

**Abbey School Local Governing Body
Leadership & Management
Tuesday 21st March 2017 at 13:00
Abbey School**

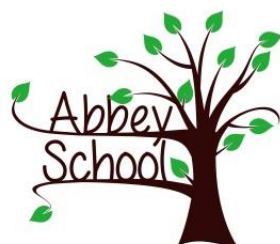
ACTION POINTS SUMMARY SHEET

Actions		By & Target Date				
18.2 29/11/16	Training room may also be used for students so LW will look into the costs to invest in a Pod, as this generates income.	LW 02/05/17				
19.1 (3) 29/11/16	Governors were asked to pass on any ideas or contacts for companies or organisations that may be able to offer work experience/coaching. LW to draft a letter for WC to send to Chamber of Commerce on behalf of the Trust. 10/1/17 still on-going letter to go out	ALL LW/CEO 02/05/17				
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19.1 (4) 29/11/16	LW working with Kelford HT reporting for RPI and will report back on progress at next meeting. A 21/03 – no updated report. The initial report was brief and needed additional information – carry forward to the next Safeguarding and Wellbeing LGB in May	WC 02/05/17				

	<p>We use in special schools Team Teach – 5% physical intervention and 95% verbal. De-escalate incidents through talk but where that isn't effective there is a Personal handling program (PHP) available for each child.</p> <p>The standards committee looked at all reports across the school and there was variances in each school so we needed to look at that to see if that was appropriate or did we need to do something different.</p> <table border="1" data-bbox="276 577 1267 1093"> <thead> <tr> <th>Governor questions & challenges</th> <th>Response</th> <th>Further action(s)</th> </tr> </thead> <tbody> <tr> <td><i>AJ - Are all staff aware of how to use Team teach</i></td> <td>Yes, 2 days training is provided and then update every 2 year</td> <td></td> </tr> <tr> <td><i>AJ – any time a child is involved in that 5% is there a record made</i></td> <td>Yes – a report is completed and the information is recorded in CPOMS</td> <td></td> </tr> <tr> <td><i>AJ – how often is this used</i></td> <td>Everyday</td> <td></td> </tr> <tr> <td><i>SB – CPOMS – Child Protection Online Monitoring System</i></td> <td></td> <td></td> </tr> </tbody> </table>	Governor questions & challenges	Response	Further action(s)	<i>AJ - Are all staff aware of how to use Team teach</i>	Yes, 2 days training is provided and then update every 2 year		<i>AJ – any time a child is involved in that 5% is there a record made</i>	Yes – a report is completed and the information is recorded in CPOMS		<i>AJ – how often is this used</i>	Everyday		<i>SB – CPOMS – Child Protection Online Monitoring System</i>			
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<p>19.4 29/11/16</p>	<p>IB to circulate new email address information once set up. 10/1/17 All Abbey staff are migrating to nexusmat.org email accounts, including governors. Accounts can be accessed via Outlook & so able to access on most tablets & phones. Shared document points being created so future papers can be distributed in this way rather than emailed</p> <p>21/03 – on the website we have a password protected area for the LGB and as of this month we have started to upload documents to the LGB Share Point. You have to access via your Nexus account.