

HARROW COLLEGE FURTHER EDUCATION CORPORATION
MEETING OF THE PROPERTY & ACCOMMODATION COMMITTEE
WEDNESDAY 8 OCTOBER 2008

CONVENING NOTICE

There will be a meeting of the Property & Accommodation Committee on Wednesday 8 October 2008 in the Conference Room at the Harrow Weald Campus, commencing at 5.30pm.

If you are unable to attend please advise the Clerk immediately by email to gclerk@harrow.ac.uk or by telephone on 07904 105136.

Jayne Chaplin
Clerk to the Corporation

DATE ISSUED: 1 October 2008

DISTRIBUTION

Membership:

Rosy Crehan	
Philip Harding	
Tony Medhurst	Principal & Chief Executive
Jayshree Radia	Chair

In Attendance:

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

Committee Quorum:

3 members of the Corporation

HARROW COLLEGE FURTHER EDUCATION CORPORATION

PROPERTY & ACCOMMODATION COMMITTEE

WEDNESDAY 8 OCTOBER 2008

AGENDA

Item	Report	Annex No	Action Required	Presented By	
1.	PRELIMINARY PROCEDURAL MATTERS				
1.1	Attendance & Apologies for Absence		Verbal	To be noted	Clerk
1.2	Declarations of financial or non-financial Interests in any agenda item		Verbal	To be noted	Clerk
1.3	Minutes of the meeting, 8 July 2008		Paper 1.3	To be approved	Chair
1.4	Matters Arising		Verbal	To be noted	Chair
2.	PROPERTY & ACCOMMODATION REPORTS				
2.1	One Harrow Progress Report & Items for Approval Covering the following aspects: building, legal, commercial, LSC, town planning and communications		Paper 2.1	To be noted	DoEF
2.2	Minutes of One Harrow Project Board Meeting		Paper 2.2	To be noted	DoEF
3.	FINANCIAL REPORTING				
3.1	Cash-flow & Monitoring Report		Paper 3.1	To be noted	DoF
4.	COMMITTEE BUSINESS				
4.1	Committee Annual Report 2007/08		Paper 4.1	To be noted	Chair
4.2	Committee Terms of Reference		Paper 4.2	To be noted	Clerk
5	OTHER BUSINESS, NEXT MEETING & MEETING EVALUATION				
5.1	Any other Business		Verbal	To be noted	Chair
5.2	Date of next meeting Wednesday 12 November 2008 @ 6.30pm		Verbal	To be noted	Chair
5.3	Meeting Evaluation		Paper 5.3	To be completed	Members