noting	C'ttee Chair
	Internal Audit Annual Report 2012/13	Paper 3.3.1	For approval	C'ttee Chair
	Financial Statements & Audit Management Letter 2012/13	Paper 3.3.2	For approval	C'ttee Chair
	Risk Management Update	Paper 3.3.3	For approval	C'ttee Chair
	Audit Committee Annual Report 2012/13	Paper 3.3.4	For approval	C'ttee Chair

Item	Report	Annex No	Action Required	Presented By
3.	ITEMS REQUIRING FORMAL APPROVAL OR ADOPTION cont...			
3.4	Summary of and recommendations from the Resources Committee Meeting, 4 December 2013 <i>Recommending:</i>	Paper 3.4	For noting	Cttee Chair
	Financial Statements & Audit Management Report for the year-ended 31 July 2013	See item 3.3.2	For approval	<i>Cttee Chair</i>
	SFA Financial Health Letter	Paper 3.4.1	For noting	Cttee Chair
	Bank Overdraft Status	Oral	For noting	Cttee Chair
	October 2013 Management Accounts (inc. Learner Number & Sub-contractor Status) & Financial Risk Analysis	Paper 3.4.3	For noting	Cttee Chair
	Fees & Refunds Policies 2014/15	Paper 3.4.4	For approval	Cttee Chair
4.	OTHER ITEMS FOR INFORMATION ONLY (7.10pm)			
4.1	Summary of and recommendations from the Property Committee Meeting, 4 December 2013 <i>Recommending:</i>	Paper 4.1	For noting	Cttee Chair
	Capital Projects Updates	Paper 4.1.1	For noting	Cttee Chair
4.2	Clerk's Update	Paper 4.2	For noting	Clerk
4.3	Annual Health & Safety Report 2012/13	Paper 4.3	For noting	DoFR
4.4	Minutes of the Health & Safety and Equality & Diversity Committee Meetings	Paper 4.4	For noting	DoFR/Principal
5.	PRINCIPAL'S REPORT (7.20pm)			
5.1	Principal's Report	Paper 5.1	For noting	Principal
6.	OTHER BUSINESS, MEETING EVALUATION & DATE OF NEXT MEETING (7.30pm)			
6.1	Any Other Business	Verbal	For noting	Chair
6.2	Date of Next Meeting Corporation Conference, Friday 31 January 2014 Corporation Meeting, Wednesday 26 March 2014	Verbal	For noting	Chair
6.3	Meeting Evaluation	Paper 6.3	For completion	Members