

SUMMER TERM 2017 (FIRST MEETING)

BUCKINGHAMSHIRE LEARNING TRUST

MINUTES of the meeting of the Governors of Carrington Junior School held at the School on 11 May 2017 at 7.00 p.m.

PRESENT:	Mrs A Sheddick	Chair
	Dr T Adnan	
	Ms R Bailey	(arrived 7.15pm)
	Mr M Bartlett	
	Mrs L Favager	
	Mr J Fischer	
	Mrs K Legg	
	Mrs A Majcher	Interim Headteacher
	Mrs D Martin	
	Mr S Neale	
	Mr P Weaver	
	Mrs J Wright	
IN ATTENDANCE:	Mrs M Peel	Clerk, BLT
	Ms A Preston	Associate Member & Deputy Headteacher
ABSENT:	Mr P Simpson	Apologies received and accepted

NB. Governors' questions are highlighted in italics throughout these minutes.

WELCOME AND APOLOGIES FOR ABSENCE

The Chair welcomed everyone to the meeting. As noted above, apologies were received and accepted from Mr Simpson.

	ACTION
1 NOTIFICATION OF ANY OTHER BUSINESS	
No items were tabled for discussion under Any Other Business.	
2 DECLARATIONS OF INTEREST	
The Clerk declared an interest in any discussions relating to the purchase of services from the Buckinghamshire Learning Trust ("BLT") as an employee of the Trust. It was agreed that the Clerk would withdraw from the meeting if appropriate.	
There were no other declarations of interest in items covered at the meeting.	

		ACTION
3	MINUTES AND MATTERS ARISING	
3.1	MINUTES OF MEETING HELD ON 29 MARCH 2017	
	<p>The Minutes of the meeting held on 29 March 2017, having been circulated, were confirmed and signed by the Chair as a correct record subject to the following observations:</p> <ul style="list-style-type: none"> • Minute 3.3.4, end of paragraph 2 (ending "...at an early opportunity"): Governors requested that an Action Point be added to arrange a staff & governor social event • Minute 4.1: Governors had observed that an Impact Report would be useful <p>An additional copy of the Minutes was signed by the Chair and handed to the Interim Headteacher for display in the School.</p>	Interim Headteacher
3.2	MATTERS ARISING	
3.2.1	<p>Minute 3.3.2: Parent, Staff and Pupil Survey</p> <p>Mr Weaver confirmed that he was still investigating suitable software. He reported that it might be necessary to purchase a survey toolkit which would cost £75.</p>	Mr Weaver
3.3.2	<p>Minutes 4.1 & 8.3: Statutory Information on School Website</p> <p>Governors noted that the website remained incompatible when accessed using Apple devices, with information failing to load correctly. The Chair had discussed the matter with a colleague at the Buckinghamshire Association of School Governors ("BASG"), who had recommended a website builder who could build a simple website at a low cost. The Chair would investigate options for building a stand-alone governor website which could be accessed through the School website. The website would appear to be part of the School website to end-users and could be updated by governors so that all statutory information was published. The Chair would investigate the construction and linking of the site and whether it could be fully or part funded using the grant she received as a National Leader of Governance.</p>	Chair
3.3.3	<p>Minute 5.5: Review of Educational Visits</p> <p>The Chair queried whether the Educational Visits Governor, Ms Bailey, had access to the Evolve system, to enable her to approve trips on behalf of the governing board. The Interim Headteacher advised that Ms Bailey had Read-Only access to the system and was able to review the schedule of planned trips. Governors</p>	

