



**ST IVO SCHOOL**  
**Minutes of the Full Governors' meeting**  
**held on Wednesday, 22 June 2016 at 2.00pm**

**Present:**

John Andrews  
 Judith Barnes  
 Mike Craig  
 Carol Darnell

Charles Glanville  
 Sam Griffin  
 Ingrid Morrison  
 Martin McMahon  
 Jane Moore

Frank Newton  
 Richard Potter  
 Adrian Smith  
 Philip Speer  
 Anthony Ward

<b>1</b>	<p>Mr Glanville welcomed everyone to the meeting.</p> <p><b>Apologies</b>          Stuart Grey, Claire Lynn, Mark Newstead, Mark Sanderson, Jim Stavrou, Duncan Woodall,</p> <p>Jane Moore, staff governor: Mr Glanville stated Mrs Moore's term of office expired in July this year. Formal thanks were given for her commitment and contribution to the governing body over the past 8 years. Mrs Moore did not wish to be considered for re-election.</p> <p><b>Declaration of Interest</b> - none</p>			
	<b>Main Points Discussed</b>	<b>Decision taken and Action</b>	<b>When</b>	<b>By whom?</b>
<b>2</b>	<p>Dr McMahon queried the change in presentation of the minutes.</p> <p><b>Agenda item 5 SIP</b>          The Action Point:  <i>This was agreed and a paper will be produced.</i> Mr Smith queried when the paper would be produced on the current initiatives in place challenging the most able students.</p> <p><b>Also Agenda item 7:</b> last bullet point: the date the review of the operational administration side of the school would be reviewed?</p> <p><b>Agenda item 4: Safeguarding CIF Project</b>          Dr McMahon stated the first sentence should read: (to rewire main block, not rewire main lock).</p>	<p>The clerk reported the minuting of some agenda items required more detail, hence the move away from tabular format from time to time.</p> <p>Mr Griffin replied the <i>Challenge For All</i> details from departments were expected this week. This would be available in September to the Curriculum meeting.</p> <p>Mr Griffin stated that once the current vacancies generated by retiring staff had been filled and in situ in September, then further recommendations would be reviewed.</p> <p>Subject to the amendments to the minutes stated above, the minutes were taken as a true record of the meeting.</p>		

<p><b>3</b></p>	<p><b>Budget</b></p> <p>Mr Speer presented this item. Papers had been circulated with the agenda which outlined the proposed budget for the next five years. A budget report for 2016 had also been produced, the figures in red portraying some unfavourable outcomes.</p> <p>The carry forward figure is predicted to be £905,000. This figure represents some of the cumulative surplus that has been generated by prudent management over the last 3 to 4 years and which is used year on year to offset any shortfall. A budget has been produced this year using £275,000 of the surplus.</p> <p>Savings have been made in some areas, but the school recognises the expected erosion of the surplus over the next 4 years from the impact of rising costs and expenditure eg increases in National Insurance, the funding for lower school in 2016/2017 and the decline in funding received for the sixth form. The school had predicted a critical point for the year 2018/2019, but predictions now forecast this to be 2019/2020.</p> <p>Mr Griffin informed the meeting that for the Year 7 intake in September, the school was taking an additional 9 students over its PAN of 296. (Planned Admissions Number). This had had the effect of moving the critical point, mentioned above, one academic year later.</p>	<p>Ratification of the proposed budget for 2016/2017 by the governing body was required at this meeting. The budget would then be submitted to the EFA (Education Funding Agency).</p> <p>Mr Speer reported the importance of exploring expenditure saving measures for the future eg curriculum and staffing structures.</p> <p><b>ACTION: Mr Newton proposed the 2016-2017 budget be ratified by the governing body, this was seconded by Mr Potter. All governors were in favour.</b></p>		
<p><b>4</b></p>	<p><b>Pupil Premium</b></p> <p>Mr Glanville reminded governors of former discussions on this topic and Ofsted's report from the last visit in January, outlining the schools weaknesses in its approach to supporting its disadvantaged students effectively to achieve their potential. Mrs Barnes and Mr Smith, as governors linked with Dr Craig were assigned to monitor this within the school.</p> <p>Dr Craig informed governors that he had produced detailed documents outlining the vast amount of initiatives already in place regarding Pupil Premium. The paper entitled '<i>Closing the Gap</i>' had been circulated with the agenda and all teaching and support staff had also been issued with a copy. As requested at the last governors' meeting in May, Dr Craig had produced a '<i>Governors at a Glance</i>' paper (also distributed with the agenda) that included statistical and operational strategies in place eg how the funding is intending to be spent, key data, the future priorities. The data has revealed that the biggest gap is in Year 9 and it was thought therefore, this is where attention for the</p>			