</p> <table border="1" data-bbox="276 1518 1267 2078"> <thead> <tr> <th>Governor questions & challenges</th> <th>Response</th> <th>Further action(s)</th> </tr> </thead> <tbody> <tr> <td><i>TJ- is that going to be replicated throughout the other LGB's</i></td> <td>This is something we want to promote – there is an interest there</td> <td></td> </tr> <tr> <td><i>SB – will all LGBS be able to talk to each other</i></td> <td>Each LGB will have their own but we could have a global area and share information of best practice</td> <td></td> </tr> <tr> <td><i>WC – in terms of individual schools are all governors set up with access to that I need it reiterate that some governors may need help to use the IT system</i></td> <td>We could do a 15 minute slot at the next LGB to go through it but I can also offer support via email or telephone or you can come into school</td> <td></td> </tr> </tbody> </table>	Governor questions & challenges	Response	Further action(s)	<i>TJ- is that going to be replicated throughout the other LGB's</i>	This is something we want to promote – there is an interest there		<i>SB – will all LGBS be able to talk to each other</i>	Each LGB will have their own but we could have a global area and share information of best practice		<i>WC – in terms of individual schools are all governors set up with access to that I need it reiterate that some governors may need help to use the IT system</i>	We could do a 15 minute slot at the next LGB to go through it but I can also offer support via email or telephone or you can come into school		<p>IB 02/05/17</p>			
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19.4 29/11/16	After April the current internet provision is due to cease. We are looking to have a new robust system with faster internet and at the moment we are going through the tendering process. From July 31 st all schools will be on one network The board has approved this in principal. The next meeting we will have the name of the new company	IB 02/05/17
20.3 29/11/16	WC is looking at a smoking policy for all three schools and will feedback at the next meeting. 10/1/17 New policy adopted by TBoD Discussion on smoking breaks and locations of smoking breaks took place. Schools are no smoking sites. Directors did not endorse the provision of smoking areas on school sites/premises. SLT to undertake work on reissuing guidance on smoking breaks. 21/03 - Completed	Completed
31.1 7/2/17	Telephone MS to establish if he can continue to commit to Abbey LGB 21/03 Clare Southall to contact MS	CS 02/05/17
32.2 7/2/17	Schedule dates for next year's LGB meetings	WC Summer Term
35.3 7/2/17	The last wellbeing report referred to a graph which tells us on a monthly basis and then going back 2 years how many pupils have been off but the information wasn't transparent. We will be changing from the graph to more granular information.	IB 02/05/17
35.3 7/2/17	Bar charts to be included in future Wellbeing reports	LW 02/05/17
35.3 7/2/17	Data analysis regarding Behaviour	CJ/IB 02/05/17
35.3 7/2/17	Add pupil numbers in future Wellbeing reports	LW 02/05/17
35.7 7/2/17	Organise a summer workshop for work placements 21/03 carry forward to the Wellbeing agenda	LW/JMcI 02/05/17
36.2 7/2/17	Quality impact assessments for policies 21/03 on agenda – work on-going	WC/Clerks on-going
42.2 21/3/17	Add initials in minutes when comments are made or questions asked	Clerks Completed
43.1 21/3/17	Review training and support packages available	LW summer term
43.1 21/3/17	Consultation with parents regarding the use of mobile phones by pupils in school	LW Summer term
43.1 21/3/17	Arrange half hour Safeguarding training session following an LGB meeting	LW Summer Term
43.1 21/3/17	Add Link Governor roles to next agenda	Clerk 2/5/17 Completed
43.3 21/3/17	Develop a Strategy for schools looking at Apprenticeships	TB On-going