<p>agreed that a system should be put in place to record formally the approval of scheduled visits by the Educational Visits Governor.</p>	<p>ACTION Interim Headteacher/ Educational Visits Governor</p>
<p>3.3.4 Other Matters <u>School Fair, 9 July:</u> Governors noted that the School Fair would take place on 9 July. Mrs Legg would approach the organisers to offer governors’ support and advise governors what form this would take.</p> <p><u>Target Tracker Data:</u> Governors had expected to receive data from Target Tracker to review at the meeting and queried why this had not been circulated. The Deputy Headteacher had produced an analysis for circulation with the Report of the Interim Headteacher report but this had been omitted by error. Governors expressed their disappointment that they were not able to review the data and requested that it be circulated as soon as possible to enable full scrutiny before discussion at the next meeting of the governing board on 21 June.</p> <p><u>7.15 pm: Ms Bailey joined the meeting</u></p>	<p>Mrs Legg</p> <p>Interim Headteacher Clerk – Agenda</p>
<p>4 STRATEGIC MANAGEMENT: REPORT OF THE INTERIM HEADTEACHER</p> <p>The Report of the Interim Headteacher, having been circulated, was received by governors. The following matters arose from a discussion and scrutiny of the report.</p> <p><u>The Effectiveness of Leadership and Management</u> The School continued to receive support from Teaching Excellence Practitioners (“TEP”) provided by the BLT. A new TEP, Donna Skinner, would be supporting Maths teachers for the remainder of the academic year and had already led a staff meeting at the School. An English Advisor would support the English Lead and had led a half day session at a recent INSET day. The Interim Headteacher noted that the support of TEPs was providing CPD opportunities to all staff which had been well received.</p> <p>All staff had received training on using Target Tracker to ensure consistency in pupil assessment.</p> <p><i>Governors asked how often TEPs visited the School.</i> There would be weekly visits for mathematics until the end of the summer term. The visits by the English TEP were less frequent and would</p>	

reduce as the term progressed. *Governors asked if the frequency of visits provided sufficient support in both subjects.* More support would be welcomed but the visits were having a positive impact upon the teaching of both subjects in the School.

Governors noted that the original focus in engaging TEPs had been to strengthen teaching practice by training staff. A number of resignations had been received. Had the focus changed as a result? The Interim Headteacher and the TEPs were working to upskill all staff to benefit pupils currently at the school. They were also assisting with planning and providing constructive feedback to staff.

Governors noted that the number of children attending the Pupil Premium ("PP") Club was falling. Had reasons for this been identified? No single reason had been identified, however the Interim Headteacher was working with staff and parents to try to retain pupils. It was noted that this was more difficult in the summer term, when pupils preferred to take part in outdoor activities. Measures were also being put in place, primarily through contact with parents, to encourage pupils who did not attend the club to participate. An incentive scheme for attendance was being considered, with Easter Eggs having been distributed to attendees at the end of the Spring Term.

Governors noted that ill health had been identified as contributing to poor attendance of some PP children and as a barrier to their learning. How was this being addressed? The Interim Headteacher was in regular contact with parents and tried to meet them personally, particularly where attendance was a cause for concern. This could be difficult to arrange but as such meetings resulted in a positive impact, the Interim Headteacher would continue to pursue this strategy. She advised governors that she also liaised with GPs where this was of assistance.

The SMSC Governor, Dr Adnan, drew governors' attention to the account of her visit at L4 of the Report. Dr Adnan had completed a report with her observations on initiatives to promote British Values which she would forward to the Interim Headteacher for discussion. A summary report would then be produced in the standard format for discussion at the next meeting of the governing board. The Interim Headteacher confirmed that she had identified areas of the curriculum which required work to embed British Values, but that her primary focus was Maths and English, as identified within the Rapid Improvement Plan.

ACTION

Governors noted the statement at L5 (Continuing Professional Development) that “staff have been given an expectations document which outlines what duties they are expected to undertake as part of their pay scale”. Governors had understood that a similar document had been circulated to staff at the beginning of the academic year when the paperwork for the Performance Management cycle for 2016-17 was introduced. It was unclear if this document had been made available to all staff and the Interim Headteacher confirmed that the document referred to in her report would be used as the basis for future performance reviews. The document clearly demonstrated the School’s expectations of staff and what level of performance would enable them to qualify for higher pay ranges.

Governors noted the measures which had been put in place to support staff and asked if this had raised their morale. The Interim Headteacher and the staff governor, Mrs Martin, considered that the measures were having a positive impact, despite some recent resignations. A more open and honest culture was being introduced and interventions were being received more positively.

The Interim Headteacher highlighted the positive response from parents and carers at the new style parent consultation evenings and the recent Parent Forum meeting. The Interim Headteacher would advise governors of the date of the next Parent Forum meeting.

**Interim
Headteacher**

Governors asked what systems were in place to ensure all staff had read and absorbed all necessary safeguarding information? Staff were required to sign a confirmation that they had read all information which was signed and returned to the School Secretary for retention.

