

THE WHITBY HIGH SCHOOL



**PART 1 MINUTES
OF THE STUDENT LEARNING & WELLBEING COMMITTEE MEETING**

Date	Wednesday 8th March, 2017 at 4:45pm	
Venue	The Whitby High School; School Direct Office	
Present:	B Heeley J Falloon C Hibbert P Lewis C Palmer	Headteacher Parent Governor Co-opted Governor (Chair of SL&W) Partnership Governor Staff Governor
Apologies:	G Morris D Pickering	Co-opted Governor Co-opted Governor
Absent:	None	
In attendance:	N Saunders A Claydon H Chambers E Barford H Hill S Gray	Clerk to Governing Body Co-opted Governor (observing) Associate Governor (Currently Out of Office) Deputy Headteacher Assistant Headteacher Deputy Headteacher

The meeting met its quorum (4 governors) and commenced at 4:55pm
Carole reported that Mr Gray needed to leave by 5:40pm and requested that the order of the agenda items are moved to accommodate, this was agreed.

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion:	Carole Hibbert (chair of committee) welcomed everyone to the meeting. Chair apologised for the late start of the meeting, but this was due to the late running of the preceding L&M meeting. Nigel Saunders, the new clerk, was introduced to the committee members and the committee members introduced themselves to Nigel Apologies had been received from Gillian Morris – unable to attend due to governing body meeting at her school. Apologies had been received from Darryl Pickering – unable to attend due to parents evening at his school. Governors were asked if they accepted the apologies. Darryl had also wanted it to be recorded that he had not attended any meetings in this academic year due to confusion over committee membership, which had now been resolved.
Decision:	RESOLVED: Governors accepted the apologies of the above named governors.

AGENDA ITEM 2	WELCOME NEW PARENT GOVERNOR
Discussion:	Ms Jemma Falloon was elected to the Governing Body on 1 st February, 2017 and has joined the Student Learning and Wellbeing Committee. Jemma was welcomed to the meeting.
Decision:	RESOLVED: Jemma was welcomed to the committee.

AGENDA ITEM 3	DECLARATION OF PERSONAL & PECUNIARY INTEREST
Discussion:	Governors were asked if there were any new declarations of personal or pecuniary interests.

Decision:	RESOLVED: There were no new personal or pecuniary interests		
AGENDA ITEM 4	ASSOCIATE GOVERNOR		
Discussion:	Helen Chambers Associate Governor term of office ended in January 2017. Helen would like to continue as an associate governor. It was agreed that this would have to be approved at the next FGB meeting. Helen was allowed to remain at the meeting as an observer.		
Decision:	RESOLVED: It was noted, but would be discussed at FGB.		
ACTION 4.1	What: Associate Governor item to be on FGB agenda	Who: Clerk	When: Spring FGB

AGENDA ITEM 5	DECLARATION OF AOB		
Discussion:	Chair requested that admissions should be discussed as part of "In Year Transfers (item 14) – agreed. Chair requested that Child Protection and Safeguarding Policy should be discussed as part of "Policy/Procedure Review/Approval" (item 20) – It was agreed that this had been received too late for governors to fully read. It was noted that there were only two changes. Governors were asked to read the policy after the meeting and the clerk was asked to put it on the next FGB agenda.		
Decision:	RESOLVED: No items to be discussed under AOB.		
ACTION 5.1	What: Governors to read the Child Protection and Safeguarding Policy before the Spring FGB	Who: Governors	When: Spring FGB
ACTION 5.2	What: Child Protection and Safeguarding Policy to be put on Spring FGB Agenda	Who: Clerk	When: Spring FGB

AGENDA ITEM 6	PART 1 MINUTES OF THE LAST MEETING (23rd November 2016)		
Discussion:	The part 1 minutes had been circulated before the meeting and governors were asked to report any required corrections.		
Decision:	RESOLVED: The minutes were agreed to be an accurate record of the meeting and chair signed the minutes.		

AGENDA ITEM 7	MATTERS ARISING FROM LAST MEETING		
Discussion	<p>7.1 - Review of the School Social Media Policy to be undertaken – H Hill – Spring Term – Complete it as agenda item 20.</p> <p>12.1 – SEND update to be added as a standing agenda item to this Committee – Clerk – Spring Term – Complete it is agenda item 16.</p> <p>12.2 – EHC provision to be investigated and reported back to Governors – S. Gray – Spring Term – Complete it is agenda item 17</p> <p>12.3 - EHC investigation outcome to be itemised for Spring meeting – Clerk – Spring Term – Complete it is agenda item 17.</p>		
Decision:	RESOLVED: The matters arising will discussed under their allocated agenda item.		

