

**HARROW COLLEGE FURTHER EDUCATION CORPORATION**  
**MEETING OF THE PROPERTY & ACCOMMODATION COMMITTEE**

**TUESDAY 1 APRIL 2008**

**CONVENING NOTICE**

There will be a meeting of the Property & Accommodation Committee on Tuesday 1 April 2008 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](mailto: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

Jayshree Radia                      Chair

**In Attendance:**

Jayne Chaplin                      Clerk to the Corporation

Tony Medhurst

Rena Prindiville                      Director of Finance

Matthew Westmore                      Director of Estates & Facilities

**Committee Quorum:**

3 members of the Corporation

**HARROW COLLEGE FURTHER EDUCATION CORPORATION  
PROPERTY & ACCOMMODATION COMMITTEE  
TUESDAY 1 APRIL 2008**

**AGENDA**

<b>Item</b>	<b>Report</b>	<b>Annex No</b>	<b>Action Required</b>	<b>Presented By</b>
<b>1</b>	Attendance & Apologies for Absence	Verbal	To be noted	Clerk
<b>2</b>	Declarations of financial or non-financial Interests in any agenda item	Verbal	To be noted	Clerk
<b>3</b>	Minutes of the meeting, 4 February 2008	Paper 3	To be approved	Chair
<b>4</b>	Matters Arising	Verbal	To be noted	Chair
<b>5</b>	<b>ACCOMMODATION &amp; PROPERTY REPORTS</b>			
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	Minutes of One Harrow Project Board Meeting	Paper 5.2	To be noted	DoEF
	Items for Approval		To be confirmed	DoEF
	The following items have been signed off by the Project Board and are offered for endorsement at this meeting:			
	<ul style="list-style-type: none"> <li>• Approved Tender Report</li> <li>• Costs in Respect of Ground Course Heat Supply</li> <li>• Current Space and Budget</li> </ul>			
<b>6</b>	<b>FINANCIAL REPORTING</b>			
6.1	Cash Flow & Monitoring Report	To Follow	To be noted	DoF
<b>7</b>	Any Other Business	Verbal	To be noted	Chair
<b>8</b>	Date of next meeting <b>Wednesday 7 May 2008</b>	Verbal	To be noted	Chair
<b>9</b>	Meeting Evaluation	Paper 9	To be completed	Members