



BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION HELD ON MONDAY 11th DECEMBER 2023 AT 6.00 PM IN ROOM 20, MAIN BUILDING

Present: William Baldwin (Principal), Kirstin Baker (Co-Chair of Governors), Jo Davis (Governor); Alison Mansell (Governor), Mick McLean (Governor), Chris Newson (Governor), Daniel Osorio (Governor – Parent), Neil Perry (Vice-Chair of Governors), Chris Piper (Governor) Simon Porges (Co-Chair of Governors),

In attendance: James Moncrieff (Deputy Principal), Jutta Knapp (Vice-Principal), Alison Cousens (Vice-Principal), Mark Monahan (Assistant Principal), Louise Pennington (GP) and Joanna Griffiths (DfE Immersion Programme)

The meeting was quorate.

Simon Porges chaired the Meeting, but the Co-Chairs introduced the various sections for which they lead (Simon Porges – Q & C Committee, Kirstin Baker – Resources and Audit)

1.1 Apologies and Welcomes

Apologies were received from TJ Brachman, Mia Harrison, Katy Hiles, Paul Lovegrove, Katharine MacVarish, Marcus Palmer, Wilhelmenia Rantala, Jo Redfern-Evans, Jo Usher, Andrew Wright

Welcomes: Joanna Griffiths (DfE Immersion Programme)

The meeting was quorate.

1.2 Membership Matters

Based on the Search and Governance Committee meeting's recommendations, reported by Neil Perry, the Committee Chair, the Corporation considered and passed the following resolutions:

Governors – end of current term of office:

- Chris Piper – extend Governor membership by 2 years, to March 2026, from the 31st March 2024, when his current term ends. Chris Piper will have served 2 terms of 3 years each term, being 6 years in total, by the end of 2024.
- Andrew Wright – to renew membership for another term, when current term ends on 31st March 2024, with a 4 year term of office, ending on 31st March 2028.
- Neil Perry – current term due to end on 31st July 2024 and it was agreed that despite his long service, on the consideration and recommendation of the S & G Committee, that his experience and skill set, would continue to be valuable to the new Co-Chairs of Governors and all other Governors and that he should be reappointed for a further 1 year from 1st August 2024, on an annual rolling basis, subject to review.
- Jo Davis – to extend her current term of office from 31st March 2025 to 31st July 2025 after which she would retire as a Governor.

- Chris Newson – end of office will take place on 31st March 2024 after which Chris Newson, having served 3 terms of 3 years, would retire as a Governor. Thanks were recorded to him for his service and support to the College.
- Sarah Bovill – Audit Committee co-opted Member, end of office due 31st March 2024 – served 15 years – LEP to liaise with Sarah. **ACTION: LEP**
- Kathryn MacVarish – current term due to end on 31st March 2024 – LEP to liaise with Kathryn. **ACTION: LEP**

It was also resolved that Kirstin Baker should be appointed as Chair of the Premises Group with immediate effect.

Neil Perry gave a brief summary of the other S & G Membership matters discussed at the meeting including a focus on seeking replacement skills/experience for those leaving/due to leave in the near future – including finance, audit and legal aspects. The following details were also recorded:

- Deputy Chair of Audit Committee – discussions are underway and a Deputy Chair will be recommended for appointment at the next meeting.
- Consideration was given to whether a second Vice-Chair should be appointed and it was recommended to Corporation that it wasn't necessary at the current time, but would be kept under review as necessary. This recommendation was agreed by Corporation.
- Resources Committee membership – to be kept under review in light of Chris Newson's forthcoming retirement (and as Deputy Committee Chair) and S & G Committee will be seeking interest from other Governors to join this Committee.
- Keep under review option to appoint a Senior Independent Governor (refer EBR recommendations)
- Emergency Governance Committee (set up re Covid and online working during pandemic) – to appoint successors for Sandra Prail and Gill Hampden Thompson – to take forward at March 2024 S & G Committee. **ACTION: S & G/LEP**

It was confirmed that the draft minutes would be circulated to Governors once available. Other S & G Matters will also be covered under item 5.1 below. **ACTION: Louise Pennington**

1.3 Minutes of the last Meeting held on 5th October 2023 (Strategy Event) main and confidential

The minutes were approved and signed as a correct record of the meeting.