43.8	Agreed for JMcI to be link governor for finance. JMcI will work with Tracey Brooke to review the budget setting and provide scrutiny of the process on behalf of the LGB.	JMcI/TB
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**Abbey School Local Governing Body
Leadership & Management
Tuesday 21st March 2017 at 13:00
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Attendees:

Steve Booth	Acting Chair Abbey School LGB	Jl
Luci Windle	Executive Head Teacher	LW
Warren Carratt	CEO Nexus MAT	WC
Liz Shimwell	Teacher Governor	LS
Ian Burns	Support Staff Governor	IB
Cara Jones	Parent Governor	CJ
Jim McIntosh	Governor	JM
Tracey Brooke	Chief Finance Officer	TB
Alan Jones	Governor	AJ
Deborah Berry	Parent Governor	DB
Daniel Buckley	Governor	DB

Also Present:

Diane Hyner	Clerk to Nexus MAT	DH
Karen Blakemore	School Business Manager	KB

Apologies:

John Irwin	Chair of Abbey School LGB	Jl
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39. APOLOGIES FOR ABSENCE	Actions						
<p>39.1 To accept apologies for absence</p> <ul style="list-style-type: none"> • Apologies from JI <p>39.2 To receive, but not accept apologies for absence Apologies accepted MS did not submit any apologies to the meeting.</p>							
40. ITEMS OF URGENT BUSINESS							
<p>40.1 Chair to determine any items of urgent business to be considered Discussed with at this point</p> <ul style="list-style-type: none"> • John Irwin previous Chair has announced that he will be resigning and stepping down at Easter. Unfortunately JI is unable to attend the LGB meeting today. • LGB chairs are also Directors and to keep in line with other schools Steve Booth has been asked to step in to cover JI until the end of the school year • This will be taken to the Board for approval • SB has been the chair at Hilltop School LGB for a year and prior to that was a governor at Kelford School • SB is also a Director on the Trust Board and sits on the Finance and Audit Committee <p>Discussed at point 44.1 on the agenda Head Teacher ISR Recruitment exercise of ICT Update Post 16 provision - Abbey</p>							
41. DECLARATION OF INTERESTS							
<p>41.1 Individual Governors to declare any personal, business or other governance interests on any item on the agenda</p> <ul style="list-style-type: none"> • LW declared a personal interest in item 44.2 and will leave the meeting for this item. This item was deemed confidential 							
42. ABBEY LOCAL GOVERNING BODY MINUTES							
<p>42.1 To approve the minutes of the following meetings: Abbey Local Governing Body meeting held on 7th February 2017</p> <ul style="list-style-type: none"> • Minutes approved and signed <p>42.2 Matters arising from the Minutes</p>							
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<p><i>CJ - When there is a governor challenge or question – can we have initials identifying who asked the question? This is to show Ofsted that we are active in the meetings and can be used as evidence</i></p>	<p>That could be done from today</p>	<p>Clerk On-going</p>	
<p>43. ITEMS TO BE CONSIDERED</p>			
<p>43.1 Headteacher Termly Report</p>			
<ul style="list-style-type: none"> • There is consistency with numbers but there has been a movement with our Roma cohort of children as some moved out. • LAC increased – 7 on roll – this is a reflection of how the school has evolved and have an holistic approach to the care of the LAC in school. • 2 maternity leave – one to return until June and one Sept. • We have a good structure for TA progression – like for like Pennine View • Staff development consistent – no concerns. We have a TA on supply and we have an NQT • LW is still providing support at Pennine View and the cost has been budgeted for • We are receiving support from Castlehill School as part of the package from RMBC but this is not proving to be beneficial. • We use Pivots as an assessment tool • Appraisals – majority of staff are meeting the targets • New carpets have been fitted in some areas of the school and building works completed • Developments outside which will be completed for September – an undercover shelter so the little ones can play out • There will be a patio door so there will be access to the outside • Wider leadership – we are working with Learners First delivering training. You have to be interviewed and have to do 5 day per year. Out school gets £500 back plus £100 for preparation – we deliver in the NPQ and tutor for middle leaders • Staff from Abbey are offering support to Thrybergh School and the Rowan Centre • We offer support to secondary schools – relating to inclusion provision and peer review • Lead school for youth sport trust • Abbey School is an immersive learning school • Curriculum depends on the wellbeing of the pupils and is assessed daily • Children change on a day to day basis due to a number of factors • Curriculum is split into 4 stages – preparing/ learning/innovate/express • Pupils attended a fair where they told the community what they had learned • Still use a lot of holistic therapies – reflexology/ mindfulness / massage • Still using CASPA comparing against other school but this is not a reliable source • Assessed through personal development • Pupil Premium – no gap in achievement • PEPS – Most of Rotherham LAC children monitored through virtual school 			

- Y7 catch up – when pupils move to secondary school eligible to a small amount of money to get them ready for secondary school
- Interventions for all children are monitored and costed and can evidence impact
- British values – strong in school and we have 8 different nationalities in school
- There is a range of training offered – i.e rainbow brain
- Training on philosophy for children – helps with self-identity
- School council have a voice and are wanting to attend the governors meeting to discuss issues around mobile phones
- There has been a lot of work around e-safety
- Handling – incidents gone up this term – 90% are relating to 9 pupils
- 2 new pupils in school that have been out of education for a while
- One of the 2 has significant mental health issues and we are looking to a tier 4 assessment
- One LAC has gone from 13 incidents leading up to Christmas to only 2 this term
- No exclusions
- Attendance is 94%
- Success – Lincolnshire Director of social services visited – the Q&A session was really good and we have been asked to be a key speaker at their conference
- Learning walks – now showing we are a calm school
- Parent carers group becoming more active – there is a genuine shared partnership with Rotherham parents forum
- SEF – we are a good school and there are some aspects of outstanding – we cannot be outstanding as the governing body is new and requires developing.

Governor questions & challenges	Response	Further action(s)
<i>CJ – what is an inclusion provision</i>	Resource unit in a mainstream school – develop an inclusion provision for pupils with problems. We have a good partnership with Thrybergh School and some of our boys are attending there to study for GCSE	
<i>AJ – if that is not working should we use it</i>	We look at packages , Learners First and RMBC and the package only cost a couple of hundred pounds more	
<i>AJ - When will you look at that</i>	We get a print off of how much we have accessed The healthy schools part of the service is very good We have paid £900 to learners first and just sent them an invoice for £3k so we get so much more	LW Summer Term
<i>JMcI – so is all governor training included</i>	Yes it is	
<i>SB – Some of the most interesting Learners first training has been around Ofsted and what governors need to be aware of If Governance is poor then the school will be scored at poor</i>		