The Interim Headteacher confirmed that the metal benches in the playground would be replaced following the serious accident reported at the governing board meeting on 29 March. The Interim Headteacher formally recorded her thanks to Mr Simpson for all his recent assistance on health & safety matters, which included offering training to staff on the use of fire extinguishers at the recent INSET day. Mr Simpson had also assisted with the replacement of the slabs in the courtyard. He had sustained an injury to his back whilst doing so, which had been reported on the ANT system.

See Confidential Part 2 Minute

The Quality of Teaching, Learning and Assessment

The Interim Headteacher and the Deputy Headteacher had held individual meetings with every teacher and reviewed Target Tracker data. They had considered how teachers could improve progress and attainment and produced a summary of Action Points for all staff. Follow-up meetings would be held during the second half of the term to assess implementation of these.

A Behaviour Review had been carried out by an independent consultant, Heather Clements. Interviews had been conducted with Year 6 pupils and lunchtime play reviewed. The findings of the review had been generally positive.

Governors asked why behaviour had been graded as Requiring Improvement when the outcome of the review had been positive? Some additional work was required to the School's Behaviour Policy and this was reflected in the grading. The Interim Headteacher had noted an improvement in pupils' behaviour since her arrival in the School, reporting that they were calmer and behaviour was better in assemblies and around the School.

The Interim Headteacher noted that one of the goals for all staff was to increase the amount of writing undertaken by pupils. A new policy had been implemented in consultation with staff which was raising expectations throughout the School.

Governors thanked the Interim Headteacher for her report, congratulating her and the staff on their hard work. The difficulties of change management were noted, particularly in the middle of the academic year.

5 EDUCATION COMMITTEE MATTERS

5.1/5.2 UPDATE ON ASSESSMENT WEEK DATA/UPDATE ON ACTION PLAN FOR DATA MONITORING AND IMPROVEMENT OF RESULTS

Governors agreed that these items should be deferred until the next meeting, following scrutiny of the Target Tracker data which would be circulated by the Interim Headteacher.

5.3 UPDATE ON CURRICULUM INITIATIVES, STANDARDS OF BEHAVIOUR AND THE IMPACT OF SPIRITUAL, MORAL, SOCIAL AND CULTURAL EDUCATION

Information on this item had been included within the report of

the Interim Headteacher (minute 4 refers) and considered by governors earlier in the meeting.

6 FINANCE

6.1 REVIEW OF DRAFT FINANCIAL PLAN 2017-18

Governors received the draft Financial Plan which had been circulated for review before the meeting. The Finance Governor, Mr Bartlett, reported that he had liaised with Cheryl Kent, the Schools Financial Management Advisor at the BLT as the School was carrying forward a deficit recorded from the 2016/17 Financial Year. Ms Kent had agreed the Financial Plan which was presented for governors' approval.

Mr Bartlett noted that the Financial Plan 2017-18 predicted that a small in-year surplus would be recorded, as required by the Local Authority ("LA"). He drew governors' attention to the draft Medium Three Year Financial Plan which would reduce the School's current deficit, clearing it at the end of the financial year 2020-21. Governors noted that further work would be required to ensure that the deficit reduction plan could be achieved and that the forecast contained a number of assumptions relating to efficiency savings.

The Interim Headteacher confirmed that she and the Finance Officer were in agreement with the draft Financial Plan and that it was underpinned by a detailed plan.

Mr Bartlett drew governors' attention to the summary sheet, highlighting the critical changes compared to the previous year's Financial Plan.

Income: Confirmation of pupil premium and SEN funding was awaited but it was expected that both would fall. There was an assumption of increased income from lettings but the School's overall income would fall from £1,179,283 to £1,059,882.

Expenditure: Staffing remained the School's largest cost with a 1% pay rise included in the figure for the 2017-18 financial year. Costs for staff who were yet to be recruited had also been included in the Financial Plan. Provision for expenditure on ICT and non-ICT Learning Resources (E19 and E20) had been reduced and careful monitoring of spending in these areas would be required.

In response to a governor question, the Interim Headteacher confirmed that there were sufficient resources in the School to deliver a high quality standard of teaching and learning. Teachers would be able to deliver this so long as they were provided with the right level of CPD.

Governors commented on the predicted increase of 27% in energy costs over the next three years. It was noted that the School had recently changed its central heating supply from oil-fired to gas and that this was likely to reduce costs. It was agreed that this figure might be revised but only after sufficient bills had been received to inform forecasting.

