



BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE

MINUTES OF THE MEETING OF THE CORPORATION'S RESOURCES COMMITTEE HELD ON MONDAY 20th NOVEMBER 2023 AT 6.00 P.M.

IN ROOM 538, TOP FLOOR, ELMS BUILDING

Present: Kirstin Baker (Co-Chair of Governors), William Baldwin (Principal), Mick McLean (Governor and Digital Link Governor), Chris Newson (Governor and Deputy Committee Chair of Resources), Marcus Palmer (Governor and Chair of Resources), Jo Usher (Support Staff Governor)

In attendance: Jutta Knapp (Assistant Principal), Livvy Birney (HR Manager) – until the end of item 2.1), Mark Monahan (Assistant Principal (Digital and Communications) and Louise Pennington (Clerk)

1.1 Apologies and Welcomes

Apologies: None

Welcomes: Kirstin Baker (Co-Chair of Governors), Mark Monahan (Assistant Principal (Digital and Communications) and Livvy Birney (HR Manager)

1.2 Minutes of the last Meeting held on 19th June 2023

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

1.3 Matters Arising

It was agreed that matters arising detailed in the action log were included on the agenda, in progress or closed.

1.4 Declaration of Interests

There were no declarations received, apart from those already disclosed in the Governors' registration and declarations of interest/and related party transactions as recorded in the Annual Report and Accounts.

1.5 Principal's Update

William Baldwin gave the following update to the Committee.

Student Numbers

As you will know we hit our enrolment targets overall, although were slightly down for A1s who had a lower conversion rate from Cat 3. We have also met our funded target (students here after 6 weeks) and have grown by 125 students on last year.

Funding – and refer budget item

The additional 2.5% uplift announced at the end of the summer term was enough to allow us to pay a 6.5% pay award (even though this wasn't fully funded). It also meant we could withdraw our staffing efficiency and timetable consultation (at least for now) which looked at extending contracted teacher contact time. We have also heard that will receive in-year growth funding for 25 of the additional 125 students we've recruited which is around £120k that wasn't in the budget and can be added as a positive variance.

Class Sizes

The cap on class sizes was increased to 23 this year (and will rise again to 24 next year). This has increased our average class size, but is not something that has impacted equally across all courses.

Teachers report that it isn't so much the additional body in the room that causes workload, it is the assessment and support that does (marking, data entry, parents evenings etc). We're confident it won't impact noticeably on quality but ultimately it is asking people to do more for the same. There is a variation in class size between courses, so some Teachers have experienced more significant increases eg from 17 to 22 Student numbers. Details were raised and discussed at the various SARAP meetings, particularly in respect of additional Staff workload. Staff have recognized the need for improved efficiency and pressure upon the budget, without the need to then seek alternative cost savings via other means.

National Politics

The party conference season saw a lot of mention of colleges. Rishi Sunak announced the 'Advanced British Standard' which (if they retain power) is ten years in the making. There is a lot to like about it – more breadth, more hours and increased equality of qualifications – and it is important to push these principles to all parties. The Conservatives are stuck fast to the defunding of BTECs, which will impact on our curriculum provision. Although Labour have said they will pause and review this, depending on the date of the next election, we may be too far down the road to undo some of the changes. This is high on the risk register and will be re-visited at the Spring Term Committee, especially in respect of BTECs' removal and changes and impact on curriculum provision. **ACTION: James Moncrieff**

The FEC advisory group, of which William Baldwin is a member, has been feeding into DfE discussions shaping the new ABS qualification proposed above. There will be a consultation on it in the New Year.

SARAPS

We have completed the majority of SARAP validation meetings now – many thanks to Governors who came to these. Outcomes from these will feed into the overall College Development Plan which will be seen at December's Corporation meeting. Thanks were recorded to Governors for attending various SARAP meetings and noting that a report will be going to Governors next term.

Estates

We have applied for planning permission for a new Student Services building to replace the modulars on the north west of estate. As part of this we have also sought permission to include a new modular block on the outdoor multi-use sports pitch to help accommodate the increasing demographic growth coming this way. We are unsure whether to submit a CIF bid. The maximum available per College is £4M which is less than the College would need for its proposed project and owing to the ONS reclassification FE Colleges may no longer borrow commercially.