1.4 Matters Arising - from 5th October 2023 and 5th July 2023 Meetings

It was agreed that matters arising were included on the agenda, in progress or had been closed. Louise Pennington agreed to update the actions' schedule for the next meeting, subject to one action update recorded in the confidential minutes in respect of the Strategy Corporation meeting held on 5th October 2023. **ACTION: Louise Pennington**

It was resolved to transfer the discussion regarding the October Corporation strategy meeting update to confidential business – refer confidential minutes.

1.5 Declaration of Interests

There were no interests declared.

SECTION 2: STRATEGIC ITEMS

2.1 Principal's Report

William Baldwin introduced his report which was received by the Corporation and the Principal highlighted the following key points as recorded below:

- Governors were reminded that the Principal also provided a verbal report at each Committee Meeting.,
- Metrics noted within the quality section of the report, but it was agreed to raise any questions under the College SAR item below, where further detail was provided.
- Admissions – deadline for priority applications was on Friday 1st December and applications have increased compared to last year by 500 (20% increase). This was recognised as a positive sign in terms of recruitment, but created issues in respect of the College’s site limitation. The category 1 admissions (City) remained stable, with the City outer areas comprising approximately +164 additional applications, and category 3 which are further afield, comprising an additional +260 applicants on last year. SLT has estimated that the current site could cater for 3,750 Students maximum (250 more than the current total, with c150 additional A1 students and 100 A2 students forecast for next year). It was also noted that unlike last year, with the increase in applicants this year, the College will not be able to offer places to all applicants. All Students are invited to interview after which offers are made and SLT are also investigating ways to streamline the interview/enrolment process.
- Capital Bid applications for new building – Governors were referred to the discussions held at the last Resources Committee as recorded in the draft Committee minutes, noting that the new build (to replace the temporary mobile blocks) would cost £10.7M but each capital bid limit is £4M, plus £2M DfE loan option, with only £2m from reserves (£8M total), hence it was recommended that it would be inappropriate to submit a bid application this year as the funding would not be in place even in the unlikely event of a successful bid. Planning permission has been submitted for the project in readiness for when funds do become available. Additional social/study space will be increased via an extension to the canteen, additional social space in the new classroom modular block and the opening of classrooms during break and lunch times. Reference was also made to Jo Redfern-Evans’ pre-meeting question regarding SLT’s thinking on seeking the necessary funding for developing the Student Services area. SLT will also discuss a ‘plan B’ alternative, for a building that doesn’t rely on successful funding bids.
- The importance of increasing student numbers was also noted in light of the need to meet increasing costs including the next nationally agreed Staff pay rise.
- In response to a question from Governors regarding the LSIP funding collectively of £4.6M, it was confirmed that £120K for project 1 and £30K for project 2, being £150K in total – 2 year projects so payments will be received in 2 tranches.
- At this point questions raised by Jo Redfern-Evans were noted regarding attendance being down nationally and mitigating actions being taken. In this regard reference was made at the discussion held (and minuted) at the recent Q & C Committee meeting, noting that the College’s figures were slightly lower than the national average SFC benchmarks (by 2%), based on last year’s figures; and also noting the impact of the wide catchment area for Students, combined with the impact of travel and strike action for those travelling to and from College, on the College’s attendance levels. SLT also explained the processes improved to resolve attendance issues, including guidance teams working more closely with the attendance teams, via fortnightly check ins with Students affected. If attendance drops per Student below the level set, contact is made with parents. A report from the Head of Admissions will also be presented to SLT in January to track intervention measures and impact.

2.2 Student Governors’ Report

In the absence of the Student Governors, reference was made to the comprehensive Student Governors' Report provided at the Q & Committee meeting, as recorded in the draft Q & C Committee meeting minutes.

