

HARROW COLLEGE FURTHER EDUCATION CORPORATION

MEETING OF THE PROPERTY COMMITTEE

MONDAY 12 NOVEMBER 2007

CONVENING NOTICE

There will be a meeting of the Property Committee on Monday 12 November 2007 at the Harrow on the Hill Campus (Room W003), commencing at 7.00pm.

If you are unable to attend please advise the Clerk immediately by email to gclerk@harrow.ac.uk or by telephone on 07812 345 871.

Jayne Chaplin
Clerk to the Corporation

DISTRIBUTION

Membership:

Barbara Field	Principal
Philip Harding	
Clifford Hurst	
David Pearson	
Jayshree Radia	Chair

In Attendance:

Jayne Chaplin	Clerk to the Corporation
Rena Prindiville	Director of Finance
Matthew Westmore	Director – Estates & Facilities
Susan Harrison	Vice Principal

Committee Quorum:

3 members of the Corporation

**HARROW COLLEGE FURTHER EDUCATION CORPORATION
PROPERTY COMMITTEE
MONDAY 12 NOVEMBER 2007**

AGENDA

Item	Report	Annex No	Action Required	Presented By
1	Attendance & Apologies for Absence	Verbal	To be noted	Clerk
2	Declarations of financial or non-financial Interests in any agenda item	Verbal	To be noted	Clerk
3	Minutes of the meeting, 2 October 2007	Paper 3	To be approved	Chair
4	Matters Arising	Verbal	To be noted	Chair
5	ACCOMMODATION & PROPERTY REPORTS			
5.1	One Harrow Progress Report Covering the following aspects: building, legal, commercial, LSC, town planning and communications	Paper 5.1	To be noted	DoEF
5.2	October 2007 Minutes of One Harrow Project Board Meeting	Paper 5.2	To be noted	DoEF
5.3	Items for Approval	Paper 5.3	To be noted	DoEF/Principal
6	FINANCIAL REPORTING			
6.1	Cash Flow & Monitoring Report	To Follow	To be noted	DoF
6.2	Proposed College Company	Paper 6.2	To be noted	DoE
7	Any other Business	Verbal	To be noted	Chair
8	Date of next meeting Tuesday 4 December 2007	Verbal	To be noted	Chair
9	Meeting Evaluation	Paper 9	To be completed	Members