	<p>future should be focussed. The staff appraisal system that includes the objective to focus on Year 11 students could be changed to incorporate students from the current Year 9 instead.</p> <p><b>CHALLENGE:</b> Mrs Barnes had met Dr Craig on 15 June in order to monitor and record the progress of Pupil Premium. Mrs Barnes scrutinised the documentation, the data, the school tracking system, the finance and visited lessons to view seating plans to ensure that PP students were highlighted. Mrs Barnes explained that in one cover lesson, the seating plan was not visible on the smart board because the cover supervisor did not want to reveal students and didn't know how to hide the information.</p> <p>Dr Craig reported that from September staff will need to enter seating plans on Go4Schools.</p> <p>Mrs Barnes explained that discussion had also taken place with Mrs Brading, the support staff member co-ordinating PP students, which had been very encouraging. Mrs Barnes reported the very good work that Dr Craig and Mrs Brading were doing.</p> <p><b>CHALLENGE:</b> Dr McMahon enquired if there was a formal induction programme for staff regarding PP? Dr Craig stated he had issued teachers with a booklet containing advice from Sutton Trust.</p> <p>Mrs Barnes highlighted the need for good attendance and that closing the gap proved difficult for non-attendeess.</p> <p><b>CHALLENGE:</b> Mr Newton enquired about the monitoring of students and when the check points were made.</p> <p>The board acknowledged that it was very important to implement strategies at the beginning of a student's education in Year 7 and Year 8. Mr Glanville reminded governors of the comments by the Ofsted inspector at the last visit when he praised the 7 Jump initiative in place in the school.</p>	<p>Following a suggestion by Mrs Barnes, Dr Craig and Mr Davies had implemented a tracking system which identified the category of PP, whether Services children, special needs or students with statements.</p> <p>As a result of this, Mr Davies has delivered INSET to the cover supervisors on how to hide this information from students.</p> <p>Mr Griffin stated that there was no formal induction and agreed this would be of great benefit. <b>ACTION: Appropriate training on working with Disadvantaged students will be developed for all new staff.</b></p> <p>Dr Craig reported that checks were made by the head of department at every assessment point. Mrs Moore as a form tutor was also able to substantiate this by saying that students were continually assessed.</p> <p><b>ACTION: Mr Glanville reminded the meeting that all governors should be conversant with the information in Governors at a Glance regarding PP ready for the visit by Ofsted.</b></p>	Ongoing	All governors
6	<p><b>Cambs County Council Audit of Governing Body Effectiveness</b> This document was distributed with the agenda. This is an annual audit distributed by Cambs Governor Services to all Cambridgeshire schools, recommending governing bodies to review their performance and to evaluate practices.</p>	<p>The audit was not completed for the year 2014-2015 as the board of governors had recently completed their own GIP, (Governors' Improvement Plan) following the</p>		