Governors noted that ongoing monitoring and re-evaluation of the budget would be required as the circumstances at the School changed, for example in the event of staff resignations. Notwithstanding this, the Interim Headteacher and the Finance Governor confirmed that they considered the budget to be sustainable.

See Confidential Part 2 Minute

Contingency Funding: The Clerk advised of changes to the applications process for bids for funding from the LA Contingency Fund. From 1 April 2017, there would be only one panel meeting, rather than four as in previous years, to consider applications which would take place on 5 March 2018.

Capital Funds: Mr Bartlett advised that capital spending for the following year had not yet been reviewed. He would work with the Finance Officer to identify items which would qualify for DFCG funding. It was noted that it might be possible to use capital funding for items currently recorded in the revenue budget, increasing the funds available for expenditure from this budget.

Governors asked if any payment from the LA, in respect of costs arising from the recent data loss, was included in the budget? No payment had been included and the School continued to pursue the matter.

Governors confirmed that they had no further questions and expressed their thanks to the Finance Governor and the Finance Officer for all their work on the budget. The Governing Board approved the Financial Plan for 2017/18. The Interim Headteacher confirmed that the Financial Plan would be

<p>submitted to the Local Authority according to the agreed timeline.</p>	<p>ACTION</p>
<p>6.1.1 Analysis of SEN/ARP Funding for 2016/17 and proposals for 2017/18</p> <p>The analysis remained a Work in Progress which would be completed for presentation to the governing board at its meeting on 21 June. Mr Bartlett had reviewed the funding with the Deputy Headteacher and the Finance Officer and was working to devise a structure which would facilitate tracking. Governors noted that there had been a overspend on SEN expenditure in the previous year. This was primarily attributable to the set up costs of the Additional Resource Provision (“ARP”) and would not therefore be repeated in subsequent years. Governors noted the need to evidence that SEN funding was being correctly targeted to those for whom it was provided.</p>	<p>Clerk - Agenda</p>
<p>6.2 CONSIDERATION AND MONITORING OF CONTRACTS AND LEASES</p> <p>Mr Bartlett reported that the Finance Officer was drafting a full schedule of contracts & leases which would be presented to governors on completion.</p> <p>Governors noted that the BLT had only recently released its brochure of services for the academic year 2017-18. The Clerk would confirm the buy-back deadline to the Chair.</p> <p><i>Post-meeting note: The Clerk advised that the deadline for purchasing for one year was 15 September 2017 if Schools wished to be able to be invoiced termly. Orders received after that date would need to be paid in full at the point of ordering. Schools buying back services for a two-year period would qualify for a 5% discount if their order was placed by 1 July 2017.</i></p>	
<p>6.3 UPDATE ON VOLUNTARY FUNDS OPERATED BY THE SCHOOL</p> <p>Mrs Favager agreed to review and confirm the position of the School’s Voluntary Funds and report at the next meeting of the governing board.</p>	<p>Mrs Favager</p>
<p>6.4- PERSONNEL</p> <p>6.6</p> <p>Governors noted that the Staffing Update (item 6.4), the Performance Management Update (item 6.5) and a report on CPD and Development Opportunities (item 6.6) had all been included</p>	

	in the Report of the Interim Headteacher.	ACTION
	PREMISES HEALTH AND SAFETY	
6.7	PREMISES UPDATE AND CONSIDERATION OF ANY DEVELOPMENT WORKS	
	<p>The Interim Headteacher reported that the heating and boiler works had yet to be signed off to the School. Governors discussed how the situation should be resolved, noting that the heating did not operate effectively throughout the School.</p> <p>The School's Consultant Business Manager, Suzanne Bean, had been liaising with suppliers to resolve these issues when the Interim Headteacher had joined the School. Her contract with the School had ended before the matter was resolved. Mr Neale had some knowledge of the discussions and requested copies of the most recent correspondence between Ms Bean and the supplier so that he could progress the matter. The Interim Headteacher and the Chair would forward all relevant correspondence to Mr Neale and Mr Simpson.</p>	Interim Headteacher/ Chair/ Mr Neale
6.8	HEALTH AND SAFETY INSPECTION	
	<p>The Interim Headteacher would arrange to carry out the annual Health & Safety Audit with Mr Simpson during the next half term. The Clerk advised that further information regarding the Health & Safety Audit would be published in Schools Bulletin.</p> <p>The Interim Headteacher reported that the School's Risk Assessment folder had not yet been located in order to carry out the Annual Review. Governors confirmed the importance of having up-to-date risk assessments in place to ensure the Health & Safety of all employees at the School. Mr Neale reported that he was aware that electronic copies of the documents had been produced and governors requested that the Interim Headteacher carry out a search of the School's server to see if copies could be located. The Interim Headteacher would also check the memory stick of confidential information which had been passed to her by the previous Headteacher, Mr Woodbridge.</p> <p>The Interim Headteacher had reported on the removal of the metal benches from the playground earlier in the meeting (minute 4 refers).</p>	Interim Headteacher