Digital

The Cybersecurity Audit now has three outstanding red areas (compared to the 18 initially flagged) so good progress is being made. Mark Monahan has been a fantastic appointment and is bringing additional insight and expertise into this area. Reference was made to the Digital Update on the agenda – refer minutes below.

Oxbridge Admissions Tests

You may have seen stories in the press that these were a complete shambles and they did impact on BHASVIC students. The University's digital platform was not sufficiently robust and led to multiple problems and poor communications on what to do next. As a result, the majority of subject entrance tests will not be used as part of the selection process this year. Oxford has apologised for this. This has been particularly harsh on students owing to the significant preparatory work required, combined with unnecessary additional stress.

LSIF

The Local Skills Improvement Fund bid from FE Sussex has been successful (announced last week) which means as colleges we will share £4.6m over two years. BHASVIC will benefit from capital investment in digital technology to aid teaching and learning. This will be manifested in new technologies especially around teaching and virtual/augmented reality and other reality and second project and the College will also aim to look at how education providers in certain sectors of employment work together, with Alison Cousens leading on this project. The recent Q & C Committee meeting was also informed of this development.

Royal Visit

As you may know, Prince Edward visited the college in October to look at our inclusive Duke of Edinburgh Awards' provision. HRH was great with our students and really interested in talking to them. Thanks were recorded to Lesley Clarke who had taken on the responsibility for leading on the D of E award and created national level interest, plus worked on inclusivity etc.

Open Evenings

Last week we held our annual Open Events which yet again proved extremely popular with a particularly large crowd of visitors on the first day (Wednesday). This bodes well for application numbers and we will be able to update Corporation on numbers of these vs target after the December 1st Deadline. Wednesday was very busy but Thursday was less so, owing to other Brighton and Hove events, including football. An update on applications will be given at the Corporation meeting on 11th December 2023.

An update will be provided to Governors in the Spring Term. **ACTION: William Baldwin**

Thanks were recorded to William Baldwin for this report.

2.1

a) Termly Update on HR and Related Matters

Livvy Birney (HR Manager) provided the following report:

Papers:

- **Front sheet**
- **Staff Wellbeing and Absence Report**
- **Trade Union Facility Time**
- **Gender Pay Gap**

Staff Wellbeing and Absence Report

This lengthy report is produced annually by the HR Department and includes analysis of average sickness days and reasons for such absence, together the management of long term sickness absence.

The Committee was asked to consider the purpose of the Report and use by the Committee bearing in mind its length and detail. It was agreed that the Report was interesting and useful to the Committee, particularly for those newer Governors who hadn't seen the Report before. SLT also consider the Report annually and the Report was particularly useful to the HR Department. It was suggested that in future a summary Report might be more useful and manageable for the Committee comprising the key data together with a summary narrative. It was also noted that consideration should be given by SLT to sharing a condensed report of key information and extending to the various aspects of well-being, which may be useful for Staff, noting that the report should be anonymised to avoid individual Staff identification. Once finalised it could be uploaded for all Staff on the HR Dashboard. **ACTION: HR Department/SLT**

HR Department will also give consideration to producing a quarterly or termly report. **ACTION: HR Department**

TU Facility Time – content of document was noted and no questions raised.

Gender Pay Gap - the College was pleased with the latest analysis which reflects a decrease in the pay gap across all areas.

The report, which is required to be published annually on the College website, will include the usual analysis but narrative will be added to provide explanations where needed including in respect of the

impact of the College's structured pay scales on the analysis and interpretation, where the figures are not useful.

Livvy Birney drew Governors' attention to the Teaching Staff analysis where the mean has reduced to 0.58% (previously 2.53%), which reflects the fact that there are more females in management positions – some appointed via promotion and others similarly but via a job share opportunity. She also highlighted the impact of allowances having been built into pay scales for roles such as personal tutors and department assistants, which has the impact of inflating the rate of pay and improving the overall pay gap.

The report will be published on the website after approval by Corporation in December, noting that the deadline for this is March 2024. **ACTION: HR Department/SLT**

b) National Pay Negotiations - Update

The pay award as reported previously, has been implemented for both Teachers and Support Staff at 6.5% (bottom end of pay scale will receive 8.4%), despite not being fully funded and will be back dated to September 2023. Support Staff pay will also have incorporated the Support Staff standard of £390 which, until now, was paid in December as a one off lump sum. Reference was made to the recent SPH Remuneration Committee meeting at which it was agreed that all SPHs should also receive the 6.5% nationally agreed pay award.