	<p>The document asked for the RAG rating system and this had been completed for the year 2015-2016. There were 23 categories and all were assessed as GREEN except for 5, which were rated AMBER.</p> <p><b>CHALLENGES:</b> Section 7 <b>AMBER:</b> <i>Performance management is used to raise standards, improve school performance and inform pay decisions.</i></p> <p>Section 4 <b>GREEN:</b> <i>Governors hold a shared vision for the school which is clear, understood and well communicated to staff, pupils and parents.</i> Mr Smith enquired whether this should be AMBER. It was felt the school had significantly focussed on what needed to be achieved this year particularly addressing points in the Ofsted report ie behaviour and looking at this from a strategic point of view, but that nothing was yet documented.</p> <p>Section 13: <i>Governors' monitoring visits are directly linked to the school's priorities to improve.</i> Dr McMahon queried who should be contacting who with regard to the visit.</p> <p><i>Proof of evidence of visit:</i> Mr Potter reminded governors that the minutes of committee meetings would contain a written record of governors' visits.</p>	<p>visit of the NGA (National Governors' Association).</p> <p><b>ACTION: The decision was made to retain in school only and use as a useful guide. The AMBER sections would be work in progress and reviewed in 6 months' time.</b></p> <p>Mr Newton stated that as this was the first year of appraisals that this would be moving forward to GREEN.</p> <p><b>ACTION: The governors agreed this should be changed to AMBER.</b></p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Agreement had previously been agreed the meetings should be termly.</li> <li>• Governors agreed contact should be made by them to their SLT link member to arrange a convenient date, 2-3 weeks after the half term break,</li> <li>• A written record should also be made by the link governors.</li> </ul>	<p>Link Gov</p> <p>Link Gov</p>	<p>termly</p> <p>termly</p>
<p>5</p>	<p><b>Annual Child Protection Monitoring Report to Governors</b></p> <ul style="list-style-type: none"> <li>• <b>Safeguarding and Child Protection Policy</b></li> <li>• <b>Keeping Children Safe in Education</b></li> </ul> <p>This agenda item was taken at 3.00pm when Ms Francis, SENCO and Designated Person for Child Protection was available to present this item.</p> <p>The 3 documents above had been distributed with the agenda.</p> <ul style="list-style-type: none"> <li>• <b>Annual Child Protection Monitoring Report to Governors:</b> this is a Cambridgeshire County Council document covering many aspects of child protection: names of designated personnel, training received, safer recruitment training, date of annual audit of welfare and child protection files PREVENT, E-safety, etc.</li> </ul>			

	<p>Ms Francis reported that she is the School Prevent Lead and delivered training to staff in January, this year. Prevent is delivered to staff who are in close contact with students, teaching, resource centre staff etc. It is not a statutory requirement to train everyone every year. Currently Ms Francis is the only DfE Prevent person in school able to deliver the training. New staff are given guidance.</p> <p>Child Protection information is provided by Maria Sloan, the inclusion manager.</p> <ul style="list-style-type: none"> <li> <p><b>Safeguarding and Child Protection Policy:</b> This is reviewed annually and is distributed to each member of staff at the beginning of the new term in September of each year. Ms Francis stated the only changes made to the policy from last year were highlighted in red:</p> <p><i>3.4.9 When a child is missing from education, or missing from home, the school will follow the procedure as set out in Cambridgeshire’s Children Missing Education guidance. The school has a duty to inform the local authority if a pupil fails to attend school regularly, or has been absent without the school’s permission for a continuous period of 10 days or more..</i></p> <p><i>3.8.3 The FGM mandatory reporting duty is a legal duty provided for in the FGM Act 2003 (as amended by the Serious Crime Act 2015). The legislation requires regulated health and social care professionals and teachers in England and Wales to make a report to the police where, in the course of their professional duties, they either:</i></p> <ul style="list-style-type: none"> <li><i>are informed by a girl under 18 that an act of FGM has been carried out on her; or</i></li> <li><i>observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl’s physical or mental health or for purposes connected with labour or birth (see section 2.1a for further information).</i></li> </ul> <p><i>This is a personal duty which requires the individual professional who becomes aware of the case to make a report; the responsibility cannot be transferred.</i></p> </li> </ul>	<p>Ms Francis stated she has produced a small leaflet detailing Child Protection and Prevent information, one aimed at staff and one for visitors for when they come into school. These contain photos of relevant personnel.</p> <p>This required ratification by the governors.</p>		
--	---	---	--	--

