

# HARROW COLLEGE FURTHER EDUCATION CORPORATION

## MEETING OF THE RESOURCES COMMITTEE

WEDNESDAY 2 DECEMBER 2009

### CONVENING NOTICE

There will be a meeting of the Resources Committee on Wednesday 2 December 2009 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](mailto:gclerk@harrow.ac.uk) or by telephone on 07904 105136.

**Jayne Chaplin**  
Clerk to the Corporation

**DATE ISSUED:** 25 November 2009

#### **DISTRIBUTION**

##### **Membership:**

Philip Harding  
Tony Medhurst  
Sandra Ernstoff (Committee Chair)  
Anna Kyprianou (Committee Vice Chair)  
Steve Marsden

##### **In Attendance:**

Jayne Chaplin Clerk to the Corporation  
Rena Prindiville Director of Finance & Information  
John Cudmore Director of Human Resources  
Matthew Westmore Director of Estates & Facilities

##### **Committee Quorum:**

3 members of the Corporation

# HARROW COLLEGE FURTHER EDUCATION CORPORATION

## RESOURCES COMMITTEE

WEDNESDAY 2 DECEMBER 2009

### AGENDA

Item	Report	Annex No	Action Required	Presented
<b>1.</b>	<b>PRELIMINARY PROCEDURAL MATTERS (5.30pm)</b>			
1.1	Attendance & Apologies for Absence	Verbal	For noting	Clerk
1.2	Declarations of financial or non-financial Interests in any agenda item	Verbal	For noting	Clerk
1.3	Minutes of the last meeting 7 October 2009	Paper 1.3	For approval	Chair
1.4	Matters Arising	Verbal	For noting	Chair
<b>2</b>	<b>FINANCIAL MATTERS (5.35pm)</b>			
2.1	Draft Financial Statements & Management Letter for the year-end 31 July 2009	Paper 2.1	For approval	DoF
2.2	Management Accounts	Paper 2.2	For noting	DoF
2.3	Franchise & Partnerships: Update Report	Paper 2.3	For noting	DoF
2.4	Fees Policy 2010/11	Paper 2.4	For noting	DoF
2.5	Going Concern Review	Paper 2.5	For noting	DoF
<b>3</b>	<b>HR MATTERS (6.00pm)</b>			
3.1	Pay Update	Verbal	For noting	DoHR
3.2	HR Update & Annual Report on Staffing	Paper 3.2	For noting	DoHR
<b>4</b>	<b>ESTATES &amp; PROPERTY MATTERS (6.10pm)</b>			
4.1	One Harrow Update	Paper 4.1	For noting	DoEF
<b>5</b>	<b>MONITORING &amp; OTHER REPORTS (6.20pm)</b>			
5.1	Monitoring Report: Progress against Targets	Paper 5.1	For noting	DoF
5.2	Sustainability Report	Paper 5.2	For noting	DoEF
5.3	Carbon Footprint Report	Paper 5.3	For noting	DoEF
<b>6</b>	<b>Other Business &amp; Meeting Evaluation (6.30pm)</b>			
6.1	Any other Business	Verbal	For noting	Chair
6.2	Date of Next Meeting	Verbal	For noting	Chair
	<b>Wednesday 27 January 2010</b>			
6.3	Meeting Evaluation	Paper 6.3	For completion	Members