

**HARROW COLLEGE FURTHER EDUCATION CORPORATION**  
**MEETING OF THE CURRICULUM, QUALITY & STANDARDS COMMITTEE**  
**WEDNESDAY 24 FEBRUARY 2010**

**CONVENING NOTICE**

There will be a meeting of the Curriculum, Quality & Standards Committee on Wednesday 24 February 2010 in the Conference Room, at the Harrow Weald Campus, commencing at 6.00pm.

The meeting will be preceded by an interactive presentation from Afshan Baksh, Teaching & Learning Improvement Manager.

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

**Jayne Chaplin**  
**Clerk to the Corporation**

**DATE ISSUED:** 17 February 2010

**DISTRIBUTION**

**Membership:**

Rosy Crehan	Chair
Nick Davies	
Alf Filer	
Fidelis Griffith	
Ketan Sheth	
Antonio Weiss	

**In Attendance:**

Jayne Chaplin	Clerk to the Corporation
Afshan Baksh	Teaching & Learning Improvement Manager
Pat Carvalho	Vice Principal
Stevie Dee	Professional Development Manager
Beverley Hoare	Marketing Manager

**Committee Quorum:**  
3 members of the Corporation

# HARROW COLLEGE FURTHER EDUCATION CORPORATION

## CURRICULUM, QUALITY & STANDARDS COMMITTEE

WEDNESDAY 24 FEBRUARY 2010

### AGENDA

Item	Report	Annex No	Action Required	Presented
<b>1</b>	<b>PRELIMINARY PROCEDURAL MATTERS (6.00pm)</b>			
1.1	Attendance & Apologies for Absence	Verbal	For noting	Clerk
1.2	Declarations of Financial or Non-Financial Interests & Confidential Items	Verbal	For noting	Clerk
1.3	Minutes of the Last Meeting	Paper 1.3	For approval	Chair
1.4	Matters Arising	Verbal	For noting	Chair
<b>2</b>	<b>COMMITTEE DEVELOPMENT SESSION (6.10pm)</b>			
	Interactive Presentation: Teaching and Learning Update	Verbal	For noting	TLIM
<b>3</b>	<b>QUALITY IMPROVEMENT &amp; DEVELOPMENT (6.40pm)</b>			
3.1	Quality Improvement Report	Paper 3.1	For noting	VP
3.2	Annual Marketing Report	Paper 3.2	For noting	MM
3.3	Annual Staff Development Report	Paper 3.3	For noting	PDM
3.4	Project Monitoring Report	Paper 3.4	For noting	VP
<b>4</b>	<b>CURRICULUM MATTERS (7.15pm)</b>			
4.1	Curriculum Strategy: Update Report	Paper 4.1	For noting	VP
4.2	Business Base: Update Report	Verbal	For noting	VP
<b>5</b>	<b>Other Business &amp; Meeting Evaluation (7.30pm)</b>			
5.1	Any Other Business	Verbal	For noting	Chair
5.2	Date of Next Meeting <b>Wednesday 9 June 2010</b>	Verbal	For noting	Chair
5.3	Meeting Evaluation	Paper 5.3	For completing	Members