2.3 – Self-Assessment Report (SAR) and College Development Plan (CDP)

PAPERS:

- a) **Front Cover Sheet**
- b) **Draft SAR 2022-2023**
- c) **College Development Plan 2023-2024**

James Moncrieff referred to the SAR and CDP papers and highlighted the key headline points below:

- Final SAR due to be submitted to Ofsted by the 31 January 2024 deadline, once approved by Corporation.
- Executive Summary for each section – noted.
- Reference was noted to the discussions held at Q & C Committee as recorded in the draft meeting minutes.
- Last year a SAR peer review was established within the S7 Colleges' Group and this demonstrated how comprehensive BHASVIC's document was in comparison to other S7 Colleges, with a focus on both academic qualifications together with other areas including Leadership and personal development. The final version will also include information in respect of Students with High Needs/Plans, which is in the process of being finalised. The final SAR will be shared with Governors prior to the deadline. **ACTION: James Moncrieff**
- The areas where improvements are still progressing were discussed, noting that the gaps were closing regarding Student outcomes, but further work was required.
- 6th Dimensions analysis (value added for SFCs) is the most relevant and useful for BHASVIC and details from this are taken into account in the SAR and the College's other work. James Moncrieff drew attention to the Student performance value added figures, which places the College second within the SFC sector, noting that BHASVIC was non-selective, unlike some other SFCs within the 6th Dimensions' Report. It was also noted that SLT were seeking retention reports from the SFCA for SFCs and SLT will also be making use of the S7 benchmarking information, once all Colleges have shared this information. In conclusion, the College's good retention and value-added levels, were noted by the Corporation, whilst also noting that its value added was slightly lower than the previous year. SLT and Management are reviewing current cohorts and examination papers to identify areas where some Students may need more support per curriculum area. In these areas, the most common issue was that of staffing, with temporary teaching, long-term absence and/or shortage of staff in-year causing some quality challenges and which may also have impacted upon overall performance.
- Reference was made to the amendment made on page 20 of the document – under the self-assessment grades, a contribution to skills needs has been added, which also places the College in a favourable position.
- The Governing Body welcomed the return to the level of high grades achieved in 2019, pre-pandemic and also noted other areas where further improvements were in progress.
- Governors' attendance at the various SARAP meetings (both curriculum and support areas) was noted, and reference was made to the verbal report given to Q & C Committee; a written report will also be drafted and shared with SLT and Q & C/S & G Committee in due course – Spring Term 2023. **ACTION: Chris Piper/Simon Porges**

Thanks were recorded to SLT and all Staff for their work in producing the College SAR.

CDP 2023/2024

- The projects listed in the CDP is fewer and more focused than those of the previous year.
- Good level of responses received in respect of the various surveys circulated this year.
- Reference was made to the College's key documentation, namely the Strategic Plan, the SAR and the CDP (CDP summary in respect of 2022/2023 was presented to the last Q & C Committee meeting in November 2023 for the final review).
- The comments made by Wilhelmenia Rantala, referencing the personal development days with respect to the strengths and areas for development, which were provided by email before the meeting, were noted.
- Sections 2 and 3:
 - SLT drew the following aspects to Governors' attention including the various projects which were underway, noting in particular, attendance which has already been discussed as recorded above, the LSIF project, and work with Citizens UK. Reference was also made to the reorganisation of the area headed up by Alison Cousens and the improvements have been well-received as recorded in the Student survey results.
 - Above work referred to regarding adding value plus enrichment and skills development, noting that capacity had been added and this was also reflected in the progress recorded for the various additional projects.
- Section 4:
 - Estates and admissions – refer to earlier discussions.
 - Digital development and priorities- questions raised by Jo Redfern-Evans (via email received prior to the meeting) and reference was made to page 69, point 36. The following digital headline points were highlighted: admissions process and introduction of Cedar (digitising the application to enrolment process which also provides data for analysis quickly and speeds up the whole process from interviews (which can be online); cyber security – ongoing progress with this and the previous board report was noted, together with the external audit cyber work, which recognised the developments made by the College; regular meetings are held between Mick McLean (Digital Link Governor) and Mark Monahan (Assistant Principal (Digital)); Data Protection training for all Staff is under review; Project in progress reviewing Cloud storage; second year of BYOD (Bring Your Own Device) scheme for students and going forward focusing on giving attention to the College's internet infrastructure and ensuring that all access points are workable for all learners – reference was also made to this at Q & C Committee with feedback also obtained from the Student Governors, who raise the issue of uncertainty regarding which platforms should be used etc – rationalisation of this aspect is currently being worked on with HoF (head of Faculty) and HoD (Head of Department) involvement, from which guidelines will be developed for learning space and consistency in processes across subject areas – Staff training will also be given on Microsoft Tools; SLT strategy has been launched regarding Staff skills development focused upon the requirements for a role rather than generic Microsoft training for all; Communications Policy is being developed to provide clear guidelines for all with guidance on the best platforms to use, together with details regarding other Microsoft products; the College's social media has been progressed with a forward calendar, sharing of culture, ethos and values in more detail;
 - Regarding the various Microsoft options, it was noted that the Microsoft licence has been altered to reflect the College's needs and to take advantage of the products which would be more useful for the College, with a close monitoring of costs and aiming to avoid excessive and unnecessary costs, together with taking advantage of any free elements.

