

**HARROW COLLEGE FURTHER EDUCATION CORPORATION**  
**MEETING OF THE CURRICULUM, QUALITY & STANDARDS COMMITTEE**  
**WEDNESDAY 11 FEBRUARY 2009**

**CONVENING NOTICE**

There will be a meeting of the Curriculum, Quality & Standards Committee on Wednesday 11 February 2009 in the Conference Room, at the Harrow Weald Campus, commencing at 5.30pm.

The meeting will be preceded by an interactive presentation from Sandy Mercado and Emma Weston.

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

**Jayne Chaplin**  
**Clerk to the Corporation**

**DATE ISSUED: 4 February 2009**

**DISTRIBUTION**

**Membership:**

Tyler Briscoe	
Rosy Crehan	
Gillian Eldridge	Chair
Fidelis Griffith	
Therese Lorphevre	
Muna Muse	

**In Attendance:**

Jayne Chaplin	Clerk to the Corporation
Tony Medhurst	Principal & Chief Executive
Pat Carvalho	Vice Principal
Chris Faux	Head of Quality and Standards
Sandy Mercado	Head of Faculty, Business & Humanities
Beverley Hoare	Marketing Manager
Terry Kill	Staff Development Manager
Emma Weston	Curriculum Manager, ESOL & Basic Skills

**Committee Quorum:**

3 members of the Corporation

# HARROW COLLEGE FURTHER EDUCATION CORPORATION

## CURRICULUM, QUALITY & STANDARDS COMMITTEE

WEDNESDAY 11 FEBRUARY 2009

### AGENDA

Item	Report	Annex No	Action Required	Presented
<b>1</b>	<b>PRELIMINARY PROCEDURAL MATTERS (5.30pm)</b>			
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
<b>2</b>	<b>COMMITTEE DEVELOPMENT SESSION (5.40pm)</b>			
	Interactive Presentation: Skills for Success	Verbal	For noting	HoF/CM
<b>3</b>	<b>QUALITY IMPROVEMENT &amp; DEVELOPMENT (6.10pm)</b>			
3.1	Confidential Item	Paper 3.1	For noting	VP
3.2	Quality Improvement Report	Paper 3.2	For noting	HQ&S
3.3	Annual Marketing Report	Paper 3.3	For noting	MM
3.4	Annual Staff Development Report	Paper 3.4	For noting	SDM
3.5	Project Monitoring Report	Paper 3.5	For noting	HQ&S
<b>4</b>	<b>CURRICULUM MATTERS (6.45pm)</b>			
4.1	Curriculum Strategy: Update Report	Paper 4.1	For noting	VP
<b>5</b>	<b>Other Business &amp; Meeting Evaluation (7.00pm)</b>			
5.1	Any Other Business	Verbal	For noting	Chair
5.2	Date of Next Meeting <b>Wednesday 10 June 2009</b>	Verbal	For noting	Chair
5.3	Meeting Evaluation	Paper 5.3	For completing	Members