<i>SB – What is morale like generally</i>	Pretty good – training on restorative practice- high expectation and high support. Yes there are tough days but this is part and parcel of working in a special school. Morale goes down when they feel they can't meet the children's needs due to other agencies not providing support	
<i>CJ – I just want to say that from the visits I have made staff are welcoming and look happy to be here</i>		
<i>SB –Two SIPS – School improvement plan and school improvement partner</i>	School Improvement Plan is a plan to improve the outcomes of the school and the partner is where another school partners	
<i>SB - Is there a cost</i>	This is part of the RMBC package	
<i>SB - How does this impact on H&S</i>	The work is completed during the school holidays	
<i>SB - Do you have a link governor for T&L</i>	We need to look at that as we have new governors. The new governors need to think what they want to be linked to	
<i>CJ - Would the T&L governor also be the data governor</i>	T&L link governor would need help to understand the data	
<i>JMcI – data is more difficult to decipher During a training session I found the data information difficult</i>	Next year will be easier as you will be looking at GCSE Every school will have school improvement plan and how a link governor can be part of that	
<i>SB – could we ask that this goes on the next agenda – looking all link governors roles</i>		Clerk 2/5/17
<i>SB – PP & sports grant – can we have numbers Numbers of pupils and amount How are we evidencing the impact</i>	Each pupil receiving PP has a plan and we can see exactly what is being spent and what is the impact PP is £900 per year For LAC we get £1900 and get £500 per term. We have asked virtual school to provide Ipads for some children	
<i>TB- I have seen the reports for Abbey PP which is very good and we are looking to use it across all school is the MAT</i>		
<i>SB – How much PP do you get in Abbey</i>	£102k this year	

<i>AJ – does that come from Rotherham or the government</i>	It comes from central government		
<i>IB – will there be any more training on the philosophy for children I would like to be involved in the training</i>	Yes there will be further training and it will be on-going		
<i>CJ – have you asked parents about having their phone? As a parent I wouldn't want that</i>	We could ask parents views on this Pupils have quite a strong argument and have designed a contract which parents could sign		
<i>TB – there is an issue where photos may be uploaded showing where their school is</i>	Students feel we have stopped them using their phone because we are a special school		
<i>A good way forward would be to have a panel of governors where we could listen to both points of view</i>	There needs to be some consultation with parents and school leaders	LW Summer term	
<i>AJ – do you take the phones off them when they get into school</i>	Yes – it is really important to them but most hand them in		
<i>AJ – How do they get them back</i>	They are passed back as soon as they get on transport		
<i>AJ - How do you formulate the rules around it? That could be the challenge as if you ask parents what they think you will get a yes or a no – you need to set out rules</i>			
<i>JMCI - how do other children respond to incidents in school</i>	It is mixed and depends on the situation– most of the time we will remove the child out of class or we will move the rest of the kids out of the way		
<i>CJ – can I join in the safeguarding training</i>	I don't think it is for governors It is provided by the safeguarding board and for schools Designated Safeguarding Leads		
<i>WC – next steps for governors as we are not likely to be inspected until June next year – we have 12 months to improve capacity for governing bodies. We will have a skills audit in September to establish training needs and provide relevant training.</i>			
<i>SB - We have already put some training on for governors Does that include Safeguarding</i>	We can add a half hour session onto the end of one of the meetings	LW Summer Term	

43.2 School Engagement Report <ul style="list-style-type: none"> Included in the Headteacher Termly report 			

43.3 School Budget Report <ul style="list-style-type: none"> When school budget information was submitted for the MAT we had to provide a 15 month report At this stage we would have expected to have spent 60% of the budget and currently the actual spend is 51.4% so we are underspent We are projecting around a 15k underspend There are 2 main projects which need money spending on – POD and D&T room 			
Governor questions & challenges	Response	Further action(s)	
<i>AJ – can you keep the underspend</i>	You can roll it over – there is no limit on the surplus so long as there is a link to a development plan which is on-going		
<i>SB – if we are predicting a surplus we need to plan what the money can be used for in the future</i>	We have had to been cautious in the past as in the past we have had a deficit		
<i>WC - % spend should be 60% but is at 51.4% - that is around 10% so why is the gap narrowing between now and the end of the year</i>	It is to do with predicted spend We have a number of children on a high package where a child can be moved and the funding taken out of the school immediately		
<i>JMCI – Do you have a contingency plan for this</i>	We hold back some funding for that		
<i>SB – Column 2 – gives you the outturn – there is an extra 3 months. This is the 12 month outturn and this is the 15 month for this period the figures do not match</i>	It will be much easier to follow when we use the 12 month rolling		
<i>SB – the predicted budget for 17/18 what level of finality is this document</i>	At the moment this is guess work on the worst case scenario based on the children here		
<i>SB - Is this what is being presented to the EFA</i>	No we will not be presenting this. We are presenting this today as it would be too late to present this at the July T&L LGB		
<i>SB- in effect this is a first stab at the document We know that we can look at this as a working document</i>	Yes		