6.9 ACCIDENT LOG

No accidents had been reported.

7 STAFF DISMISSAL/STAFF DISMISSAL APPEALS/ EMPLOYEE GRIEVANCE/ PAY REVIEW APPEALS/ REDUNDANCY/ COMPLAINTS/ PUPIL DISCIPLINE COMMITTEES

Employee Grievance Committee: The Employee Grievance Committee had met and the matter was now concluded.

Staff Dismissal (Conduct and Disciplinary): The Committee, comprising Mrs Favager, Mrs Wright and Mr Weaver would meet on 22 & 23 May.

See Confidential Part 2 Minute

8 REPORTS OF WORKING PARTIES**8.1 Estates Working Party**

The Working Party had not met since the last meeting of the governing board.

8.2 Finance Working Party

The Finance Working Party had met to scrutinise the School's draft Financial Plan in preparation for its approval by the governing board.

8.3 Website Working Party

The Website Working Party had not met.

8.4 Academisation Working Party

The Working Party continued to investigate potential sponsors for academy conversion. *See Confidential Part 2 Minute.*

9 DELEGATED REPORTS – GOVERNORS**9.1 REPORT OF CHAIR**

The Chair reported on actions taken under emergency or delegated powers as follows:

- a recruitment process had been set up following the

resignation of the Deputy Headteacher. Governors ratified the formation of a recruitment panel comprising the Chair, the Interim Headteacher and Mrs Wright;

- the Chair had met the new Director of Education at Buckinghamshire County Council. A number of topics had been discussed, including compensation for the recent data loss;
- the Chair had been in discussions with the Chair of Governors at West Wycombe School regarding the release of the Deputy Headteacher for one day per week following the half term break;
- *See Confidential Part 2 Minute*

9.2 REPORT OF DEVELOPMENT GOVERNOR

The Development Governor, Mr Fischer, had circulated an analysis of the results of individual governors' skills audits prior to the meeting. The audit was in a new format of 45 skills and competencies based on the new Governance Framework. As recommended by the National Governance Association, the audit had been completed by governors who were not members of staff as those who held the School to account, although an audit of the full governing board would be carried out at a later date.

Governors noted that Mr Neale, Mrs Favager and Ms Bailey would all be leaving the governing board at the end of the academic year due to other commitments. This would result in the loss of some key skills on the governing board and planning would be required to ensure that these were replaced. The Development Governor and the Chair would evaluate what skills were required in assessing potential candidates for the vacancies.

The Development Governor reported that the board was good or strong in 80% of areas identified in the audit, with 20% requiring some improvement. He had reviewed the audit in light of the resignations and reported that it produced similar results. Key areas for succession planning had been included in his report, which had been circulated to all governors before the meeting. Governors agreed that the governing board self-evaluation and Action Plan should be an agenda item for the July meeting of the governing board. The Development Governor invited comments or suggestions from all governors on the audit.

Governors noted that all BLT courses would now be held at the Learning Campus at Green Park. This was not a convenient location for governors at the School, particularly for those attending evening courses. Governors would consider whether or

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19 July**

not the training package from the BLT should be bought back in light of the changed venue.

8.50 pm: Ms Preston left the meeting

Whole Governing Board training had been arranged and would take place on 6 June 2017, focussing on Safeguarding. All governors were encouraged to attend, to ensure that a culture of safeguarding was fostered. The Chair reported that governors from Loudwater School would attend the training, offering a further opportunity for sharing experience and best practice.

9.3 SEND GOVERNOR

The SEND Governor, Mrs Wright, reported that she would meet the Deputy Headteacher the following week to discuss SEND and Equalities provision in the School.

