

HARROW COLLEGE FURTHER EDUCATION CORPORATION

CORPORATION BOARD

WEDNESDAY 16 DECEMBER 2009

CONFERENCE ROOM, HARROW WEALD CAMPUS

CONVENING NOTICE

There will be a meeting of the Corporation on Wednesday 16 December 2009 in the Conference Room, Harrow Weald Campus, commencing at 5.30pm.

The meeting will be preceded by an interactive presentation from Matt Westmore (Director of Estates & Facilities) on Emerging Options for the New Property Strategy.

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

Jayne Chaplin
Clerk to the Corporation

DATE ISSUED: 9 December 2009

Members:

John Cowan
Rosy Crehan
Nick Davies
Sandra Ernstoff
Alf Filer
Adam Gribben
Philip Harding (Chair)
Niki Joshi
Anna Kyprianou
Tony Medhurst (Principal & Chief Executive)
Steve Marsden
Gill O'Brien
Patrick O'Dwyer
Ketan Sheth

Attendees:

Pat Carvalho (Vice Principal)
Rena Prindiville (Director of Finance & Information)
Matt Westmore (Director of Estates & Facilities)

Clerkship: Jayne Chaplin

Quorum: 6 members

HARROW COLLEGE
MEETING OF THE CORPORATION
WEDNESDAY 16 DECEMBER 2009, 5.30PM

AGENDA

Item	Report	Annex No	Action Required	Presented By
1.	CORPORATION DEVELOPMENT SESSION (5.30pm) Emerging Options for the New Property Strategy	Verbal	For noting	DoEF
2.	PRELIMINARY PROCEDURAL MATTERS (6.00pm)			
2.1	Welcome & introductions, Attendance & Apologies for Absence	Verbal	For noting	Chair
2.2	Chair's & Clerk's Announcements	Verbal	For noting	Chair
2.3	Declarations of Interest & Confidential Items	Verbal	For noting	Chair
2.4	Minutes of the Meeting, 14 October 2009	Paper 2.4	For approval	Chair
2.5	Matters Arising	Verbal	For noting	Chair
2.6	Board Business: Appointment of Chair & Vice Chair	Paper 2.6	For approval	Chair
3.	ITEMS REQUIRING FORMAL APPROVAL OR ADOPTION (6.15pm)			
3.1	Verbal update on the Curriculum, Quality & Standards Committee Meeting, 4 December 2009	Verbal	For approval	C'ttee Chair
	Post-Inspection Action Plan	Paper 3.1.1	For noting	C'ttee Chair
	Self Assessment Report 2008/09 (inc. Corporation SAR)	Paper 3.1.2	For approval	C'ttee Chair
	Quality Improvement Strategy: Update Report	Paper 3.1.3	For approval	C'ttee Chair
	Draft HE Strategy	Paper 3.1.4	For approval	C'ttee Chair
	Committee Annual Report 2008/09	Paper 3.1.5	For approval	C'ttee Chair
3.2	Verbal update on the Audit Committee Meeting, 2 December 2009	Verbal	For approval	C'ttee Chair
	Annual Internal Audit Report 2008/09	Paper 3.2.1	For approval	C'ttee Chair
	Draft Financial Statements, Audit Management Report for the Year Ended 31 July 2009 and Letter of Representation	Paper 3.2.2	To follow	C'ttee Chair
	Framework for Excellence Financial Management & Control Evaluation	Paper 3.2.3	For approval	C'ttee Chair

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3. ITEMS REQUIRING FORMAL APPROVAL OR ADOPTION				
	Risk Management Update	Paper 3.2.4	For approval	C'ttee Chair
	Audit Committee Annual Report 2008/09	Paper 3.2.5	For approval	Cttee Chair
3.3	Verbal update on the Resources Committee Meeting, 2 December 2009	Verbal	For approval	Cttee Chair
	Draft Financial Statements & Audit Management Report for the year-ended 31 July 2009	See item 3.2.2		
	Consent to Borrow	Paper 3.3.1	For approval	Cttee Chair
	Management Accounts (for November 2009)	Paper 3.3.2	For approval	Cttee Chair
	Fees Policy 2010/11	Paper 3.3.3	For approval	Cttee Chair
	Franchise and Partnership Provision 2009-10	Paper 3.3.4	For approval	Cttee Chair
	Sustainability Report	Paper 3.3.5	For approval	DoEF
	Carbon Footprint Report	Paper 3.3.6	For approval	DoEF
3.4	Minutes of the Learner Voice Committee Meeting, 11 November 2009	Paper 3.4	For approval	C'ttee Chair
3.5	Annual Health & Safety Report 2008-09	Paper 3.5	For approval	DoEF
4. OTHER ITEMS FOR ENDORSEMENT, NOTING OR FOR INFORMATION ONLY (7.15pm)				
4.1	Progress Against Targets: Update Report	Paper 4.1	For noting	DoF
4.2	One Harrow Progress Report	Paper 4.2	For noting	DoEF
4.3	Sector Update Report (inc. AoC Circulars)	Paper 4.3	For information	Clerk
4.4	Minutes of the Health & Safety Committee	Paper 4.4	For information	DoEF
5. PRINCIPAL'S REPORT (7.15pm)				
5.1	Principal's Report	Paper 5.1	For approval	Principal
6. OTHER BUSINESS, MEETING EVALUATION & DATE OF NEXT MEETING (7.30pm)				
6.1	Any Other Business	Verbal	For noting	Chair
6.2	Date of Next Meeting Corporation Residential 5/6 February 2010 Wednesday 17 March 2010	Verbal	For noting	Chair
6.3	Meeting Evaluation	Paper 6.3	For completion	Members

PART 2 CONFIDENTIAL ITEMS

Item	Report	Annex No	Action Required	Presented By
7.	CONFIDENTIAL ITEMS (7.30pm)			
7.1	Confidential Minutes of the Corporation Meeting, 14 October 2009	Paper 7.1	For approval	Chair
7.2	Confidential Minutes of the Remuneration Committee, 7 October 2009	Paper 7.2	For approval	Chair