AGENDA ITEM 13	ATTENDANCE – (Brought forward in Agenda)		
Discussion	Mr Gray circulated a tracking report on Attendance, Behaviour and Punctuality for 2016-17. The current attendance record is 94.4%, which is 0.5% down on last year. School are concerned about the attendance of two years, year 11 (which is always a low attendance		

	<p>year) and Year 7. Year 7 is better than other year groups, but it is 1% lower than normal at this time of year. The following things are being done to address attendance levels;</p> <ol style="list-style-type: none"> Rewritten the Attendance Policy House Leaders are focussing on attendance; they are doing a lot of chasing up with Family Support Officer. Possibly expanding the Call Home process. The Schools based Welfare Officer is doing a lot of good work with year 7. Transition for next year will be looked at, with focus on year 6 parents whose children have attendance issues. Newsletter to be sent home to parents which will include a cut-down parent version of the Attendance Policy. <p>Persistent absence is now recorded if attendance is between 85 and 90%, previously it was 90-95%.</p> <p>However low level absence also a concern as 1000/1330 (75%) have had one day off so far this year.</p> <p>Governors were asked if they had any questions.</p> <p>Comment – Parent Governor said that it was good when they get e-mails to inform them that their child was late. This has led to pupils reminding other pupils that they should be heading off to a class.</p> <p>Reply – This is good to hear.</p> <p>Q – Governors asked if the punctuality figures are reliable as there are sometimes issues with pupils being registered late when they aren't.</p> <p>A – There have been issues with the recording of lateness in the past, but these have now been addressed.</p> <p>Q – Governors asked about Parents taking children out for holidays</p> <p>A – Unauthorised absences have increased x3 since the Local Authority Fines were stopped in May. Will need to see how the figures compare with national figures and with other schools in Cheshire West and Chester.</p> <p>Last year EHC attendance was a concern, but EHC attendance has improved and all five have measures in place to assist them with attendance.</p> <p>Q – Governors asked if there were any members of the travelling community at school</p> <p>A – None for the last 2 years.</p> <p>Everyone is working hard to improve attendance.</p>
Decision:	RESOLVED: Mr Gray was thanked for this report.

AGENDA ITEM 20	POLICY / PROCEDURE REVIEW / APPROVAL - (<i>Brought forward in Agenda</i>) – ATTENDANCE POLICY
Discussion:	<p>Attendance Policy</p> <p>The draft attendance policy had been circulated before the meeting and Mr Gray talked governors through the new policy. Key points had been highlighted for the governors. It was noted that since the court ruling in May the local authority are no longer prosecuting as it is not in the public interest. Cases are getting stopped at the Local Authority, so going to attempt to cut LA out of the process apart from for the children who need welfare help. Rather than going via the LA, school will go for raising un-authorized codes and when there are 10 then a fixed penalty notice will be issued.</p> <p>Comment – The local authority incur costs when they take parents to court. If there is now a risk that the courts won't uphold the fine then is it worth going through the process. Perhaps the threat should be removed.</p>

<p>There is one child who has not been in school since 2014. The school has done all it can to get the child to attend and will not put anymore resource into getting this child to school. Governors agreed.</p> <p>Head reported that Wirral Local Authority put children on the Alternative Provision list if they are persistent absentees, Cheshire West and Chester do not do this.</p> <p>Discussion took place as to what action Governors should take about raising concerns about the lack of Local Authority support on attendance. It was agreed that the chair would write a letter to key people in Cheshire West and Chester (Mark Parkinson, Nichole Meardon and Gerald Meehan).</p> <p>Chair would draft the letter and send this to committee members for approval. If members of committee were happy with letter then it would be sent.</p> <p>Governors were asked if there were any further questions.</p> <p>Comment - Chair requested a couple of minor changes, these would be made. Comment - Governors liked appendix 4 which translates attendance % into days off in a school year.</p> <p>Governors were asked if they could approve the policy – this was agreed, but it would need to go to FGB for ratification. Clerk to add to Spring FGB agenda.</p>			
Decision:		RESOLVED: New Attendance Policy was approved, with couple of minor changes.	
Action 20.1	What: Ratification of New Attendance Policy to be put on Spring FGB Agenda	Who: Clerk	When: Spring FGB Meeting
Action 20.2	What: Letter to be written to Mark Parkinson, Nichole Meardon and Gerald Meehan at Cheshire West and Chester about lack of support.	Who: Chair	When: ASAP