9.4 SAFEGUARDING GOVERNOR

The Safeguarding Governor, Mrs Sheddick, referred governors to the information contained in the report of the Interim Headteacher (minute 4 refers).

A full report would be provided at the next meeting.

9.5 EQUALITIES GOVERNOR

As noted above, the Equalities Governor, Mrs Wright, would visit the School the following week (minute 9.3 refers) and would review the Equalities Policy with the Deputy Headteacher. The Equalities Statement and Objectives had been approved and the Equalities Governor would confirm that they had been uploaded onto the School's website.

**Equalities
Governor**

9.6 PUPIL PREMIUM GOVERNOR

An update on the School's PP provision had been included within the report of the Interim Headteacher (minute 4 refers).

The Pupil Premium Governor would provide a report at the next meeting of the governing board.

9.7 GOVERNOR MONITORING VISITS

Governors had discussed the visit of the PSHE Governor, Dr Adnan, earlier in the meeting (minute 4 refers).

ACTION

The Sports Premium Governor, Mrs Legg, had circulated her report to governors prior to the meeting. Mrs Legg noted the renewed enthusiasm of pupils for P.E. and that she had received a number of approaches from parents who might be able to offer sports courses to pupils.

Governors noted that the next Governors in School day would take place on 21 June and would be followed by a governing board meeting at 4.00pm. Oral reports of the day's visits should be given at the meeting. Governors discussed the focus of the day and agreed that they should focus on understanding the curriculum.

10 OTHER MATTERS

10.1 POLICY REVIEW

10.1. Policy Schedule

- 1** The Policy Schedule remained a Work in Progress. Mr Weaver would update governors on the progress of the Schedule in due course.

**Mr Weaver/ All
governors to
note**

10.1. Approval of Policies

2

The following policies had been drafted for approval and would be circulated to governors following to the meeting:

- Staff Code of Conduct
- Child Protection Policy
- Marking Policy

Governors agreed to adopt the policies subject to review and would circulate any comments to the Interim Headteacher and all governors.

The following policies were deferred for approval until the next meeting of the governing board:

- Disruptive Visitors Policy
- Appraisal Policy

Clerk - Agenda

10.2 DATES AND TIMES OF FUTURE MEETINGS

The following dates and times of future meetings had previously been agreed:

<p><u>Summer Term 2017:</u></p> <p>21 June 4.00 pm with visits during the day</p> <p>19th July 7.00pm</p> <p>The Chair reminded governors of the presentation by the Diocese of Oxford which would take place at 6.00 pm on 13 June.</p>	<p>ACTION</p> <p>All Governors to note</p>
<p>10.3 IN-SERVICE TRAINING DAYS 2016/17</p> <p>Governors noted the following dates which had been specified by the Local Authority for in-service training for 2017/18:</p> <p>Monday 4 September 2017 Tuesday 5 September 2017 Wednesday 3 January 2018</p> <p>Governors would approve two additional school-specific in-service training dates before the end of the academic year.</p>	<p>Clerk - Agenda</p>
<p>11 ANY OTHER BUSINESS</p> <p>The Interim Headteacher reported that the uniform policy on the School's website did not include the wearing of ties. Governors agreed that the policy on the website should be amended to ensure that it was correct.</p> <p>The Interim Headteacher proposed that the School should close at 1.00pm on the last day of each term rather than the current time of 2.15pm. This was in line with other schools and would allow staff the opportunity to have lunch together and arrange timetables for the following term before leaving for the break. Governors noted that this would provide a useful opportunity for staff and agreed that the School should close at 1pm on the last day of each term. This would take effect from the Autumn Term 2017.</p>	
<p>12 EVALUATION OF MEETING</p> <p>Governors reflected upon how the meeting had impacted on improved outcomes for children, noting the importance of provision for CPD and training in the budget and the focus on strategies for teacher recruitment.</p> <p>Governors confirmed that the meeting was conducted in an</p>	

ACTION

open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Body would have access to these minutes with the exception of any Restricted Confidential Minutes.

9.10 pm – Mrs Martin left the meeting

13 CONFIDENTIAL ITEM MINUTES AND REVIEW

See Restricted Confidential Part 3 Minutes.

The meeting closed at 9.20 pm.

Signed..... Date

CHAIR