

HARROW COLLEGE FURTHER EDUCATION CORPORATION

MEETING OF THE PROPERTY COMMITTEE

TUESDAY 2 OCTOBER 2007

CONVENING NOTICE

There will be a meeting of the Property Committee on Tuesday 2 October 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
TUESDAY 2 OCTOBER 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, 5 July 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	Minutes of One Harrow Project Board Meeting	Paper 5.2	To be noted	DoEF
5.3	Items for Approval	verbal	To be noted	DoEF/Principal
6	FINANCIAL REPORTING			
6.1	Cash Flow & Monitoring Report (July report with an update at the meeting)	Paper 6.1	To be noted	DoF
7	Any other Business	Verbal	To be noted	Chair
8	Date of next meeting (After 7) November 2007	Verbal	To be noted	Chair
9	Meeting Evaluation	Paper 9	To be completed	Members