AGENDA ITEM 15	SAFEGUARDING		
Discussion:	<p>Mr Gray and Ms Hill gave a verbal report on safeguarding. There have been an increase in cases and this has been like this for a few years. The team are working very hard and they have been commended on a couple of cases. The team have also challenged decisions made if they feel that the decisions made are not in the best interests of the child. The LA escalation process has not been used since the last meeting. The Child Protection and Safeguarding Policy has been changed in a couple of places and governors were reminded to read and review the policy before the next FGB, action item 5.1</p> <p>Governors were asked if they had any questions.</p> <p>Q – Governors asked if school are satisfied in how they are responding to cases. A – Yes</p> <p>Q – Governors asked if there had been any reported cases of FGM. A – No reported cases. Members of staff have had training about FGM. This will also be taught to children in year 7. It was also covered under the PREVENT training.</p> <p>It was agreed that Mr Gray would send the Prevent Training to new governor.</p>		
Decision:	RESOLVED: Ms Hill was thanked for her update and the safeguarding work carried out by the team.		
Action 15.1	What: Prevent Training to be sent to new governor	Who: Mr Gray	When: ASAP

AGENDA ITEM 16	SEND UPDATE
-----------------------	--------------------

Discussion:	<p>At the last meeting it was agreed that the SEND Update would be a standing item on the agenda. Mr Gray reported that he had the report, but had noticed that there were names on the report and wished to hold back on circulation until the names had been removed. Mr Gray said that there was nothing in the report that required urgent attention. He would send the report out to the committee once the names have been removed along with a letter of endorsement from advisory teacher that had been received.</p> <p>Q – Governors asked about effect of staffing levels post restructuring. A – 3 staff down due to restructuring and 7 down overall due to children leaving.</p> <p>Q – Governors asked if it was working well A – Yes it is working well</p> <p>Q - Governors asked if a walk-a-bout could be arranged A – Yes, this will be possible, probably after Easter.</p>		
Decision:	IN PROGRESS: Governors to read report and letter when received.		
Action 16.1	What: March 2017 SEND Report and endorsement letter to be sent to governors	Who: Mr Gray	When: ASAP
Action 16.2	What: Governors to read SEND Report and endorsement Letter	Who: Governors	When: ASAP
Action 16.3	What: Governor Safeguarding Walk-a-bout to take place	Who: Mr Gray	When: Summer Term

Part 2 Discussion – Student Discipline

AGENDA ITEM 8	PUPIL PROGRESS AND ATTAINMENT
Discussion:	<p>Mr Barford circulated two reports at the meeting;</p> <p>a) KS4 (Y11) Governor’s Progress Update b) KS5 (Y13) Governor’s Progress Update</p> <p><u>KS4</u></p> <p>This year, more than any other year, this is a guess. There is no comparable data and there are three types of result classifications depending on the subject being studied. It is virtually impossible to judge where they are. Progress 8 is also different this year.</p> <p>Q – Governors asked for clarification on the abbreviations used in report. A – EBacc (English Baccalaureate), Open (Non English Baccalaureate), HAP (High Ability Pupils), MAP (Medium Ability Pupils), LAP (Low Ability Pupils), PP (Pupil Premium), HAPP (High Ability Pupil Premium), EHCP (Education Health and Care Plan), CiC (Children in Care)</p> <p>In the new classifications a 5 is a top end C and pass is now grades 9 to 5. Therefore current review is lower than last year actual because middle C and lower C (grade 4) is no longer classified as a pass. It is expected that nationally 35% will achieve a 5 or better (a pass). So figures are not too alarming.</p> <p>Ebacc figures are closer aligned to last year, because it tends to be the more able student that goes in for the EBacc, so less impact from the 9-5 pass classification.</p> <p>There are 62 Pupil Premium children in year 11, of these there are 14 that are classified as High Ability (HAPP) and this is an area that OFSTED are focussing on as nationally they under perform as a group.</p>

Overall believe we are in a better position than last year.

