



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Full Governing Body Meeting

“Success for All”

Policies noted/approved at this meeting: Adoption Policy, Time off for Adoption Appointment Policy, DBS Policy, TOIL Policy for Associate Staff, Smoking Policy, Pay Policy, Debtors and Debt Recovery Policy, Gifted and Talented Policy, Literacy Policy, Equality Policy (and Objectives), Child Protection and Safeguarding Policy

Meeting 5 – Part 1 Minutes

Date/Time	Wednesday 20 th May 2015 at 6.30 p.m.	Location	Sixth Form Centre, HCC	
Attendees	Initials	Attendees	Initials	
Lynda Price (Chair)	LP	Margaret Evans	ME	
Keith Turner (Vice-Chair)	KT	Andy Holt (Vice-Principal/Governor)	AHO	
Janet Boland	JB	Stephanie Johnson	SJ	
Charlotte Bowles	CB	Paul Keeling	PK	
Ian Copeman	IC	Richmal Shorter	RSH	
Mick Clements	MC	Kate Smith	KS	
Gillian Donne-Davis	GD	Glenn Smith (Principal/Governor)	GSM	

Apologies	Initials
Marianne Harman	MH
Cindy Vining	CV
Gary Wills (Director of Finance)	GWI

Absent without Apology	Initials

In Attendance	Initials	
Sarah Matthews	SM	Clerk

Minutes to
Attendees
Governors
School Website

	Agenda	Led by
1	Apologies and Quorum	Chair
2	Declarations of Interest	Chair
3	Minutes of the previous meeting: 25/03/2015	Chair
4	Matters Arising <ul style="list-style-type: none"> • Item 4 – Parents’ Forum Date • Item 5 – New build opening ceremony 	IC GSM (for GWI)
5	Finance Director’s Report	GWI
6	Equality Objectives	GSM
7	Feedback from committees - to include: Personnel, Finance, Campus/H&S (no meeting), Curriculum and O&S (no meeting)	Committee Chairs
8	Policies - Minor changes to Child Protection and Safeguarding Policy	Chair
9	Chair’s Business <ul style="list-style-type: none"> • Head Teacher Appraisal • Dates for 15/16 Governing Body and Committee meetings (to follow) 	Chair Chair
10	Part 2	Chair
11	Governor Training – to note governor activities	Chair
12	Governor Involvement – to note governor activities	Chair
13	Date of next meeting – Wednesday 15 th July 2015 at 6.00 p.m.	Chair



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1	<p><u>Prior to the meeting a 2 minute silence was held in memory of Jane McCartney (Governor, Member and Chair of Finance).</u></p> <p><u>Apologies and Quorum</u> Apologies were accepted from CV, MH and GWI. It was noted that there was a quorum present.</p>		
2	<p><u>Declarations of Interest</u> It was noted that JB is still working at the college part time on a casual basis (mini-bus driver, invigilator, student well-being co-ordinator Sixth Form).</p>		
3	<p><u>Minutes of previous meeting</u> The minutes of the meeting held on the 25th March 2015 had been circulated to all governors in advance of the meeting. <u>The minutes were then agreed (proposed LP, seconded KT) as a true and accurate record of that meeting and signed accordingly by the Chair.</u></p>	SM - Minutes to file and website	
4	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • Item 4 – Parents’ Forum Date – IC reported that this had been postponed. It is hoped that a KS3 Forum will be held before the end of term. IC and GSM will continue to liaise regarding a suitable date. • Item 5 – New Build Opening Ceremony – GSM reported that the date originally proposed did not go ahead. GWI is currently organising a new date and is in contact with a celebrity to open the new build. • Item 7 – Feedback from Committees – LP reported that the last Campus and Health & Safety meeting had been cancelled so the Innovate Area Manager could not attend. However, he will be at the next meeting. 	IC/GSM	
5	<p><u>Finance Director’s Report</u> The Governing Body noted the Finance Report for the Full Governing Body (May 2015), which had been circulated in advance of the meeting and covered the following areas: the departure of GWI (and the new Finance Director), Responsible Officer, External Auditors, Insurance Zurich v RPA, Contracts, Budget Monitor, Budget for 2015/16, Lettings, New Build, Investments, Student Numbers, Write Offs and the Bank Account Balance. LP requested that governors save any questions until after the update for the Finance Committee meeting as this feedback may clarify any queries. All were in agreement.</p>		
6	<p><u>Equality Objectives</u> The Governing Body referred to the document which had been circulated with the agenda. GSM explained that the objectives were based on current objectives (one of the areas in which the college has improved is the number of enrichment activities now on offer to students from the lower income families) and national priorities. The ELT had been consulted and GSM had looked at objectives for other schools. The objectives are personal to HCC. GSM requested feedback from the Governing Body (i.e. are they fit for purpose or should they be amended/added to?).</p> <p>Governors comments/questions:</p> <ul style="list-style-type: none"> • Prioritising Objectives - KS suggested that the order of the objectives 		