	<p><b>Item number 4.2</b> This detailed staff who had undertaken Safer Recruitment training. It was noted several governors' names were missing, these needed to be added.</p> <p>Mr Newton stated the ratification and review dates needed to be amended on the last page.</p> <ul style="list-style-type: none"> <li>• <b>Keeping Children Safe in Education:</b> this document is produced by the DfE. Staff must complete a proforma to say they have seen and read the document, this is then recorded on the Single Central Record and copy filed in personnel files. This is not an annual requirement but if there are any changes made, this then needs to be re-issued to staff and another SCR form completed and recorded on the SCR.</li> </ul>	<p><b>ACTION: to be updated with all names of staff and governors who had been awarded certification level 3 for Safer Recruitment Training.</b></p> <p><b>Subject to the amendments, the governors agreed the policy.</b></p> <p><b>ACTION:</b> An amended version will be issued by the DfE on 5 September 2016, all staff will be required to sign to say they have seen and read the new copy and a record made on the SCR.</p>	<p>Clerk</p> <p>Clerk</p>	<p>June asap</p> <p>Sept 16</p>
<p>8</p>	<p><b>Partnership Update</b> Mr Griffin and Mr Glanville updated the governors on recent events.</p> <ul style="list-style-type: none"> <li>• A management group meeting had been held last week between the two headteachers and governor representatives. Hinchingsbrooke had recently been inspected by Ofsted and offered St Ivo assistance to enable a positive inspection in the future. Mr Goulding offered the services of SLT and heads of department from Hinchingsbrooke to meet with counterparts from St Ivo.</li> </ul> <p>Specific areas of interest noted:</p> <ul style="list-style-type: none"> <li>• Inspection of EBacc subjects seemed to be high on the list, particularly English, maths and science.</li> <li>• Seating plans were also very important with evidence to show disadvantaged PP students.</li> <li>• The format of students' interviews had been changed; these were less formal.</li> </ul>			

	<ul style="list-style-type: none"> <li>• Notably there has been a variation in the way parents' views are collated; at the end of the inspection a text box is available for parents to raise any issues they might have. St Ivo is currently conducting a parental survey asking for their experiences at St Ivo.</li> <li>• The appraisal system formulated by Mr Griffin had been complimented on by Ofsted at Hinchingsbrooke. Mr Andrew Cook, the new regional director for the East of England, had recently stated good systems could be implemented as role models.</li> <li>• Mr Griffin and Mr Goulding, the two headteachers, agreed the advice and assistance from Mr Robin Gildersleeve, the external advisor, was very beneficial and wished to continue their work with him. Mr Gildersleeve will work with the headteachers to develop the plan for the coming year and will be monitoring the outcome at the end of the year.</li> <li>• Mr Griffin reported the first year had been spent working together and understanding the requirements of each school; both parties express this has been a very positive, advantageous experience.</li> <li>• Plans were now being discussed for next year, and the ideas put forward will be taken back and discussed with the individual schools in order to ascertain the benefits.</li> <li>• Partnership Training Day: the two schools had already set their training days for 2016/2017, it was hoped to schedule a day for 2018.</li> <li>• The potential to extend the partnership had been discussed by the headteachers and governors at their management meeting last week. Many Cambridgeshire secondary schools had formed multi academy trusts. Both Hinchingsbrooke and St Ivo schools wished to approach feeder primary schools. It was felt the advantages here were numerous and would significantly aid both areas with more informed understanding of KS2 curriculum and PP students and the successful transition into KS3.</li> </ul>	<p>Mr Speer reported the level of collaboration between the two headteachers was most enthusiastic and encouraging. A proposal had in the past been made for the two governing bodies to meet informally to discuss their methods of governance. A provisional date of TUESDAY, 27 SEPTEMBER at 6.00pm at Hinchingsbrooke House has been made and it was hoped all governors could be available for this.</p>		
--	---	---	--	--

	<ul style="list-style-type: none"> <li>Mr Andrews stated some departments from St Ivo are already involved with the feeder primary schools.</li> </ul>			
7	<p><b>Headteacher's Report</b></p> <p><i>Leadership and Management:</i> Mr Griffin referred to his report and the Leadership Summit with all senior and middle leaders and the updating of the school's leadership files with key documents. The school anticipated an Ofsted inspection shortly (July or early in the autumn term), it had been two years since the last visit.</p> <p><i>School Improvement Plan:</i> Mr Griffin stated progress needed to be made on the SIP to enable the school to move forward over the next 12 months. the SIP would then be updated by SLT. He informed the governors a meeting needed to be convened in the near future to discuss these proposals to decide whether the broad objectives were right for the school. An action plan would then be produced.</p> <p>Discussion took place on one or two areas contained in the bullet points outlined on the report. The subject of uniform was discussed, Mr Griffin pointed out that any decision on uniform would need to be made in an autumn term to enable this to be adopted for the next year.</p> <p><i>Quality of Teaching and Learning:</i> The teaching seen has been very good. The maths review is currently being undertaken. The school is working on developing an assessment system and it has been agreed to use the 9 to 1 GCSE grading system across the school. This is to be developed further over the next year.</p> <p><i>Behaviour:</i> PRU (Pupil Referral Unit): the Huntingdonshire headteachers met this morning to discuss the provision of managed moves and the possibility of setting up an Alternate Provision Free School in the area. The resultant costs would be very heavy on the 6 schools. Mr Carroll, executive head at St Neots was attending a meeting at County tomorrow and would approach the city schools to enquire their contribution to this scheme. If viable, a visit will be made to Cambridge in September.</p> <p><i>Reflection Room:</i> the use of this is being reviewed and further strategies being piloted to enable individual assessment and possible assistance available for the re-offending students.</p> <p><i>Attendance</i> .this has significantly improved this year. The attendance figure, with the exception of free school meals students, is above national figures including disadvantaged students.</p>			

