

HARROW COLLEGE FURTHER EDUCATION CORPORATION

CORPORATION BOARD

WEDNESDAY 12 DECEMBER 2012

CONFERENCE ROOM, HARROW WEALD CAMPUS

CONVENING NOTICE

There will be a meeting of the Corporation on Wednesday 12 December 2012 in the Conference Room, Harrow Weald Campus, commencing at 5.30pm.

The meeting will be preceded by an interactive presentation from Pat Carvalho on Performance Management

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: 5 December 2012

Members: Nick Davies
Mark Eastwood
Sandra Ernstoff (Chair)
Mumtaz Van der Vord
Jay Jobanputra
Abs Malik
Tony Medhurst (Principal & Chief Executive)
Gill O'Brien
Steve Owen (Vice Chair)
Sachin Shah
Ketan Sheth
Karen Tyerman
Antonio Weiss
Yvette Adu-Mante
Chloe McIntosh

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

Clerkship: Jayne Chaplin

Quorum: 6 members

**HARROW COLLEGE
MEETING OF THE CORPORATION
WEDNESDAY 12 DECEMBER 2012, 5.30PM**

AGENDA

Item	Report	Annex No	Action Required	Presented By
1.	CORPORATION DEVELOPMENT SESSION (5.30pm)			
	Performance Management	Verbal	For noting	VP
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, 17 October 2012	Paper 2.4	For approval	Chair
2.5	Matters Arising	Verbal	For noting	Chair
3.	ITEMS REQUIRING FORMAL APPROVAL OR ADOPTION (6.15pm)			
3.1	Summary of and recommendations from the Curriculum, Quality & Standards Committee Meeting, 5 December 2012	Paper 3.1	For approval	C'ttee Chair
	<i>Recommending approval of:</i>			
	Corporation Self-Assessment Report 2011/12	Paper 3.1.1	For approval	C'ttee Chair
	College Self Assessment Report 2011/12	Paper 3.1.2	For approval	C'ttee Chair
	Committee Annual Report 2011/12	Paper 3.1.3	For approval	C'ttee Chair
3.2	Summary of and recommendations from the Audit Committee Meeting, 28 November 2012	Paper 3.2	For noting	C'ttee Chair
	<i>Recommending approval of:</i>			
	Internal Audit Annual Report 2011/12	Paper 3.2.1	For approval	C'ttee Chair
	Draft Financial Statements, Audit Management Report & Letter of Representation for the Year-ended 31/07/12	Paper 3.2.2	For approval	C'ttee Chair
	Risk Management Update	Paper 3.2.3	For approval	C'ttee Chair
	Audit Committee Annual Report 2011/12	Paper 3.2.4	For approval	Cttee Chair
3.3	Summary of and recommendations from the Resources Committee Meeting, 28 November 2012	Paper 3.3	For noting	Cttee Chair
	<i>Recommending approval of:</i>			
	Draft Financial Statements & Audit Management Report for the year-ended 31 July 2012	See item 3.2.2	For approval	Cttee Chair
	Fees & Refunds Policies 2013/14	Paper 3.3.2	For approval	Cttee Chair

Item	Report	Annex No	Action Required	Presented By
3.	ITEMS REQUIRING FORMAL APPROVAL OR ADOPTION cont...			
3.4	Annual Health & Safety Report 2011/12	Paper 3.4	For approval	DoFR
3.5	Clerk's Update	Paper 3.5	For approval	Clerk
4.	OTHER ITEMS FOR ENDORSEMENT, NOTING OR FOR INFORMATION ONLY (7.15pm)			
4.1	Summary of the Learner Voice Committee Meeting, 5 November 2012	Paper 4.1	For noting	C'ttee Chair
4.2	Management Accounts (for October 2012)	Paper 4.2	For noting	Cttee Chair
4.3	Framework for Excellence Financial Management & Control Evaluation (FMCE)	Paper 4.3	For noting	C'ttee Chair
4.4	Minutes of the Health & Safety and Equality & Diversity Committee Meetings	Paper 4.4	For information	DoFR/Principal
5.	PRINCIPAL'S REPORT (7.15pm)			
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 1 February 2013 Corporation Meeting, Wednesday 27 March 2013	Verbal	For noting	Chair
6.3	Meeting Evaluation	Paper 6.3	For completion	Members