

HARROW COLLEGE FURTHER EDUCATION CORPORATION

CORPORATION BOARD

TUESDAY 4 DECEMBER 2007

CONFERENCE ROOM, HARROW WEALD CAMPUS

CONVENING NOTICE

There will be a meeting of the Corporation on Tuesday 4 December 2007 in the Conference Room, Harrow Weald Campus, Brookshill, commencing at 7.00pm.

Please note a Special Meeting of the Corporation Board will be held on Tuesday 18 December, 6.00 pm at Harrow Weald in the Conference Room.

If you are unable to attend please advise the Clerk immediately.

Jayne Chaplin

Clerk to the Corporation

Issued: 27 November 2007

Members: John Cowan, Gillian Eldridge, Barbara Field (Principal), Ken Goulding, Philip Harding, Marie Harrison, Clifford Hurst (Vice-Chair), Yusuf Khaleqy, Therese Lorphevre, David Pearson (Chair), Jayshree Radia, Maryum Rahim, John Steady, Leslie Wilson.

Quorum: 7 members

Attendees: Susan Harrison (Vice Principal), Rena Prindiville (Director of Finance & Information), Bob Vesey (Director of Curriculum & Development), Matt Westmore (Director of Estates & Facilities)

Clerkship: Jayne Chaplin (Clerk)

**HARROW COLLEGE
MEETING OF THE CORPORATION
TUESDAY 4 DECEMBER 2007, 7.00PM**

AGENDA

Item	Report	Annex No	Action Required	Presented By
1.	CORPORATION DEVELOPMENT SESSION (7.00 pm)			
	Beijing presentation	Verbal	To be noted	Principal & DoCD
2.	PRELIMINARY PROCEDURAL MATTERS (7.30 pm)			
2.1	Attendance and apologies for absence	Verbal	To be noted	Clerk
2.2	Chair's & Clerk's Announcements	Verbal	To be noted	Chair
2.3	Declarations of Interest & Confidential Items	Verbal	To be noted	Clerk
2.4	Minutes of the meeting 9 October 2007	Paper 2.4	To be approved	Chair
2.5	Matters Arising	Verbal	To be noted	Chair
3.	ITEMS REQUIRING FORMAL APPROVAL OR ADOPTION (7.45 pm)			
3.1	Annual Health and Safety Report 2006/07	Paper 3.1	To be approved	DoEF
3.2	Minutes of the Search and Development Committee meeting, 12 November 2007	Paper 3.2	To be approved	Committee Chair
	Governance Review	Paper 3.2a	To be approved	Committee Chair
	Governance Development	Paper 3.2b	To be approved	Committee Chair
	Report on Proposed Amendments to Corporation Standing Orders	Paper 3.2c	To be approved	Committee Chair
	Annual Report of the Committee 2006/07	Paper 3.2d	To be approved	Committee Chair
	Committee Terms of Reference	Paper 3.2e	To be approved	Committee Chair
3.3	Minutes of the Property & Accommodation Committee meeting, 12 November 2007	Paper 3.3	To be approved	Committee Chair
	Report on the current costs of the project	Paper 3.3a	To be approved	DoEF

Item	Report	Annex No	Action Required	Presented By
3.4	Minutes of the Audit Committee meeting held on 13 November 2007	Paper 3.4	To be approved	Committee Chair
	Annual Internal Audit Report 2006/07	Paper 3.4a	To be approved	Committee Chair
	Internal Audit Strategic Plan 2007/08	Paper 3.4b	To be approved	Committee Chair
	Annual Report of the Committee 2006/07	Paper 3.4c	To be approved	Committee Chair
	Audit Committee Terms of Reference	Paper 3.4d	To be approved	Committee Chair
3.5	Minutes of the Resources Committee meeting held on 13 November 2007	Paper 3.5	To be approved	Committee Chair
	Letter of Representation	Paper 3.5a	To be approved	Committee Chair
	Draft Financial Statements & Management Letter for the year-ended 31 July 2007	Paper 3.5b	To be approved	Committee Chair
	Management Accounts (for October 2007)	Paper 3.5c	To be approved	Committee Chair
	Fees Policy 2007/08	Paper 3.5d	To be approved	Committee Chair
	Franchise and Partnership Programme	Paper 3.5e	To be approved	Committee Chair
	Annual Report of the Committee 2006/07	Paper 3.5f	To be approved	Committee Chair
3.6	Minutes of the Curriculum, Quality & Standards Committee held on 20 November 2007	Paper 3.6	To be approved	Committee Chair
	Self Assessment Report	Paper 3.6a (bound separately)	To be approved	VP
	Annual Report of the Committee 2006/07	Paper 3.6b	To be approved	Committee Chair
	Committee Terms of Reference	Paper 3.6c	To be approved	Committee Chair
3.7	Confidential Minutes	CONFIDENTIAL	To be approved	Committee Chair
3.8	Principal's Report	Paper 3.8	To be approved	Principal
3.9	Report on the plans to recover the College's position in terms of 16-18 enrolments 2008-2009	Paper 3.9	To be approved	Principal
3.10	Confidential	CONFIDENTIAL	To be approved	Chair
4.	OTHER ITEMS FOR ENDORSEMENT, NOTING OR FOR INFORMATION ONLY (8.30PM)			
4.1	LSC & AoC Circulars and Responses	Paper 4.1	To be noted	Clerk
4.2	Minutes of the Equal Opportunities Committee	Paper 4.2	To be noted	Chair
4.3	Minutes of the Health & Safety Committee	Paper 4.3	To be noted	Chair
5.	OTHER BUSINESS, MEETING EVALUATION & DATE OF NEXT MEETING (9.00pm)			
5.1	Any other Business	Verbal	To be noted	Chair
5.2	Date of next meeting Tuesday 18 December 2007	Verbal	To be noted	Chair
5.3	Meeting Evaluation	Paper 5.3	For completion	Members