Holiday Pay consultation: Livvy Birney provided an update on this matter which affects Staff, except term time only Staff. The impact is upon the sessional worker such as evening language tutors and invigilators. Following Government consultation new calculations will come into effect from January 2024 affecting holidays from 1st April. In the past the holiday pay calculation varied between 5% and 25% of pay, whilst the new calculation is based on 12.07%. The new calculation followed a Supreme Court ruling 2 years ago, which allowed holiday pay which was disproportionate to hours worked for sessional works and was unfair on full time staff. Legislation has since been passed to overturn the Supreme Court ruling.

Going forward BHASVIC will offer invigilators annual contracts (previously short term contracts), subject to a review with the finance manager and taking into account administration of this.

Other HR Updates: Livvy Birney reported on the staff changes within the HR Department, including a return to work, post maternity leave, of Emily Andrews (previously HR Manager), who is due to return to work in January 2024 as the part time (2 days) HR Business Partner. Emily will be working on various HR projects on behalf of the College, such as EDI and Recruitment. Livvy will continue as the HR Manager, with Laura and Sadie as the two HR Consultants, and the other Staff members – HR administrators. The overall changes in Staff will be cost neutral.

At this point Livvy Birney left the meeting and was thanked for her report.

3.1a) Annual Report and Financial Statements for year to 31/7/23

Jutta Knapp presented the Report and financial statements to the Committee highlighting the following aspects:

- Page 33 reconciliation of outturn deficit and noting that the figures to end 9 months were shared with the Committee at its last Meeting in June 2023. The main changes reflect the FRS102 (Financial Reporting Standard) requirements relating to the LGPS (Local Government Pension Scheme) for support Staff liability which is reviewed by the actuaries every year.
- No significant audit issues have been identified by the College's auditors.
- Net cash position increased.
- Meeting the majority of the financial targets noting that the operating surplus target was aspirational as not yet met and the current ratio is close to meeting the target (2:1) so is deemed satisfactory. Bank covenant target has also been achieved.
- Financial health is good.

- The balance sheet remains strong owing to reasonable cash levels, despite the difficult financial climate.
- Overall and based on the above, the College is in a reasonable financial position.
- The Annual report and financial statements, once approved and signed off at Corporation in December, are required to be submitted to the ESFA by 31st December 2023 and uploaded to our website by 31st January 2024.
- The Committee queried the current ratio which was close to the target and Jutta Knapp explained that it was more than 1 which is satisfactory and that the College's cash in bank was sufficient to meet debts/current liabilities and therefore a going concern. The target was set at 2 by the College as an aspirational target and higher than the FEC suggested financial target.
- The Principal drew Governors' attention to the streamlined carbon reporting, demonstrating the College's reducing carbon footprint.

The Committee recommended the Annual Report and Financial Statements to Corporation for approval, subject to the Audit Committee's review and recommendations. It was also noted that the front sheet accompanying the accounts, would be revised to include the points raised about relating to carbon footprint and current ratio. **ACTION: Chair/JHK**

b) Audit Findings Report (for information) - contents were noted by the Committee

3.2 Management Accounts for 3 months to 31st October 2023

Jutta Knapp presented the paper to the Committee and recorded the following:

- The budget figures have been updated to reflect the decisions regarding the Staff pay rise at the October Corporation (strategy event) ie including 6.5% pay rise for all Staff, together with the revised ESFA funding allocation. However, the budget bottom line remains as agreed at the Summer Term Resources/Corporation meetings.
- The predicted outturn is in line with the budget and although it's early in the year, it's anticipated with some inbuilt contingencies in place, that this may improve.
- Most significant variance relates to the planning application professional fees (RIBA stage 2, plus complex drawing and amendments for proposed works); it was noted that planning application had now been submitted, so there will be no further costs at this point. There are no other significant variances at this point. Page 111 table on variance – the contents of which were noted, including the in year growth in Student numbers/increased funding.
- Cash flow – increasing and broadly as predicted on forecast outturn, with all covenants and financial targets being met.

It was noted that the management accounts would be included in the Corporation meeting papers (via link) for all Governors to view. **ACTION: Jutta Knapp**

3.3 ESFA Condition of Funding and Accountability Agreement

Jutta Knapp presented the document to the Committee and noted that Part 2 – the Accountability Agreement requirement- had already been considered by the Q & C Committee, – this is published on the College's website.

