

HARROW COLLEGE FURTHER EDUCATION CORPORATION
MEETING OF THE CURRICULUM, QUALITY & STANDARDS COMMITTEE
WEDNESDAY 6 FEBRUARY 2013

CONVENING NOTICE

There will be a meeting of the Curriculum, Quality & Standards Committee on Wednesday 6 February 2013 in the Conference Room, at the Harrow Weald Campus, commencing at 5.30pm.

The meeting will be preceded by an interactive presentation from Lee Janaway on
Progress Report: Quality Improvement Plan for Business

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

Jayne Chaplin
Clerk to the Corporation

DATE ISSUED: 30 January 2013

DISTRIBUTION

Membership:

Abs Malik
Ketan Sheth (Chair)
Karen Tyerman
Antonio Weiss
Mumtaz Van-Der-Vord
Vacancy

In Attendance:

Jayne Chaplin Clerk to the Corporation
Pat Carvalho Vice Principal
Chris Faux Head of Quality & Learner Services

Committee Quorum:

3 members of the Corporation

HARROW COLLEGE FURTHER EDUCATION CORPORATION
CURRICULUM, QUALITY & STANDARDS COMMITTEE

WEDNESDAY 6 FEBRUARY 2013

AGENDA

Item	Report	Annex No	Action Required	Presented
1	PRELIMINARY PROCEDURAL MATTERS (5.30pm)			
1.1	Attendance & Apologies for Absence	Verbal	For noting	Clerk
1.2	Declarations of Financial or Non-Financial Interests & Confidential Items	Verbal	For noting	Clerk
1.3	Minutes of the Last Meeting	Paper 1.3	For approval	Chair
1.4	Matters Arising	Verbal	For noting	Chair
2	COMMITTEE DEVELOPMENT SESSION (5.40pm)			
	Interactive Presentation:			
	Progress Report: Quality Improvement Plan for Business	Verbal	For noting	HoDBEM
3	QUALITY IMPROVEMENT & DEVELOPMENT (6.10pm)			
3.1	Quality Improvement Report	Paper 3.1	For noting	HoQIS
3.2	Annual Marketing Report	Paper 3.2	For noting	HoDEI
3.3	Annual Staff Development Report	Paper 3.3	For noting	HoQIS
3.4	Partnership Monitoring Report	Paper 3.4	For noting	HoDEI
4	CURRICULUM MATTERS (6.45pm)			
4.1	Curriculum Strategy: Update Report	Paper 4.1	For noting	VP
5	Other Business & Meeting Evaluation (7.00pm)			
5.1	Any Other Business	Verbal	For noting	Chair
5.2	Date of Next Meeting	Verbal	For noting	Chair
	Wednesday 12 June 2013, 6.30pm			
5.3	Meeting Evaluation	Paper 5.3	For completing	Members