Q – Governors asked how Pupil Premium Students are performing

A – Attainment has gone up and the gap has been reduced from 10.5 to 5.5, which is good.

Q- Governors asked if the pass mark might be dropped if results were low.

A – Exam boards have to maintain mark boundaries (comparable outcomes). Expect there will be some volatility with results.

Q – Governors said that there was a requirement to look at progress and attainment for all years, not just year 11.

A – It would be very time consuming to produce this level of detail for all the years. After a discussion it was felt to be adequate to continue with this level of reporting for KS 4 (year 11), but governors could request a different year group in advance of the meeting or if the school had a concern with a year group then governors would expect that year groups data to be presented to the governors. KS3 (year7,8,9) and KS4 (year 10,11).

Q – Governors asked if all pupils are monitored for progress and if issues found that they are followed up and monitored.

A – Yes they are.

KS5

The data report had been produced by the Head of the Sixth Form.

The data is for the current year 13 and are delighted with the current performance and it should produce good results in the summer. L3VA – Stands for Level 3 Value Added, which is how KS5 is measured.

Attention was drawn to the fact that the A grade group (higher ability) are not making the progress that they should and a lot of work is going on with them to try to improve the situation. It is a small number of students, so hard to get a handle on the reasons. Staff are pitching for A's and A*'s and hoping to raise the students to this level.

There are no comparable figures for Pupil Premium for last year; there are three students in total. They are being monitored on an individual basis.

Q – Governors asked what sort of issues PP children are experiencing

A – They all have different home issues, some are disadvantaged others aren't as PP qualification is from a point in time.

Q – Governors asked if it would be possible to have a Sixth Form Walk-around

A – Yes, will be arranged in the summer term.

Q – Governors asked if all the children in the sixth form are in the correct school.

A – Possibly not, but we have a moral obligation. Support is in place and it isn't always about grades, it is also about preparing them for life outside school. The school is now more brutal about performance than in the past if their issues are work related rather than social.

Q – Governors asked if sixth form is the best place for all the students.

A – For some it is the security that they need. In the last twelve months more study has been seen outside of lesson time, school is building the desire to learn and the study area is being increased.

Q- Governors asked why retention is not at 100%

A – Some schools do have 100%, but a lot of our children leave after year 12 to take up apprentice positions. Governors agreed that if the objective of the student was to get to an academic position where they could then leave for an apprentice position then that should

	be classified as a success.		
	Q – Governors asked if it was true that only 30% of students pass when they resit exam.		
	A – Yes		
	Governors were asked if they had any further questions, there were no further questions.		
Decision:	RESOLVED: Mr Barford was thanked for the very thorough reporting and explanations.		
Action 8.1	What: Sixth Form Walk-around to be organised.	Who: Mr Barford	When: Summer Term

AGENDA ITEM 9	PUPIL PREMIUM UPDATE		
Discussion:	The head reported that all of Pupil Premium was being looked at. The focus at the moment is on year 7 and year 8. A report will be produced. Raise Online and the person administrating the intervention are consulted. Progress/attainment in Maths, English and Science are measured. The results in Science have been stunning. Live data, EFE toolkit, guidance from DFE, pupil premium champions are used for academic side. Pastoral Staff and House Progress Managers (HPM's) are crucial for the wellbeing side of things. If issues with one child the whole process is looked at. The school are also looking at using a literacy online package called LEXIA, currently looking to see how to develop its use.		
Decision:	RESOLVED: Governors asked Head to thank Lisa for her report and requested similar report for next meeting.		