Part 1 of the agreement wording is broadly unchanged from previous years, apart from the figures, and also includes details regarding sub-contracting arrangements which don't apply to BHASVIC, as well as public sector references.

The contents of the document were noted by the Committee.

At this point Jutta Knapp referred the Committee to the work carried out by the External Auditors, at the same time as the external audit, relating to the Regularity Audit which provides assurance on the College's spending in respect of ESFA Funding in line with the agreement; this year a clean audit has been confirmed.

The Committee queried whether there were other changes and apart from the detail provided above, it was noted that last year the agreement had been revised to cater for KCSiE and cyber essential.

3.4 ESFA Financial Health Confirmation

Jutta Knapp introduced the paper including the financial dashboard and the financial health confirmation, based upon the College's recent financial reporting return and confirmation has been received from the ESFA that they agree with the College's figures.

It was noted that once the Annual Report and Financial Statements have been submitted to the ESFA in December 2023, the ESFA will provide further confirmation on the College's financial position.

Governors were reminded that should they wish to see the dashboard "live" they would be able to do this via the DfE portal (access has been set up by the College's CIS Manager for all Chairs and Committee Chairs and could be extended to all Governors).

The dashboard included in the papers is the latest version available from the portal and in effect summarises the information Governors have already seen via various papers presented to them, but comparisons have not been made with particular Colleges. The option to benchmark the financial position with others in the sector, this is currently not shown on the portal, but there is an option to compare with another College via a tool, but this does not appear to be working well at present and will be kept under review. Jutta Knapp agreed to update Governors should the situation change.

ACTION: Jutta Knapp

It was agreed that if any Governor has an interest in logging into the DfE Portal, that they should notify Jutta Knapp who will submit a request to CIS, with access instructions then being provided to Governors. **ACTION: GOVERNORS**

3.5 College Development Plan 2022-23

Section 4 of the CDP: Leadership and Management

The Principal introduced the item, noting that the CDP was presented to Corporation via Q & C Committee and in the past section 4 had also been considered at Resources Committee and it had been decided that section 4 should be brought to Resources at this point (the end stage of the CDP 2022/2023 and noting the input to this from the SARAP process carried out during the Autumn Term) to provide assurance to Governors with respect to resources.

The contents of the document, including progress made during the year, were noted by the committee, with no further questions.

3.6 Non-ESFA Income Generation 2022-2023

Jutta Knapp gave a summary to Governors as recorded below:

- The paper summarises the 3 main sources of non-ESFA income, namely catering, evening languages and venue hire to end July 2023 and comparison figures for the previous year have been included.
- The costs reported are direct costs only and doesn't include a proportion of utilities etc allocated utilities.
- ***In response to a question from the Committee it was reported that rates were reviewed annually but that increases weren't automatically applied per year and depended upon market practice.***
- ***Governors also queried SLT's objectives within this area and whether the focus was upon maintaining existing income or aiming for growth. In response it was reported that each of the 3 areas achieved growth year on year, but noting that some areas had reached their maximum capacity.***
- SLT kept the provision under review but as the key focus was the 16-19 provision, the non-ESFA income areas were unlikely to see significant growth.
- Regarding catering, the significant increase in food costs was highlighted, noting that to remain competitive with Students, some of such increases has had to be absorbed by the College and

therefore profits have diminished. ***Governors queried whether Students were consulted on the catering options, and it was noted that there were regular surveys, including information collected for the Catering SARAP.***

3.7 Premises Update

The Committee was provided with the following update:

- As reported earlier, planning permission has been submitted to replace the existing temporary modular buildings including the Student Services Centre, together with an application for more modulars to cater for a proposed increase in Student numbers for 2024.
- The first opportunity to apply for a capital bid is later this term under the CIF (conditions improvement fund) bid, but usually allocations on the basis of site expansion needs rather than in respect of growth, and this is also only available to good and outstanding Colleges. Last year's bid submitted was unsuccessful, but this year, it's thought the College will be better placed to achieve success in its bid.
- Notwithstanding the above bid, as the maximum allocation is £4M, this will be insufficient to meet the full project costs and following ONS reclassification, Colleges are no longer able to seek bank borrowing. However, if the bid is successful, the College would be entitled to apply for a CIF loan, which is generally agreed if the bid has been successful (note: loan repayments cannot be more than 4% of revenue grant). The decision whether to submit a CIF bid this year is still under consideration as the College needs to show that it can afford the works.
- New Building would be student centred with student welfare, pastoral, tutorial, guidance, library and possibly learning support, plus 2 general classrooms. The existing library would be replaced with classrooms and some study space. The existing plans drafted are very detailed but the College has not gone out to tender yet owing to the issues raised above and the College will only submit a bid if it can be shown to be affordable.
- ***In response to a question about taking the project forward in stages, it was explained that the practicalities of the site made this difficult.***
- The additional modular classrooms (8 additional classrooms) would be placed on the current netball court if the proposals go ahead, but SLT are also investigating an alternative sports space to replace the current court.
- Other options under consideration – single story extension on link building which would provide more social and canteen space for Students, which would be an alternative build, as both this and the existing proposed application would be unaffordable at the same time. If this option was looked at using the College's current cash, there would be no money for another project.
- Despite the College's core buildings being quite old, they have always been well maintained – roof/windows etc, making it difficult to meet the requirements to improve the estate via a CIF bid.
- Funding raising was also discussed, but it was noted that this was likely to be limited.

3.8 Digital Update including input from Digital Link Governor – Mick McLean

Papers:

- a. **Front sheet**
- b. **Digital Action Plan - Termly Update**
- c. **Cyber Security:**

- i) **Audit Update**
- ii) **Essential Scheme**
- iii) **Essentials Certificate**

The contents of the various papers were noted by the Committee.

- a. **Digital Action Plan - Termly update**

Mark Monahan (Assistant Principal (Digital and Communications) and Mick McLean (Digital Link Governor) provided their Report, presenting the papers – the contents of which were noted and the following points were recorded:

- It was noted that Mark Monahan and Mick McLean had met 3 times this academic year, since Mark's appointment as Jacquie Punter's successor.
- Recognition of Jacquie Punter's work and progress to date was noted and appreciated by the College and the Committee.
- Referencing the implementation last year of the BYOD strategy and ensuring the infrastructure was established on site to support this, combined with investment in devices for bursary Students, regarding the latter, it was reported that the level of take up had been lower than first estimated. Going forward, investigations are underway to determine the best way to utilise the excess capacity within the College. A review of pedagogy in the classrooms has also been taken into account.
- Work is underway to review the WiFi infrastructure which was discussed at JISC (Joint Information Systems Committee) last week. The College has reached the current maximum capacity of 1 giga byte and is investigating options and cost implications, to ensure particularly as the College grows, that sufficient support and facilities are in place. It was also apparent that there were WiFi hot and cold spots in various parts of the College and again investigations are underway on how to best bolster the network infrastructure.
- Cedar – this facility has worked well to date, particularly with respect to the focus on admissions and enrolments, although there has been issues to resolve along the way. The next phase in this development will be focused upon preparing for interviews/providing resources for interview teams and ensure that all applications can be reviewed online. As an additional project, there is the intention to work on business intelligence tools for monitoring and reporting Student applications.
- Digital Staff Inset – this will be reviewed in all areas including staff induction, AI training and training which is tailored to staff specific needs rather than generic provision, with a combination of delivery – self-serve online, plus face to face options. Following this, further developments are intended for Teaching and Learning particularly by making better use of the various Microsoft tools. The various different platforms used will also be reviewed to avoid duplication and to better manager communications in the most effective way.
- Following developments in digital training detailed above, the intention will be to extend access to Students in respect of their work based subjects within the system, to make it easier for all and in this regard Digital/IT staff will work with digital ambassadors on taking this forward.
- Infrastructure – switches have been installed during October half term, with some still to be configured – intended to action this in the first week of December, so that the College has a second internet line.
- Print Management Platform (PaperCut) will be set up and Staff trained to improve efficiency for all.
- Resilience regarding data security improved with Staff being encouraged not to share folder if confidential etc.
- As referred to earlier, digital developments to be reviewed to improve the management of staff workload.
- James Moncrieff and Mark Monahan working with S7 Colleges on the use of academic tools, research tools, ethical use etc with regard to AI. Key areas will be teacher workload reductions and to find training suitable for academic improvements for both Staff and Students.

b. Cyber Security update

Mark Monahan highlighted the following:

- Confirmation was received today from the External Auditors that there were no significant issues arising from the Cyber Security audit and recommendations from the EA report will be taken forward.
- Secondly the College was awarded Cyber Essential last month.
- Action will be taken forward once the penetration test results have been issued.
- Red areas in the action plan were highlighted including documentation and clarity regarding the fire wall rules. More documentation will be generated regarding monitoring procedures. Security

software has been updated which will allow for an improvement in monitoring and patching, removing vulnerability to cyber attacks.

