

## Minutes of the (Virtual) Full Governing Body meeting held on Wednesday 2nd December 2020

## MINUTES

|                       |                       |                    |  |
|-----------------------|-----------------------|--------------------|--|
| <b>Present:</b>       | Lee-ann Dirienzo (LD) |                    |  |
|                       | Larissa James (LJ)    | Headteacher        |  |
|                       | Rachel Hill (RH)      |                    |  |
|                       | Jan Beard (JB)        |                    |  |
|                       | Emily Mean (EM)       | Chair              |  |
|                       | Louise Silverton (LS) | Vice Chair         |  |
|                       |                       |                    |  |
| <b>In attendance:</b> | Zoe Wisken (ZW)       | Deputy Headteacher |  |
|                       | Mark Livesey          | Clerk              |  |

**The meeting started at 6.51 pm.**

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| 1. | <b>Presentation by English Manager</b><br>RH (English Manager) gave a presentation based on the impact of Covid on English across the school, ensuring clear adaptations to planning per year group.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                        |
| 2. | <b>Welcome and Apologies for Absence</b><br>Apologies: None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                        |
| 3. | <b>Declaration of Pecuniary Interests or Conflicts of Interest</b><br>Declarations: None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                        |
| 4. | <b>Minutes of the meeting held on 21st October 2020</b><br>Agreed as a true record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                        |
| 5. | <p><b>Matters Arising</b></p> <p><b>211020_3 Check for any outstanding Pecuniary Interests forms and send reminders for any that are missing (Clerk):</b> Closed.</p> <p><b>100719_6 Liaise with the Junior School regarding creation and distribution of a joint Junior School/Infant School leaflet, to be distributed with an issue of the local publication 'Popley Matters' (ZW):</b> ZW advised that after discussion with LJ it was decided to have a separate leaflet from the Junior School and a separate single page advert in 'Popley Matters'. Closed.</p> <p><b>150720_5 Investigate to find out why the Junior School are not interested in collaborating on production of a joint Infant / Junior School leaflet (ZW):</b> ZW advised that the Junior School have published their leaflet already, while the Infant School leaflet is nearly ready to be published. Agreed not to publish a joint leaflet with the Junior School this year, and to discuss a joint leaflet in July with a view to publication during the summer holidays and September. Original action closed. EM advised that in the meantime she will liaise with the Deputy Head at the Junior School, so that the Juniors are aware of Merton Infant's intentions with regard to this matter. <b>ACTION.</b></p> <p>The GB asked the Clerk to make a note to ensure the leaflet is discussed at the Summer 1 and Summer 2 FGB meetings and to ensure that related agenda items are included in the draft Annual Task Planner which will be reviewed in the Summer 2 FGB meeting. <b>ACTION.</b></p> <p><b>Q.</b> EM asked how this year's Infant School leaflet will be distributed. <b>A.</b> ZW advised that she will be distributing some copies of the leaflet and is sure that some other people will help with distribution. Agreed that the governors who live in Popley will each distribute some leaflets in their local area. <b>ACTION.</b></p> <p>LJ advised that she believes that raising the profile of the school locally would be more effective if some of the children distributed some leaflets wearing their school uniform. LD suggested that the involvement of the children in delivering the leaflets could be featured on the school's Facebook page.</p> <p><b>211020_6 Discuss format for Resources / FGB meetings off line and then circulate an email to inform everyone (LJ &amp; EM):</b> Closed.</p> <p><b>2110120_9 Chase response from Headteacher of St. Anne's School re. Collaboration Agreement (LJ):</b> LJ advised that St. Anne's have agreed to enter into a collaboration agreement on</p> | <p><b>EM</b></p> <p><b>Clerk</b></p> <p><b>ALL</b></p> |