- Governors' queried to what extent the College was able to use AI and in response it was noted that this was being investigated, particularly in light of the fact that larger class sizes, AI's potential to reduce workload for teachers is being explored. Reference is made to this within the quality of education section of the CPD and will be a project (led by James Moncrieff and Mark Monahan) with the aim of supporting Teachers' workloads, in relation to marking and learner resources creation. It was also noted that the DfE and S7 were looking into AI and beneficial options, and use for, Colleges.

Congratulations were recorded to SLT and Staff for work in preparing this document.

Both the SAR and CDP documents were approved by the Corporation.

SECTION 3: QUALITY, CURRICULUM AND GUIDANCE ITEMS

3.1 Quality & Curriculum Committee 13/11/23

a) Minutes of Q & C Committee 13/11/23

b) Items for Noting (papers available on request or refer Committee Team folder)

- **Termly update – Student Governors (oral report – refer minutes)**
- **College Development Plan (CDP) 2022/2023 Final**
- **Qualifications Outcomes Headlines, including areas for improvement**
- **SARAPS Feedback from Governors' validation visits (oral Report from Governors) – UPDATE TO BE GIVEN AT MARCH 2024 MEETING VIA Q & C**
- **Link Governors - termly report (oral) – Skills, EDI and SEND**
- **Risk Assurance - recommended to Audit Committee**
- **Committee self-assessment – deferred from June 2023 meeting – refer minutes**
- **Confidential Reports – Safeguarding and Complaints – refer confidential section below; note Annual Safeguarding Report, Annual Safeguarding Assurance Update/Report on Safeguarding from Designated Safeguarding Lead Governor (including reflections on Safeguarding SARAP) – refer minutes, Annual Complaints Report**

Chris Piper, who chaired the Q & C Committee meeting in November, provided a summary of the key headlines and approvals required and referred Governors to the detailed minutes reflecting the discussions held and actions taken/recommendations given:

- Regarding the qualifications analysis and records, reference was made to the College's website, where information had also been uploaded for all to view, together with comparisons with previous years.
- Link governor updates from EDI Link Governor (Wilhelmenia Rantala), SEND Link Governor (Alison Mansell), Skills Link Governor (Jo Redfern-Evans) and Safeguarding (Andrew Wright).
- Revised Risk Register.
- Safeguarding Report and Policy – noted and recommended for approval.
- SARAPs – good attendance by Governors and a formal report will be presented at the next Q & C Committee. James Moncrieff has included SARAP information within the SAR and CDP. Governors recognised the preparation made by Staff and also noted good examples of ESOL integration and sharing of good practice. Some issues were raised at the SARAP meetings including the pressure upon the College's estates and facilities, class sizes and the fact that the Health and Safety operations have been changed, since the Health and Safety Office resigned. Digital and Bring Your Own Device (BYOD) matters were also drawn to Governors' attention. Governors who hadn't been able to attend any SARAP meetings this year, were encouraged to do so next year where possible.

Thanks were recorded to Chris Piper for his Report.

SECTION 4: RESOURCES/AUDIT/INTERNAL ASSURANCE ITEMS

4.1 Resources Committee 20/11/23

- a) **Draft Minutes**
- b) **i) Front Cover for Annual Report and Financial Statements**
ii) Annual Report and Financial Statements

Items for Noting: received by the Corporation.

- c) **i) Front Cover for Management Accounts for 3 months to 31/10/23 and ii) Accounts**
- d) **Front Cover for ESFA Conditions of Funding and Accountability Agreement**
- e) **i) Front Cover for ESFA Dashboard Financial Health Confirmation and ii) Links to Confirmation and Dashboard**

Other Items for Noting (papers available on request or refer to Committee Team folder):

Termly update on HR Issues (refer minutes) and papers
Audit Findings Report (included for reference with AR and FS) – refer Audit Committee section.
College Development Plan 2022/2023 – Section 4 Leadership and Management
Non-ESFA Income Generation 2022/2023
Premises Update (oral report – refer minutes)
Digital Update including input from Digital Link Governor (plus Action Plan and Cyber Security update)
Sustainability Update
Health and Safety Annual Update including accident management reports.