- Enhancements to passwords including multi-factor authentication.
- More reporting on recognised incidents and dealing with these.
- Improving physical infrastructure.
- Password Policy – administrators not to use personal accounts to carry out administrative tasks etc.
- Developments needed in IT Team re knowledge and best practice in respect of cyber security and best practice.
- Policy improvements, with processes documented and incidents recorded.
- Cloud data storage and back up.
- Advanced security monitoring tools – meeting next week to discuss this and aim to improve regular password renewals etc.
- Looking at BYOD – checking systems and vulnerabilities from old devices.

The Committee queried whether the College's resources were sufficient to deal with all the work planned and required and in response it was noted that a review of last year's spend had been completed to see how funds were utilised across different areas, where there was insufficient resources and this is being taken forward at the moment. A significant resource problem is the age of some of the College's physical infrastructure. Attention was also drawn to projector problems in classrooms which will be reviewed and options to replace equipment with more reliable alternatives will be considered. An update will be provided to the Committee once the review has been completed. **ACTION: Mark Monahan**

Regarding cyber security Mark Monahan confirmed that there was nothing specifically causing him grave concern.

At this point Governors reported that on signing into their College accounts, they were not currently faced with a 2 factor authentication process, but it was suggested that this ought to be rectified. It was agreed that this should be taken forward with IT. **ACTION: MM**

Mark Monahan and Mick McLean were thanked for their work and update.

3.9 Sustainability Update

The contents of Simon Porges (Sustainability Link Governor) report was noted and that he'd also included feedback from his recent SARAP visit.

The Committee recorded its thanks to Simon for his comprehensive report which provided assurance to Governors.

3.10 Risk Assurance

The Committee's 6 key risks were considered based on the new risk register drafted by SLT, which had been re-written following recommendations from the auditors and arising from the recent External Board Review. The risk rating for the key strategic and operational risks have been expanded from 3 to 5 and redundant risks have been removed.

The new Risk Register is being shared with each Committee for their input and assurance and the Audit Committee will review the full Risk Register and make recommendations to Corporation.

It was concluded that the new risk register was an improvement on the existing version and that the 6 key risks assigned to Resources had been appropriated geared. It was not thought that there were any other Resources related risks to be added to the new Register.

Regarding the cyber risk and the target to achieve a 12 (target risk rating) (16 residual risk rating assessed to date), it was noted that the assessed rating was based on a judgement made in mid-September and that in light of the external audit report on cyber (reporting to Audit Committee later this week) and cyber essentials, the rating should be revised, with a new target agreed.

In response to an observation from the Committee regarding risk 17 (Failure to detect and respond to fire), it was agreed that this would be revised to reflect the new proposals in light of the fact that a Health and Safety appointment had not been made. **ACTION: William Baldwin**

The Committee's key risk responsibilities were considered, and the Committee agreed that it had received the necessary assurance from management this year in respect of these risk. It was resolved to confirm this to the Audit Committee at their Spring meeting **ACTION: Jutta Knapp**

SECTION 4: CONSENT AGENDA

Policies and Other Documents

4.1 Health and Safety Annual Update

Papers: Front Cover

The contents of the Update paper were noted by the Committee and there were no questions arising from the Committee Members.

5.1 – Any Other Business

Regarding the papers to be included in the Corporation meeting pack, it was noted that revisions to the front sheets had been recorded within the minuted items above.

There was no other business.

5.2 Date of Next Meeting – Monday 11th March 2024 at 6.00 p.m. in room 538 Elms Building.

SECTION 6: CONFIDENTIAL BUSINESS

6.1 Confidential Minutes from Last Meeting – none

6.2 Matters Arising – none

6.3 Any Other Business (confidential) – none.

Meeting closed: 8.00 p.m.

Chair

Date