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|    | <p>the understanding that the collaboration is restricted to governors' committees; the documents have been drawn up and both schools need to sign the agreement and return it to the other school. <b>ACTION C/F.</b></p> <p>LJ also advised that she will ask the Headteacher of St. Anne's to ask the Chair of Governors at St. Anne's to make initial contact with EM. <b>ACTION.</b></p> <p><b>2110120_10_1 Send EM some information on the Remote Learning Package for the Newsletter (ZW):</b> Closed.</p> <p><b>211020_10_2 Issue Newsletter after Half Term (EM):</b> EM advised that the Governor Newsletter has been published. Closed.</p> <p><b>211020_11_1 Email Governor Services to ask them if they could set up a bespoke WGBT session on 'Managing a small or very small Governing Body' (LS):</b> due to be discussed later in the meeting (item 9).</p> <p><b>211020_11_2 Check to see what individual training the governors have completed, and if there is anything which could assist LD with her new responsibilities (LS):</b> due to be discussed later under agenda item 9.</p> <p><b>211020_17_1 Discuss the Resources agendas with a view to condensing them (LJ, LS &amp; EM):</b> Closed.</p> <p><b>211020_17_2 Discuss the meeting dates for Resources and FGB meetings for the remainder of this academic year. ACTION C/F.</b></p> <p><b>211020_18 Remove the Statement of Financial Expectations item from the draft Resources Committee Annual Task Planner which the GB will review in July 2020 (Clerk):</b> Completed. Closed.</p> <p><b>211020_19 Check with EPS regarding whether Appendix 6 should remain at the back of the Pay Policy (LJ):</b> LJ advised that she had removed Appendix 6 from the Pay Policy. Closed.</p> <p><b>211020_23 Forward to EM the email that he had received from Jane Frankum (Clerk):</b> Completed. Closed.</p> <p><b>211020_4 Email the abbreviations list to LD, when RH has received it. ACTION C/F.</b></p> <p><b>211020_7_1 Check to see whether the additional time, for a parent that was late collecting her child, has been paid for (JB):</b> confirmed. Closed.</p> <p><b>211020_7_2 Check to see whether there are any updates to the rules on paid absences for self-isolation and if there are then circulate them to everyone so that they can make any comments or agree by email (LJ):</b> LJ advised that she will obtain the correct wording, from the MOPP (Manual of Personnel Practice) and email the text to the Clerk. <b>ACTION C/F.</b></p> | <p>LJ</p> <p>LJ</p> <p>LJ, LS &amp; EM</p> <p>RH</p> <p>LJ</p> |
| 6. | <p><b>Report from Resources Committee – any questions for Resources Chair</b></p> <p>EM invited questions regarding the Notes of the 21<sup>st</sup> October Resources Get Together; there were no questions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                |
| 7. | <p><b>Receive Headteacher Written Report</b></p> <p>LJ advised some additional information that it had not been possible to include in her Headteacher Written Report previously sent, as summarised below:</p> <ul style="list-style-type: none"> <li>regarding the Covid Catch Up Funding, she has changed some of the figures in her Report; the intention is to employ an additional LSA for Wave 3 interventions, to support SEN and Disadvantaged children; the quote for a full time C Grade is approximately £5,379 and if the GB agrees she will arrange for an advert to be posted before Christmas</li> <li>if the LSA interviews produce the right candidate, or a candidate is alright but does not have the experience to run Wave 3 interventions, she will move the Y2 LSAs around</li> <li>regarding Catch Up funding, the current price of the planning tool for SEND is £125</li> <li>the price of the 'Spelling Shed' software is £180 and the school will try to obtain this for the children</li> <li>the school would benefit from having a few more of the Alphabet Phonics books, which are linked to the Bug Club; because of her concern regarding the children's lack of blending skills, which these books teach more effectively than some other books, she is providing £300 for RH to obtain additional books for YR</li> <li>regarding staff CPD, since she produced her Headteacher Report the Prevent training has taken place</li> <li>she shared the attendance tracking grid on her screen, showing that attendance for the current period (Autumn 2) is 96.5%, i.e. on target; attendance for the SEN, EAL and Ethnic Minority groups has improved for the Autumn Term; attendance for the current FSM group and the Traveller group has also improved</li> <li>also regarding attendance, there are currently 15 PA children; she shared a chart showing a comparison with the Autumn 2 attendance last year</li> <li>she also shared an anonymised report of the attendance of PA children on her screen; in Autumn 1 there were 26 PA children, with 15 PA children shown for Autumn 2; the report showed the improvements, and also the number of children whose attendance had declined since Autumn 1</li> </ul>                                                                                                                                                                                                                                                                                      |                                                                |