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	<ul style="list-style-type: none"> • Diamond Groups (priority) - Diamond Groups work through the list of students according to priority and discussions take place as to what interventions have already been put in place and what type of intervention each student would be receptive to. • Platinum Group (priority) – students are dealt with alphabetically. If a student has one subject shown ‘red’ they will be put on a subject report. If there are 2 or more subjects shown as ‘red’ they will be put on a progress report with AHO. AHO pointed out that at the moment there are a lot of subjects showing green and that if these are the results that are achieved he would be very pleased. There are a lot of staff at these meetings so he would want to see positive outcomes. • Interventions - examples include; SMAC, EWO, HoLs, One-to-One support, Involvement of Parents (which is very important), SEND (Special Educational Needs and Disability) Department, ELT support, Student Support. <p>Governors comments/questions:</p> <ul style="list-style-type: none"> • Checking across subjects/Sharing knowledge - LP asked if the group checks across the subjects for each student. AHO confirmed they did. LP asked if staff in subjects where a student is doing well could offer advice to staff in subjects where a student is not doing so well. AHO confirmed this is done and said that (for example) a student may do very well in maths but may struggle in English due to a literacy issue. • Predictions (other than Maths/English) - RSH said she understood where the predictions for Maths and English came from but asked where those for the other subjects came from. AHO explained that these were based on the SATS and were aspirational targets. He added that the college are considering using CATS (Cognitive Ability Tests) again (instead of MidYis) as this is considered to be a better measure for foundation subjects. • Levels of Progress - IC noted that some of the students discussed are predicted A’s and B’s. AHO explained the group looks at levels of progress and do not just consider C and D grade students. He added that the college may need to work more on how they challenge students so that the right levels of progress are made. GSM explained that the college are expected to ensure that all students achieve 3 levels of progress, however for HCC this is very difficult as some of the students are very low ability. • Progress 8 data - AHO reported that the Progress 8 measure will change as estimates change. Current data is for 2014 but by the time the students take their exams the data considered will be for 2015. By then the college will have had a whole year to intervene. • Early intervention - RSH asked if interventions are put in place at an earlier stage because everyone meets. GSM confirmed that this is the case and there is less chance that a student would fall through the net. • Dyslexia - MC asked when dyslexia would be picked up. AHO said that dyslexia should be picked up by the primary schools but if there were 		



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	<p>worrying signs this would be looked at by the college. GSM reported that MCA (Marie-Claire Adams – Assistant Principal Learning & Teaching) has set up a number of master classes one of which focussed on dyslexia. Master Classes on a variety of subjects have been delivered using both internal and external trainers. Other topics have included access arrangements. Master Classes have improved the knowledge of staff.</p> <ul style="list-style-type: none"> • Reading Tests - CB said that reading tests were carried out for 11 year olds and asked why not later as well. AHO explained that the Accelerated Reader system allows students in Years 7, 8 and 9 to be tested regularly and provides the college with a score. GSM added that the SEND department will re-test any student with a low reading age. • Impact of groups - LP noted that the groups had now been in operation for 3 years and asked what difference they have made and if they were value for time spent. AHO said that it was very difficult to measure their impact as he does not know what students would have achieved without the interventions. However, he does have evidence to show how students have improved through support such as One-to-One (although he recognised this was costly). <p>Further review by AHO During Half-term 6, AHO will be reviewing and looking at improving the model (which will include incorporating the new assessment and accountability measures into the meetings). AHO will be evaluating all Platinum Group students when the results are out. As there were no further questions, LP thanked AHO for his report.</p>	AHO	
8	<p>Feedback from committees The following committee reports were given:</p> <p>Personnel – GD (in the absence of CV who chaired the meeting) reported that the main items discussed were:</p> <ul style="list-style-type: none"> • The Lesson Observation Matrix – the committee felt that more detail may be required in order to see if more work was needed in some lessons. • The IIP (Investors in People Award) – the college currently has a silver award. MCA has met with the IIP Advisor and agreed that the college can keep their ‘silver’ status and work on the ‘gold’ next year. This will allow the college to focus on Ofsted priorities this year. • Staffing – the committee noted that there were a lot of changes. GSM informed the Governing Body that a Psychology/R.E. teacher had been appointed this afternoon. He added that a new teacher would be required in the English Department and interviews would take place on Friday. At least one other member of the college staff is still to attend an interview. • E-Teach – The committee were shown the new recruitment tool used by the college. This was felt to be very good. • Link Pay Progression for Associate Staff to Performance – GSM is continuing to look into this. • The Full Governing Body noted that the Personnel Committee had 		