	<p><i>Sixth Form:</i> the students are preparing for their university applications.</p> <p><i>Performance data:</i> this has not changed since the last meeting of the full governors in May and the school awaits the summer results.</p> <p><i>The Arts:</i></p> <ul style="list-style-type: none"> <li>• Mr Griffin reminded governors of the A level Art exhibition in craft block today at 5.00pm.</li> <li>• The next whole school production in 2017 is to be Les Miserables. Funds in the region of £2,000 to £3,000 would need to be generated in order to pay for costume hire, scripts, props etc.</li> </ul> <p>Mr Griffin extended his thanks to the governors for their assistance and support during his first year as headteacher here at St Ivo. He felt the school was making steady progress in the right direction.</p> <p>Mr Smith complimented Mr Griffin on another excellent report. He also welcomed the concept of an external careers adviser and stated it would be interesting to see the impact on students' choices of career in the future.</p>	<p><b>ACTION: Mr Perry, head of drama would welcome any suggestions from the governors for ideas on fundraising.</b></p> <p>Mr Andrews suggested that both governors and members of the Rotary Club could play a part in assisting sixth form students in sampling mock interviews.</p>		
9	<p><b>Reports from the Committees</b></p> <p><b>Curriculum and Standards</b></p> <p>Miss Morrison presented this item as apologies had been received from Mr Stavrou, chairperson. The following had recently been discussed:</p> <ul style="list-style-type: none"> <li>• Challenge for All</li> <li>• Ofsted feedback to governors and what St Ivo is currently doing</li> <li>• PSHE: the current schedule was introduced a year ago and a review is now taking place. The head of department and SLT are looking at the delivery of PSHE for September 2017.</li> <li>• Curriculum for September 2016 including sixth form subjects (reduced availability due to funding and the impact on students )</li> <li>• Curriculum for September 2017 – draft proposals for the option choices for the current Year 9 when they reach sixth form.</li> <li>• Year 10 into sixth form day, Wed 22 June.</li> </ul> <p><b>CHALLENGE:</b></p> <p>Mr Smith enquired about the subjects that were unavailable. Miss Morrison replied it had been necessary to limit departments to offer one subject</p>			

	<p>area only, eg technology offering graphics (and not including resistant materials). Exception was Science with both physics and chemistry.</p> <p><b>CHALLENGE:</b> Mr Smith enquired whether the above decision should be a board of governors' decision? Mr Griffin reported that this is a curriculum matter, this therefore is a decision for the Curriculum and Standards committee.</p> <p><b>Finance</b> Mr Speer, chairperson, took this item. Discussion had taken place on:</p> <ul style="list-style-type: none"> <li>• The budget</li> <li>• Updating the finance regulations</li> <li>• Reviewing the Gifts/Bribery policy</li> <li>• School uniform: The School Shop in St Ives (<i>An independent retail outlet from the St Ivo School.</i>)</li> </ul> <p>Mr Speer reminded members of the following points:</p> <ul style="list-style-type: none"> <li>• the school does not supply to parents as a profit making activity but as a service with a tight margin on the cost price to cover administration costs and the business centre.</li> <li>• consideration by the academy cannot be given to support an external business.</li> <li>• the School Shop could however be a 'Click and Collect' operation for parents.</li> </ul> <p><b>Personnel</b> Mr Newton, chair, reported on the following:</p> <ul style="list-style-type: none"> <li>• Appraisal and monitoring of staff</li> <li>• Support staff appraisal: consultation exercise and the response from SLT. This has now been issued to support staff.</li> <li>• National living wage</li> <li>• General staffing update from Mr Griffin, staff leaving and new staff.</li> </ul>	<p><b>ACTION: Governors were invited to contact Miss Morrison for more specific details.</b></p> <p>Mr Griffin reported that he had met with the proprietor, Mrs Jarah, and it had been agreed to trial the following until the end of September: <i>The School Shop has suggested that orders could be taken by them on behalf of parents and collected from the school by The School Shop. An agreement would need to be drawn up stating 'The School Shop will take responsibility for the stock once it leaves St Ivo'.</i></p> <p>Mr Smith welcomed the assistance by the finance committee for this operation.</p> <p>Mr Smith also stated that as Mrs Jarah is the newly elected chair of SISA , if there was a conflict of interest regarding the above, that she would be willing to stand down from this position.</p>		
--	---	--	--	--