<p><i>The financial health of the school is positive – does this include all of the staffing</i></p>	<p>Yes it is does and we are in a good position We are looking to reduce places in a classroom to 10 it means we would and need to recruit 2 new teachers</p>		
<p><i>CJ – 117 what does this mean</i></p>	<p>It means we would get more funding</p>		
<p><i>SB - Other LGBs are looking to have a link governor for finance</i></p>	<p>Jim McIntosh volunteered to be the link governor for finance at Abbey</p>		
<p><i>SB – the ten questions provided with the papers should be answered before any budget is set</i></p>			
<p><i>CJ - Are schools eligible to the apprenticeship levy Would you get that back?</i></p>	<p>We have 2 apprentices currently in school. TB - I have been asked to develop a strategy for schools looking at apprenticeship levy and how can we look at development in school – you can look at apprentices at all levels For every 10% we put in the government put in 90%</p>	<p>TB – on-going</p>	
<p>43.4 School Budget Setting Report</p>			
<ul style="list-style-type: none"> Discussed at 43.3 			
<p>43.5 SEF Review</p>			
<ul style="list-style-type: none"> The SEF report is on the website and there is no update today 			
<p>Governor questions & challenges</p>	<p>Response</p>	<p>Further action(s)</p>	
<p><i>CJ – can you clarify scoring</i></p>	<p>Grades are linked to Ofsted descriptions (1 is outstanding, 2 is good etc). Where this is a "+" or a "-" sign next to a number, this is intended to reflect that the school is either moving toward the next level or in the lower part of that judgment.</p>		
<p><i>SB - Are the cost elements transferred into the budget</i></p>	<p>Yes they are</p>		

<p>43.6 SIP Update</p> <ul style="list-style-type: none"> The SIP report is on the website which is updated with the progress 			
<p>Governor questions & challenges</p>	<p>Response</p>	<p>Further action(s)</p>	
<p><i>Are the key elements of the SIP included in the individual development plans for staff</i></p>	<p>Yes they are – there is cross references from the SIP to individual Development plans</p>		
<p>43.7 Policy Review Schedule</p> <ul style="list-style-type: none"> Information re policies shared with the governors Work is on-going to update statutory and individual school policies and ensure they are on the website 			<p>All Heads and Clerks On-going</p>
<p>43.8 Commission activity for Link Governors</p> <ul style="list-style-type: none"> Agreed for JMcI to be link governor for finance. Agreed for JMcI to be link governor for finance. JMcI will work with Tracey Brooke to review the budget setting and provide scrutiny of the process on behalf of the LGB. 			<p>JMcI/TB</p>
<p>43.9 Pupil growth and subsequent staff appointments</p> <p>This item was deemed confidential and is recorded in Appendix 1</p>			
<p>43.10 Chair/CEO verbal update of key issues from Trust Board of Directors</p> <ul style="list-style-type: none"> There is to be a Leadership Summit 30th March 4.30 to 7.30 at New York Stadium where all governors and SLT are invited to attend 			
<p>44. ANY OTHER URGENT BUSINESS</p>			
<p>44.1 To consider any other urgent business agreed by the Chair</p>			
<p>44.2 Headteacher ISR – This item was deemed confidential and is recorded in Appendix 2. LW left the meeting for this agenda item</p>			
<p>44.3 Post 16 provision</p> <ul style="list-style-type: none"> A letter has been received from Education funding agency KS 1 has been agreed but when the notification was received it didn't include approval for post 16 EFA confirmed they will let us know if post 16 has been agreed In terms of transition it is statutory that children have a named provision on EHCP 			
<p>44.4 ICT staff recruitment</p> <ul style="list-style-type: none"> Following a recruitment process this morning an appointment has been made to the ICT Engineer vacancy and Richard White was the successful candidate 			

45. CONFIDENTIALITY	
45.1 To consider the confidentiality of any items discussed during the meeting <ul style="list-style-type: none">• Headteacher ISR• Staffing	
38. DATES OF NEXT MEETING	
Abbey School LGB – Tuesday 2 nd May 2017, 13:00-15:00 at Abbey School Abbey School LGB – Tuesday 13 th June 2017, 13:00-15:00 at Abbey School Abbey School LGB – Tuesday 18 th July 2017, 13:00-15:00 at Abbey School	

Minutes approved

CHAIR	SIGNATURE	DATE
Steve Booth		02/05/2017