In the absence of Marcus Palmer, who had submitted his apologies, Chris Newson (Deputy Resources Committee Chair) introduced this section of the meeting and gave the following summary to Governors, referencing the minutes and recommended actions to the Corporation:

- Useful discussions were held in respect of Digital and Premises, noting that Mark Monahan attended his first Resources Committee meeting and gave a detailed and very useful Digital report.
- Key points covered in the Financial papers – Annual Report and Financial Statements - which were approved by the Corporation. **ACTION: JHK, Chair and Principal.** Reference was also made to the Audit Committee business relating to this item including the Audit Management Report considered by the Audit Committee noting that there were no significant recommendations identified by the External Auditors. Thanks were recorded to Jutta Knapp and her team for the thorough work completed in respect of Finance and Audit matters.
- Key figures were highlighted including the deficit before tax of £148K mainly owing to the FRS102 (Pensions) accounting adjustments (£455K) and cash inflow from operating activities, with cash having increased by £915K over the period of the accounts. The College's financial targets and bank covenants have been met except the current ratio, noting also the Staff costs as a percentage of income. Overall, the College has achieved good financial health.
- Management Accounts – included in the papers via a link and Governors were reminded that all Governors are required to have reviewed.
- The budget was updated to reflect the staff pay rise agreed at the October Corporation meeting on strategy, and the Budget was approved by Corporation, noting that the deficit

remained unchanged and that there had been some increased funding (although this did not cover the full national agreed pay rise). **ACTION: JHK**

- Governors' attention was also drawn to the significant variances and the professional fees in respect of the planning application for the 8 modular classroom blocks.
- ESFA Dashboard – noted that the figures for this were submitted annually by the College in the Summer Term and the “good” self-assessment has been endorsed by the ESFA. Governors were reminded that the figures were also available online and if access was not already available, to contact JHK/LEP should Governors wish to view the figures online.
- Non-ESFA income was highlighted and as discussed at the Resources Committee, noting that this contributed only a small proportion of the overall College's income, being primarily from evening language courses, catering and lettings.
- Sustainability – Simon Porges (the Link Governor for Sustainability) attended the Sustainability SARAP meeting and has also met with the Principal and issued a report which was included in the Resources Committee papers. The net zero target of 2030 was brought to Governors' attention, although the challenges to achieve this in light of limited funding were noted and the Students' focus on supporting this was highlighted too.
- Health and Safety Report was reviewed and noted by the Committee.

Jutta Knapp added to Chris Newson's comments above and added her highlights to the various papers which had been considered at the recent Resources Committee meeting, referencing the draft Committee minutes.

RESOLVED: The Corporation approved the revised budget for 2023/2024 and the Annual Report and Financial Statements.

Thanks were recorded to Chris Newson for his Report.

4.2 Audit Committee 23/11/23

- a) Draft Minutes**
- b) i) Front Cover for Report and
ii) Audit Committee Annual Report**
- c) i) Front Cover for Report
ii) Audit Management Report including Audit Findings
iii) Letters of Representation (financial statements and regularity)**
- d) i) Front Cover for Regularity Audit Framework Questionnaire and
ii) Questionnaire**
- e) i) Risk Management Front sheet and
ii) Risk Register and Assurance Map
iii) Risk Management Policy**

Items for Noting (papers available on request or refer Committee Team folder).

- **Committee Members to raise questions and discussion Audit Matters in the absence of management (oral – refer minutes)**
- **Internal Audit Reports – Audit Annual Report**
- **Update on Audit Recommendations**
- **Fraud Report (oral – refer minutes)**

Jo Davis, Chair of Audit Committee presented the various documents for approval and noting to the Corporation and recorded the following, approving the items listed as per 4.2 a - e:

- Audit Findings Report – approved by Corporation.
- Attention was drawn to the audit findings key points and noting that there were note areas of concern raised by the auditors, who issued a clean audit report. One minor suggested revision to reflect a policy update, was noted.
- Thanks were recorded to Jutta Knapp and her Finance Team.
- The ONS (Office for National Statistics) reclassification of FE and SFCs: this was reported to have been handled well by the College, noting also the change of auditors from RSM to Alliotts for this year.
- Letters of Representation for the financial statements Audit and Regularity Audit – approved by Corporation
- The content of the Regularity audit framework questionnaire was endorsed, noting that the Chair and Principal would sign this prior to submission.
- Risk Register and Risk Management Policy – approved and the positive feedback received from each of the Committees on the new format and content, initiated as a consequence of the recent External Board Review, was recorded.