AGENDA ITEM 10	CURRICULUM FOCUS		
Discussion:	The discussion would be on Year 9 Curriculum and options.		
	<u>Options</u>		
	Mr Barford circulated a report that showed the take up of subjects in year 10 for 2014,15,16,17. For the last set of options the governors had approved the removal of one option line for year 9, so that more time could be given to selected subjects. As expected there were some subjects that increased take up and others that had a reduced uptake. A drop of 15% was expected. History increased by 50%, when it was expected that increase would be evenly spread with geography.		
	Q – Governors asked why history had been so popular		
	A – Thought to have been due to staff, history has a lot of new young staff with fresh ideas.		
	Q – Governors asked what ability are the children who have selected history, as in the past it has been a low performing subject.		
	A – Believed to be the more academic children, but agree that school will have to closely monitor the situation next year. It is a different department, so performance is expected to be better.		
	Q – Governors asked if gender influences the selection.		
	A – It does in specific subjects. Some are exclusive to male or female. It is less obvious in the bigger subjects.		
	Q- Governors asked what will happen to the subjects that have low numbers.		
	A – The subjects will not run if they have very low numbers, conversations with the students will need to take place. Philosophy and Ethics has to run for legal reasons, even if there is only one student.		
	Product Design suffered a big drop; previously it had been a very popular choice. This creates a problem.		
	ICT suffered a big drop; media studies has taken some of them and believe that the		

European Computer Driving License (ECDL) may have meant that some students felt that they would get the level of ICT from ECDL, so didn't feel they needed to study ICT as stand-a-lone subject.

There is a worry that this has narrowed the curriculum.

Year 9 Curriculum

Mr Barford circulated the existing Y9 model for 2017/18 and a proposed Y9 model for 2017/18. The existing model and proposed model were then explained to governors.

In the proposal;

Art will be a separate subject and every child will take it in year 9.

With the other subjects students will be allowed to specialise earlier and this would mean they would have six lessons per week for their chosen subject.

This would give children a chance to exercise choice and they would be able to certificate at the end of year 9. The heads of departments cannot see many negatives and it would be good for children to get a qualification two years early. If students aren't ready for an exam at the end of year 9, they will not be put in for it. It will also allow them to study a subject in depth that might not be available for them in year 10.

Comment – Governors felt that it fitted in with KS3 not really being a stage, but a preparation for GCSE. It will give them a chance to get an early qualification (BTEC or GCSE) and this would allow them to concentrate on main subjects in later years.

Also gives the technical departments a chance to work with them in year 9; so might encourage them to take other technical courses in year 10.

Q – Governors asked if this was a direct response to Coasting Schools

A – No, it is about choice rather than results. School is only judged on EBAC subjects.

Q – Governors asked what would happen if none of the subjects appealed.

A – They would still have to do one and they would have to do it in more detail, so they might not like it. Will give students a preferred choice of 1, 2 and 3 to try and reduce this effect.

Q – Governors asked what would happen if student couldn't get first choice

A – This could be an issue and will need to see how the choices come out.

Comment – Chair said that if adopted the first year would have to be closely monitored. It would mean that year 9 would remain interested rather than doing a subject that they are likely to give up when they make option choice.

Q – Governors asked how many subjects the students would choose.

A – one

Q – Governors asked if high achievers would want to do it.

A – Believe they will as it will allow them to focus on one subject in greater depth.

Q – Governors asked if career advice would be given any earlier.

A – No, career advice will take place at same time as pupils will still have the same option choices in year 9.

Q – Governors asked if members of staff are positive.

A – Yes, they relish being able to teach children who are keen on the subject and who want to take it to a higher depth.

Governors were asked for their views, generally felt it was a good idea, though concerns were raised that it might be too early for this choice and that career guidance should be brought forward. It would also need to be presented to parents and it was suggested that a letter would need to be sent to parents with an explanatory booklet.

	It was proposed that the new year 9 model should be accepted for 2017-18. All governors agreed.		
	Any issues with new model will be reviewed at subsequent meetings.		
Decision:	RESOLVED: New Year 9 Model Approved		
ACTION 10.1	What: "New Year 9 Model" will be a standing item on Agenda.	Who: Clerk	When: Summer SL&W

Head left at 6:50pm to attend HeadTeacher Conference.

AGENDA ITEM 11	REVIEW SCHOOL IMPROVEMENT PLAN		
Discussion:	This was discussed at the L&M meeting and head reported that it is work in progress and there will be a requirement for governor input into the School Improvement Plan via an Away Day. This will be on the FGB Agenda.		
Decision:	IN PROGRESS:		

AGENDA ITEM 12	CHILDREN IN CARE		
Discussion:	Ms Hill reported that the Annual Report for Governors had been issued earlier in the year. There are 12 children in care at the moment (10 in Chester West and Chester, 2 in Wrexham). This is a high number for a secondary school. 2 of these are on Child Protection Plans. There are 5 in year 11, which is a significant number. 3 of these 5 are not on target, but they do have a lot in place to help. However one of the children hasn't been in since October. Feeling unsupported over one of the other children as having to be tutored in the library for 3 hours a day via resource from the educational network. Children in Care pupils are on pupil premium plus, so biggest cost is that PP+ is not available for welfare or emotional well-being. It is important to remember that success is not only measured on performance. Governors asked if there were any questions, there were no questions. Ms Hill was thanked for her thorough report.		
Decision:	RESOLVED: Ms Hill was thanked for her detailed update		

Angela Claydon left at 7:12pm. Four governors remain, still quorate.