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	<p>reviewed and approved the following policies:</p> <ol style="list-style-type: none"> 1. Adoption Policy 2. Time off for Adoption Appointments Policy 3. DBS Policy 4. TOIL Policy for Associate Staff 5. Smoking Policy <ul style="list-style-type: none"> • Pay Policy – it was noted that the Personnel Committee had accepted the Pay Policy subject to further guidance being sought from the solicitors and being fed back at this meeting. GSM confirmed this guidance had been received and was as follows: <ol style="list-style-type: none"> 1. The solicitors have confirmed that ‘<i>annual pay progression</i>’ by ‘<i>two points in exceptional circumstances if recommended by the Principal</i>’ could be included for teachers. This could also remain in the policy for the Vice and Assistant Principals and the Principal. 2. The section on the ‘<i>Expert Teacher Pay Band</i>’ could remain in the document as it links in with the college’s Appraisal Policy. 3. The terminology with regards to ISR (Individual School Range), head teacher groups, unit score, five point range and statutory pay range had been clarified and corrected in the policy. 4. Section 4.3 ‘<i>Lead Practitioners</i>’- removed as the college have none. 5. Section 5.0 ‘<i>Discretionary Evidence Points for Classroom Teachers</i>’ would remain in the policy. <p>LP asked if there were any questions. There were none. LP asked if all were agreement with the amendments. All were. <u>It was therefore agreed that the Pay Policy had been approved by the Full Governing Body. Proposed LP, Seconded by MC.</u></p> <p>Governor Questions/Comments regarding the Lesson Observation Matrix: KS referred to the documents which had been emailed out to the Personnel Committee (18.05.2015) and said that they gave a very strong view of where teaching was good. She asked about the issues faced by the MFL Department and the following was noted:</p> <ul style="list-style-type: none"> • Compulsory Subject (Priority when revising) - GSM reported that 3 years ago the college decided to make taking a language compulsory. However, this has proven difficult as some students who would not have otherwise chosen a language have given it a lower priority when revising. CB agreed (as a member of staff) with this and added that priority is quite often given by students to subjects such as Maths, English and the Sciences which they consider to be more important. • Confidence when speaking - MC pointed out that some students are not confident speaking English in front of a class so would feel even more uncomfortable speaking another language. He pointed out that in some countries key subjects such as Maths are taught in English so that students can learn another language. 	<p>SM – to website and file</p>	