SECTION 5: GOVERNANCE ITEMS

5.1 Search and Governance Committee 11/12/23

Minutes to follow – noting that the meeting had been held immediately prior to the Corporation meeting.

Neil Perry provided a summary of the business discussed and sought approvals for the items listed below.

Items for approval:

- a) Governance Self-Assessment Report and Action Plan (2 documents)**
- b) Link Governor Role Descriptions i) EDI and ii) SEND**
- c) Confidential Business annual review (minutes/papers) via S & G**
- d) AoC Code of Good Governance (COGG) – action plan progress report**
- e) Final version of new AoC COGG seen in draft and final version unchanged**

Thanks were recorded to Governors for completing the various annual forms.

The Corporation approved the above items, on the recommendation from the S & G Committee.

Items for Noting (papers available on request or refer Committee Team folder)

- **Governing Body Self-Assessment (Committees, Individual Governors and SLT feedback)**
- **Chair and Vice-Chairs' Performance Review feedback (VC only)**
- **Governors – Attendance**
- **Governors – Skills Audit**
- **EDI Governors' questionnaires – responses/DfE/ESFA – Workforce Governor Data Collection for FE and SFCs**
- **Governor Training Records (including SARAPS (To be added) and events, plus links visits if any)**
- **Corporation expenses**
- **Annual Report on College Policies delegated to the Principal (or SLT)**
- **Meeting Papers' Record of Pack Size 2022/2023 and 2021/2022**
- **Annual Returns Schedule**
- **Financial Statements – governance statement and excerpt related party transactions (Refer Annual Report and Financial Statements)**

- Risk Assurance (refer Audit Committee papers)

The above papers were noted by the Corporation. **ACTION: Louise Pennington**

CONSENT AGENDA

SECTION 6: POLICIES AND OTHER DOCUMENTS

The Chair informed Governors that no notifications from Members had been received requesting discussion or raising questions regarding any item included within this section and it was resolved to take all items as read and for approval.

6.1 Safeguarding and Child Protection Policy - approved

Papers: Front sheet and Policy (link)

6.2 Annual Remuneration Report (via Remuneration Committee) – approved.

SECTION 7: OTHER MATTERS

7.1 – Any Other Business – None.

7.2 – Date of Next Meeting: Wednesday 27th March 2024 at 6.00 p.m.

SECTION 8: Confidential Business

8.1 – Confidential Minutes and Papers

a) Corporation Minutes 5th October 2023 – confidential

The draft minutes were approved and as there were no questions from External Governors or matters arising, it was agreed that all Governors should remain during this part of the meeting. The Chair was authorised to sign the Minutes on behalf of Corporation. **ACTION: Chair/Clerk**

b) COMMITTEES:

i) Remuneration Committee 30/11/23 – MINUTES CIRCULATED TO EXTERNAL GOVERNORS ONLY – the recommendations therein were approved by the Corporation.

- SPHs’ PDRs and Remuneration (note papers included at Remuneration Committee for this item: SPH Remuneration Policy/Procedures, PDR Policy/Procedures, SPH Salaries History, SPHs PRDs, Remuneration Analysis from SFCA Data Survey)
- Expenses – SPHS available on request and refer minutes
- Annual Committee self-assessment - refer minutes
- Committee terms of reference – refer minutes - unchanged)

ii) Search and Governance Committee 11/12/23 – to follow

iii) Quality and Curriculum Committee 13/11/2023 - noted.

8.2 Matters Arising

8.3 Annual Report on Safeguarding via Q & C Committee – noted.

8.4 Annual Complaints Report – via Q & C Committee – noted.

8.5 Any Other Business (Confidential) – None.

Meeting closed: 7.30 p.m.

Chair

Date