AGENDA ITEM 14	IN YEAR TRANSFERS		
Discussion:	<u>In Year Transfers</u> Ms Hill reported that there had been 18 in year transfers and 24 had left. Lost some to other local schools and lost 4 high achievers to Upton. It is a concern losing pupils. Further discussion documented in part 2 minutes. <u>Admissions</u> Ms Hill reported that 489 opted for the school. 280 have been offered a place and there are 30 on the waiting list. The school will lose some once the Grammar Schools have held their appeals; also have another 2 weeks to confirm places. Please also see part 2 minutes		
Decision:	RESOLVED: Action documented in part 2		

AGENDA ITEM 17	EHC INVESTIGATION		
Discussion:	Ms Hill reported that this is the Education Health Care plan report and Mr Gray will circulate once the names have been removed.(Action 16.1)		
Decision:	RESOLVED: No further action, covered under item 16.		

AGENDA ITEM 18	REVIEW EQUALITY INFORMATION AND OBJECTIVES		
Discussion:	The clerk reported that there is a requirement to review equality information and objectives once a year. Nobody at the meeting had the information to hand, so it would be carried over to next meeting. The clerk would also clarify as to what is required. It may be that the school knows it by another name.		
Decision:	ON GOING: Carry forward to next meeting		
Action 18.1	What: Clarify what is required	Who: Clerk	When: Summer SL&W

AGENDA ITEM 19	AGREE CURRICULUM PLANS		
Discussion:	This was discussed under item 10.		
Decision:	RESOLVED: No further action, covered under item 10.		

AGENDA ITEM 20	POLICY / PROCEDURE REVIEW / APPROVAL – (Remaining elements)		
Discussion:	School Social Media Policy – This is being re-viewed by member of staff before being presented to governors for review. SEND Policy – It was reviewed and new version is to be loaded to the website		
Decision:	ON GOING: Carry forward to next meeting		
Action 20.2	What: School Social Media Policy to be brought to Governors for review.	Who: Mr Barford	When: Summer SL&W
Action 20.3	What: SEND Policy to be loaded onto website clearly showing when it was approved.	Who: Mr Barford	When:

AGENDA ITEM 21	GOVERNING BODY HOUSEKEEPING		
Discussion:	<p>Visits</p> <p>There is a requirement for an Away Day to review School Development Plan. Date to be agreed at the FGB meeting. Clerk asked to put this on FGB Agenda. Walk-a-rounds to be arranged. These have been documented elsewhere in the minutes. Governors need to monitor changes. These have been documented elsewhere in the minutes. Governors asked to create reports for any visits to school and these should be sent to Deborah Fields and clerk will include in FGB. Jemma Falloon is to visit school to talk to Mr Austin about DofE.</p> <p>Training Undertaken</p> <p>Governors asked to create reports for any training attended and these should be sent to school office and clerk will include in FGB. Suggested that we also have a shared resource day where governors can share training that they have attended.</p> <p>Training Required</p> <p>Chair will act as a mentor for the new governor.</p>		
Action 21.1	What: Away Day to be put on Spring FGB Agenda	Who: Clerk	When: Spring FGB
Action 21.2	What: Reports of Visits and Reports of attended training to be sent to School Office.	Who: Governors	When: Before each FGB

AGENDA ITEM 22	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
Discussion:	There was no other business to discuss.
Decision:	RESOLVED: There was no other business to discuss
AGENDA ITEM 23	DATE OF THE NEXT MEETING
Decision:	21st June, 2017 at 3pm – This will be confirmed at FGB as don't want them to be on the same day.

Please see part 2 minutes

Everybody was thanked for their attendance and input to the meeting and it closed at 7:35pm