	<p>accommodate the lower number of students in the current Year 9 cohort. Dr Craig had enquired with Admissions at County the possibility of capping 247. County replied this was possible and that they would require a statement to this effect to be submitted from the governors.</p> <p>Mrs Darnell suggested that in the fourth sentence the following should be deleted: <i>'saving on the number of staff employed'</i>.</p> <ul style="list-style-type: none"> <li>• Dr McMahon informed governors of the link meeting he had had with Mr Wilson and the discussion regarding various group work, both student and staff, going on around the school which was often videoed. However, there was only one video camera and the suggestion was made that perhaps SISA could be approached to fundraise for a second camera.</li> <li>• Governors/SLT Seminar: Mr Glanville reminded governors of the successful meeting last July regarding the planning and vision for the future of the school. Unfortunately it had not been possible to arrange a meeting prior to the end of this summer term. It was hoped to arrange another session very shortly in the autumn term to further discuss the challenges ahead for the next 5 to possibly 10 years' time.</li> <li>• Governors resigning: Mr Glanville informed the meeting that the following resignations had been received: <ul style="list-style-type: none"> <li>- Dr Mark Sanderson (parent governor)</li> <li>- Mr Stuart Grey (community governor)</li> </ul> <p>In order to fill these vacancies it will be necessary to consult the governors' skills set to ascertain the skill area required.</p> <p>Other terms of office expiring in the autumn will be:</p> <ul style="list-style-type: none"> <li>- Mrs Judith Barnes (community) in November</li> <li>- Mr Jim Stavrou (parent) in December.</li> <li>- Mrs Jane Moore: (staff governor)</li> </ul> <p>Mr Glanville stated that requests for nominees within the staff will be distributed as soon as possible.</p> </li> </ul>	<p><b>ACTION: All governors agreed.</b></p> <p><b>ACTION: To be submitted to County with the amendment made.</b></p> <p><b>ACTION: Contact SISA</b></p> <p><b>ACTION: Mr Glanville to convene a meeting of the Strategy Group for initial discussion.</b></p> <p><b>ACTION: Strategy Group for discussion</b></p> <p><b>ACTION: Arrange a staff governor election.</b></p>	<p>Dr Craig</p> <p>Dr Craig</p> <p>Mr Davies</p> <p>Mr Glanville</p> <p>Mr Glanville</p> <p>Clerk</p>	<p>asap</p> <p>Next SISA meeting</p> <p>July</p> <p>Early July</p> <p>asap</p>
--	---	--	---	--

	<ul style="list-style-type: none"> <li>• <b>END OF TERM ASSEMBLY</b>, Thurs 21 July 2016 Several governors had kindly volunteered their services at this annual event. Further volunteers would be most welcome.</li> <li>• <b>YEAR 8 END OF YEAR ASSEMBLY</b> Tuesday, 12 July 9.45am A volunteer was required for the above assembly.</li> </ul> <p>Mr Newton informed the meeting that both Mr Glanville and himself, as link governors to the head, wished to express the perception of a very successful year. Much has been achieved and the year has progressed very well.</p> <p>Mr Glanville reminded governors of the forthcoming retirement of Mrs Jane Jest, clerk to the governors and thanked her for her work over the many years. Wishes were sent for a happy retirement. Mrs Jest thanked the meeting for their kind words.</p>	Mr Smith kindly volunteered.		
	<b>The meeting ended at 4.50p.m.</b>			
	<b>Next meeting: Thursday, 20 October 2016 at 3.30pm</b>			