

HARROW COLLEGE FURTHER EDUCATION CORPORATION

CORPORATION BOARD

WEDNESDAY 17 DECEMBER 2008

CONFERENCE ROOM, HARROW WEALD CAMPUS

CONVENING NOTICE

There will be a meeting of the Corporation on Wednesday 17 December 2008 in the Conference Room, Harrow Weald Campus, commencing at 5.30pm.

The meeting will be preceded by an interactive presentation from Bob Vesey.

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

Jayne Chaplin
Clerk to the Corporation

DATE ISSUED: 10 December 2008

Members: Tyler Briscoe
Rosy Crehan
Gillian Eldridge
Sandra Ernstoff
Anna Kyprianou
Philip Harding (Chair)
Therese Lorphevre
Tony Medhurst (Principal & Chief Executive)
Muna Muse
Patrick O'Dwyer
John Steady
Leslie Wilson

Attendees: Susan Harrison (Vice Principal),
Rena Prindiville (Director of Finance & Information)
Matthew Westmore (Director of Estates & Facilities)
Bob Vesey (Director of Learner Services)

Clerkship: Jayne Chaplin (Clerk)

Quorum: 6 members

HARROW COLLEGE
MEETING OF THE CORPORATION
WEDNESDAY 17 DECEMBER 2008, 5.30PM

AGENDA

Item	Report	Annex No	Action Required	Presented By
1.	CORPORATION DEVELOPMENT SESSION (5.30pm) Current issues and trends in policy for 14-19 and adult education (& associated regulatory and funding implications)			Principal & DoLS
2.	PRELIMINARY PROCEDURAL MATTERS (6.00pm)			
2.1	New members, Attendance and apologies for absence	Verbal	For noting	Clerk
2.2	Chair's & Clerk's Announcements	Verbal	For noting	Chair
2.3	Declarations of Interest & Confidential Items	Verbal	For noting	Clerk
2.4	Minutes of the meeting 15 October 2008	Paper 2.4 To Follow	For approval	Chair
2.5	Matters Arising	Verbal	For noting	Chair
3.	PRINCIPAL'S REPORT (6.15pm)			
3.1	Principal's Report	Paper 3.1	For approval	Principal
4.	ITEMS REQUIRING FORMAL APPROVAL OR ADOPTION (6.30pm)			
4.1	Minutes of the Search and Development Committee meeting, 12 November 2008	Paper 4.1 To Follow	For approval	C'ttee Chair
	Governance Development Plan 2008/09	Paper 4.1.1	For approval	C'ttee Chair
	Report on Proposed Amendments to Corporation	Paper 4.1.2	For approval	C'ttee Chair
	Standing Orders			
	Search & Development Committee Annual Report 2007/08	Paper 4.1.3	For approval	C'ttee Chair
	Search & Development Committee Terms of Reference	Paper 4.1.4	For approval	C'ttee Chair
4.2	Minutes of the Curriculum, Quality & Standards Committee Meeting, 26 November 2008	Paper 4.2 To Follow	For approval	C'ttee Chair
	Self Assessment Report 2007/08 (inc. Corporation SAR)	Paper 4.2.1	For approval	C'ttee Chair
	Quality Improvement Strategy	Paper 4.2.2	For approval	C'ttee Chair
	Curriculum, Quality and Standards Committee Annual Report 2007/08	Paper 4.2.3	For approval	C'ttee Chair
	Curriculum, Quality and Standards Committee Terms of Reference	Paper 4.2.4	For approval	C'ttee Chair

Item	Report	Annex No	Action Required	Presented By
4.3	Minutes of the Audit Committee meeting, 5 December 2008	Paper 4.3 To Follow	For approval	C'ttee Chair
	Annual Internal Audit Report 2007/08	Paper 4.3.1	For approval	C'ttee Chair
	Draft Financial Statements & Audit Management Report for the year-ended 31 July 2008	Paper 4.3.2	For approval	C'ttee Chair
	Framework for Excellence Financial Management & Control Evaluation	Paper 4.3.3	For approval	C'ttee Chair
	Internal Audit Strategic Plan 2008/09	Paper 4.3.4	For approval	C'ttee Chair
	Audit Committee Annual Report 2007/08	Paper 4.3.5	For approval	C'ttee Chair
	Audit Committee Terms of Reference	Paper 4.3.6	For approval	Cttee Chair
4.4	Minutes of the Resources Committee Meeting, 3 December 2008	Paper 4.4 To Follow	For approval	Cttee Chair
	Letter of Representation	Paper 4.4.1	For approval	Cttee Chair
	Draft Financial Statements & Audit Management Report for the year-ended 31 July 2008	See item 4.3.2		
	Management Accounts (for October 2008)	Paper 4.4.3	For approval	Cttee Chair
	Fees Policy 2009/10	Paper 4.4.4	For approval	Cttee Chair
	Franchise and Partnership Report	Paper 4.4.5	For approval	Cttee Chair
	Annual Health and Safety Report 2007/08	Paper 4.4.6	For approval	DoEF
	Sustainability Report	Paper 4.4.7	For approval	DoEF
5.	OTHER ITEMS FOR ENDORSEMENT, NOTING OR FOR INFORMATION ONLY (7.15pm)			
5.1	CONFIDENTIAL	Verbal	For noting	Principal
5.2	Progress against Targets	Paper 5.2	For noting	DoF
5.3	One Harrow Progress Report	Paper 5.3	For noting	DoEF
5.4	Corporation Membership Report	Paper 5.4	For information	Clerk
5.5	Sector Update Report (inc AoC Circulars)	Paper 5.5	For information	Clerk
5.6	Minutes of the Equal Opportunities Committee	Paper 5.6	For information	VP
5.7	Minutes of the Health & Safety Committee	Paper 5.7	For information	DoEF
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 residential 6-7 February 2009 Wednesday 18 March 2009	Verbal	For noting	Chair
6.3	Meeting Evaluation	Paper 6.3	For completion	Members