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	<ul style="list-style-type: none"> • Optional for Y9 - GSM reminded governors that for Y9 a language was optional and results are good. • New Build - The new build has made a difference as students are now being taught languages in classrooms that are set out in a much more effective way (rather than sitting in rows students are facing each other). JB reported that as a result of her role in Student Support she could see that the size and layout of the classrooms in the old MFL block had made it difficult to teach effectively (as they were very cramped). She felt that the new build would improve this and added that she had been very impressed with the actual lessons. • Comparisons between the current Y9 and the previous year in which taking a language was optional - SJ said it would be useful to compare the percentage of students in Y9 who opted for a language with the percentage of students who opted for it in the previous non-compulsory year. GSM agreed to find out. • Current Y10 (ECDL) - AHO reported that in the current Y10, 20 students had been removed from the language course. Instead they will be taking the European Computer Driving Licence (ECDL) which is an on-line training programme. CB will be involved in this. AHO stated that he does not want a large number of students moving away from the languages so there will be tight measures in place to prevent this. SJ asked whether this would mean that those taking the ECDL would gain one less GCSE. AHO stated that it was equivalent to one. He is looking into this being accredited for the current Y8 students. The college will be the only test centre for this qualification (and will receive payment for this). <p>Finance – LP (who chaired the meeting) reported that the Finance Director’s report had covered many of the items discussed, however she wanted to bring the following to the attention of the Governing Body:</p> <ul style="list-style-type: none"> • Apologies from GWI – apologies were accepted from GWI who had been in the UAE (where he will be taking up a new post). • Music Tuition – points raised by the Head of Music were: <ol style="list-style-type: none"> 1. Fewer children coming up from primary schools who already play an instrument. 2. Only 7 students currently having woodwind lessons. 3. A boom in vocal lessons (which he puts down to the interest in singing programmes such as 'The Voice'). 4. No students requested guitar lessons so the long-standing guitar teacher no longer teaches at the college. The Head of Music has spoken to other music teachers and this seems to be the trend. More students are buying guitars and teaching themselves through 'You-Tube'. 5. The economic climate has made it harder for families to afford lessons. 6. There are fewer students at HCC. • Responsible Officer Reports – GWI and his team were congratulated on 	GSM	



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	<p>both the financial transactions and risk management reports.</p> <ul style="list-style-type: none"> • Responsible Officer/External Auditors – the committee agreed to reappoint both for next year. Both give good service and with a new Finance Director coming in to post it is no time to change. • Risk Register – no changes were made in GWI’s absence, however some of last terms changes require checking with him. • Benchmarking – the annual review had some interesting figures which raised questions to be discussed with GWI. • Budget – the committee took a first look at the budget. There were a few queries and a long debate about how to deal with a budget that is in deficit for the last 3 of the 5 years. • Insurance RPA (Risk Protection Arrangement) v Zurich – GSM stated that he had a further update on this since the Finance meeting. He pointed out that the Zurich insurance policy had been one of the incentives for converting to an academy as it was very good. However the EFA will no longer pay for this. Instead they have offered an alternative that is not as good. GWI is currently consulting with Zurich who have offered to reduce their cost to nearer that of the RPA. The RPA does not include travel so the college would want to continue with Zurich for this element (even if following further negotiation they cannot take out all the insurance with Zurich). • 17 additional students – ME reported that the college would gain 17 additional students into year 7 and that it was not clear if this had been factored into the budget. LP said that this would not come into next year’s budget as there is a lag. • The Full Governing Body noted that the Finance Committee had reviewed and approved the following policy: <ul style="list-style-type: none"> ➤ Debtors and Debt Recovery Policy – ME had asked about the level of write offs at the committee meeting. It had been agreed that there may be a need for the Finance Committee to review this once it has been checked with GWI. However it was noted that very little is written off (e.g. goods that come in but disappear once signed for). There had been no write offs since the last meeting. <p>Curriculum – JB (who chaired the meeting in the absence of KT) reported that the main items discussed by the committee were:</p> <ul style="list-style-type: none"> • Year 11 mocks – the committee looked at the bottom and top quartiles and the various subjects were discussed. • College P.R. and Image • E-teach – the new recruitment tool. • The Press Cuttings folder which is kept in the reception – the committee felt that this was a really good idea. • Attendance Data – <u>the committee agreed that for 2015/16 the target would continue at 95%</u> (an aspirational but attainable target). • The interim class results – AHO provided an update on fine grade data. 		



