

HARROW COLLEGE FURTHER EDUCATION CORPORATION
MEETING OF THE PROPERTY & ACCOMMODATION COMMITTEE
WEDNESDAY 4 MARCH 2009

CONVENING NOTICE

There will be a meeting of the Property & Accommodation Committee on Wednesday 4 March 2009 in the Conference Room at the Harrow Weald Campus, commencing at 5.30pm.

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

Jayne Chaplin
Clerk to the Corporation

DATE ISSUED: 25 February 2009

DISTRIBUTION

Membership:

Rosy Crehan	
Sandra Ernstoff	Chair
Philip Harding	
Tony Medhurst	Principal & Chief Executive

In Attendance:

Jayne Chaplin	Clerk to the Corporation
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 4 MARCH 2009

AGENDA

Item	Report	Annex No	Action Required	Presented By
1.	PRELIMINARY PROCEDURAL MATTERS (5.30pm)			
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 October 2008	Paper 1.3	To be approved	Chair
1.4	Matters Arising	Verbal	To be noted	Chair
2.	ACCOMMODATION & PROPERTY REPORTS (5.45pm)			
2.1	One Harrow Progress Report 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	To Follow	To be noted	DoEF
3.	FINANCIAL REPORTING (6.15pm)			
3.1	Cash-flow & Monitoring Report	Paper 3.1	To be noted	DoF
4.	OTHER BUSINESS, NEXT MEETING & MEETING EVALUATION (6.30pm)			
4.1	Any other business	Verbal	To be noted	Chair
4.2	Date of next meeting Wednesday 24 June 2009 @ 5.30pm	Verbal	To be noted	Chair
4.3	Meeting Evaluation	Paper 4.3	To be completed	Members