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	<ul style="list-style-type: none"> • Venn Diagrams – which students were predicted not to achieve Maths, English or either subjects. • Sixth Form Data – Mental Health issues are currently an area of concern for the college. • Parents’ Evenings – both GD and KS had helped on the ‘checking in’ desk. AHO reported that since the Curriculum Committee meeting he had phoned every parent who had not attended the evenings. Responses differed. AHO confirmed that he will do this after every evening. • The Science and English Department Reviews • Link Governors Visits - Visit 2 is due soon. • Good news stories - regarding positive behaviour, good reviews (e.g. the BTEC Quality Review), the BBC School Report (managed by NRI – Nathan Riggs – IT Department) and forthcoming events (e.g. BTEC Music Event). • The Full Governing Body noted that the Curriculum Committee had reviewed and approved the following policies: <ol style="list-style-type: none"> 1. Gifted and Talented 2. Literacy Policy 3. Equality Policy (which was agreed subject to the discussions regarding the Equality Objectives at the meeting tonight). <p>Campus/H&S – cancelled due a number of apologies (including GWI).</p> <p>Overview & Scrutiny – cancelled due to the annual training (which due to unforeseen circumstances was then postponed).</p> <p>LP thanked committee chairs for their reports.</p>		
9	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Child Protection and Safeguarding Policy – the committee noted the minor changes by NMI (Nick Millward – Assistant Principal SEND and Safeguarding) which were highlighted in the document circulated with the agenda. LP asked if there any comments/questions. There were none. <p><u>It was therefore agreed that the Child Protection and Policy had been approved by the Full Governing Body. Proposed: MC, Seconded: JB.</u></p>	SM – to file and website	
10	<p><u>Chair’s Business</u></p> <ul style="list-style-type: none"> • Head Teacher Appraisal – LP reported that this will be carried out by LP (Chair of Governors) and KS (Chair of Personnel). A date has been agreed to do the mid-year review. LP asked that governors consider whether to re-appoint RF (Roger Fetherston) as the College Improvement Partner to support the annual appraisal of the Principal. It was noted that RF works with GSM as the College Improvement Partner and therefore knows the college well, has been at the college for some time, has a long history in education and has current experience as the SIP (School Improvement Partner) in other schools. GSM is pleased with the challenge and information he receives from RF. Following a discussion it was agreed to appoint RF as 		



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	<p>of new information/ideas (and reinforced existing knowledge). Key points were:</p> <ol style="list-style-type: none"> 1. Putting governor profiles on the website. 2. Having a Link Governor for careers. 3. Reducing the number of interview panels that governors are involved in so that they only take part in those for senior management (GSM said that he felt that governor involvement on the panels had worked well over the past 5 years as they bring a different aspect to the interviews, however was happy to move forward if this is what was wanted). 4. A better understanding of Progress 8. 5. Succession planning for governors. 6. Commissioning the Principal to do a report on a particular issue for meetings. 7. Re-structuring the Governing Body (topic for annual training). 8. Developing a strategy for the college (topic for annual training). 9. Further information regarding Ofsted (SJ reminded governors that Ofsted would be particularly interested in what is on the website). <p>LP said she would ask SM to circulate a template which governors will be able to use to complete their profiles. Any governors wishing to have a new photograph should contact SM.</p>	SM/ALL	
13	<p><u>Governor Involvement</u></p> <p>It was noted that the following events were attended/visits undertaken by governors between 26th March 2015 and the 20th May 2015:</p> <p>Additional Meetings:</p> <ul style="list-style-type: none"> • Meeting with Principal: KT (20th April 2015) • Meeting with Vice-Principal: KT (20th April, 5th May and 6th May 2015) • Meeting with PA to Principal: CV (21st April 2015) • Associate Staff Meeting: KS (21st April 2015) • Governor Meeting: CV and LP (28th April 2015) • Strategy Planning Meeting: KS, CV, IC and GD (22nd April and 11th May 2015) • Meeting with Clerk: KT (12th May 2015) • Principal/Chair Meeting: LP (18th May 2015) <p>Other:</p> <ul style="list-style-type: none"> • Celebration Assembly: LP and JB (27th March 2015) • Parents' Evening: KS (23rd April 2015) • Interviews - Maths Teacher (15th April 2015): LP, Humanities Teacher (16th April 2015): KT, Director of Finance (6th May 2015): KS, LP and SJ, CET Interviews: RSH and CB(15th April 2015 and 16th April 2015) 		
14	<p><u>Meeting with Neil Parish (MP)</u> – GSM reported that Neil Parish had visited the college on Friday. GSM had discussed with him his despair over the lack of finances, the impact of Free Schools and the failed Phase 2 bid. These issues will be followed up in letters to the MP who has agreed to take GSM's concerns forward. GSM felt Mr Parish was very receptive to the college's concerns.</p> <p><u>Annual Training: Wednesday 16th June at 6.00 p.m. Sixth Form Centre.</u> <u>Date of next meeting: Wednesday 20th May 2015 at 6.00 p.m. – Sixth Form Centre (social to follow).</u> <i>The meeting ended at 8.30 p.m.</i></p>		