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|    | <ul style="list-style-type: none"> <li>• she has attendance meetings tomorrow with the parents of children that the school is concerned about</li> <li>• regarding Covid, the school has had 51 children who have been in some form of self-isolation since September, although the Covid self-isolation children's attendance is not affected because of coding – there have been no confirmed positive cases of children</li> <li>• YR children are not of compulsory school age until the term after which they turn 5; however, the report gives an idea of how many children per class were affected, and how many sessions of self-isolation the children had; she is pleased that Covid has affected the children's attendance less than expected</li> <li>• the positive report on the Early Years Moderation has been circulated; regarding this, the report states that the school's prediction for Year R is lower than the County figure of 77% although she has always held the view that the important comparison for the school is with the national figures; as the school's prediction is 70% this means that the school's figure is in line with the national figure</li> <li>• with hindsight she believes that tonight's FGB meeting is again too early, having only just had the Pupil Progress meeting on Monday, in that teachers are asked to complete the 'Headteacher Summary' showing the percentages and graphs of where children are at each level and therefore not had time to finalise for this meeting</li> <li>• she advised that for YR since September, 82% of children have made one band plus progress in Reading, 83% in Writing and 72% in Maths; this is an indication of how much effort the children have made and the quality first teaching in place</li> <li>• regarding the Y1 Phonics Screening, in October 7% passed and during November 16% achieved the pass mark</li> <li>• the children predicted not to have achieved a Phonics pass by the end of the academic year were all highlighted and targeted and the picture is positive at present; the predictions might be a bit lower than the previous academic year and may be just in line or slightly below the national 2019 figures, but if the school can address the gaps by 2% then the school will have made better progress again</li> </ul> <p>LJ asked ZW to send the Headteacher Summaries for each year group in Reading, Writing and Maths, in both percentages version and graphs version, to the governors on Friday 4<sup>th</sup> December.</p> <p><b>ACTION.</b></p> <p>A governor (EM) advised that she supports the idea of employing an additional LSA, as having attended the Pupil Progress she is aware of the number of children that need to be taken out of class and placed in an interventions group.</p> <p>Another governor advised that the Catch Up funding is time-limited; the school needs to be able to fund the employment of the new LSA on an ongoing basis and the school should therefore ensure that there will be money in the budget for next year for this purpose.</p> <p>LJ advised that hopefully next year the school will be taking in 90 pupils; she will therefore look to employ a new teacher and a new LSA; it would be possible for the school to offer a fixed term contract for the Spring and Summer terms and also for the next academic year.</p> <p>Agreed that the additional LSA will be recruited and that LJ will advertise as soon as possible.</p> <p><b>Q.</b> EM asked whether, regarding the Self Evaluation Evidence, the school should make a reference to the GB membership being low at present and that the GB has a plan to increase GB membership, although the GB still believes that Leadership &amp; Management is good. <b>A.</b> LJ advised that she will include this information and recirculate the document. <b>ACTION.</b></p> | <p><b>ZW</b></p> <p><b>LJ</b></p> |
| 8. | <p><b>Discuss GB Membership</b></p> <p>EM advised several items of information, as follows:</p> <ul style="list-style-type: none"> <li>• regarding the LA Governor vacancy, she has been in contact with Jane Frankum, the local councillor, who is keen to ensure that any potential nominee for the vacancy would want to be a governor for the right reasons; as no nomination has yet been received from Jane, she will reassess the situation in January</li> <li>• regarding the 3 Parent Governor vacancies, adverts have been posted for these vacancies and an application has been received from one potential governor who she will meet with</li> <li>• there has also been an application from another potential governor who the previous Chair of Governors had spoken to and is still interested in becoming a governor</li> </ul> <p>EM proposed that she should invite both potential governors to the next FGB meeting, which would result in 2 of the Parent Governor vacancies being filled. Agreed.</p> <p><b>Q.</b> JB advised that before lockdown there had been another person interested in becoming a parent</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                   |

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|            | <p>governor and asked if that person was no longer interested. <b>A.</b> EM advised that she had originally emailed the person, saying that she would get in touch again after the summer, with no response having been received at the time; she had later sent the person another email but had received no reply and therefore assumed that the person was not interested in the governor role.</p> <p>LJ advised a few points of information:</p> <ul style="list-style-type: none"> <li>• there is still a governor advert in Popley Matters</li> <li>• an advert was also placed on the school Facebook page</li> <li>• the adverts that were posted on the websites, which were run continuously from the summer until the end of October, have not been refreshed</li> <li>• she will email Matthew Rixon, the school's LLP, to see if he knows of anyone interested in becoming a governor. <b>ACTION.</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>LJ</b>                         |
| <b>9.</b>  | <p><b>Discuss Governor Training, including WGBT</b><br/> LS provided an update, main points as follows:</p> <ul style="list-style-type: none"> <li>• HGS (Hampshire Governor Services) are aware that the GB is still in the process of selecting a WGBT topic</li> <li>• the GB had discussed several topics including bespoke sessions on 'Governor Recruitment and Retention' or 'Managing with a Smaller Governing Body'</li> <li>• HGS have advised that they can provide a bespoke session on 'Governor Recruitment and Retention'; LS is waiting for HGS to provide her with further information on the bespoke sessions so that she can judge whether the sessions would be of benefit to the GB. <b>ACTION.</b></li> <li>• regarding her action to arrange training for LD in her new role as the SEN Governor, LS advised that although there is limited training available, there is a course entitled "Understanding the governors' role in monitoring and evaluating SEND" which she believes would be an ideal course; the course is a webinar on 1<sup>st</sup> February and although no places are currently available, LD can register her interest in GovernorHub if she is interested</li> </ul> <p>EM suggested that possibly a bespoke WGBT session on the induction of new governors might benefit the GB.</p> <p><b>Q.</b> LD asked if LS could email her the name of the webinar. <b>A.</b> LS agreed. <b>ACTION.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>LS</b></p> <p><b>LS</b></p> |
| <b>10.</b> | <p><b>Discuss reports from Governor Visits</b><br/> EM advised that she had carried out a Governor Visit, the main points being summarised below:</p> <ul style="list-style-type: none"> <li>• she visited the school on Monday 30<sup>th</sup> November, attended the Prevent training, carried out the financial checks and also attended Pupil Progress meetings</li> <li>• she believes it was important that there was a governor present at the Pupil Progress meetings so that a governor could gain insight into the discussions that take place at these meetings</li> <li>• one of the key activities that she witnessed was the identification of children that require specific input and then putting the necessary interventions in place</li> <li>• many interventions had been or were being put into place and the workload for the teachers and LSAs in identifying the children needing interventions is high, however there is evidence of the high expectations that the school has for the children and which are necessary for the children's development</li> <li>• there were interesting discussions regarding whether the children were at a lower level than would normally be expected for the children in a non-Covid world; the general consensus was that the children were not lower than would normally be expected by as much as they had perhaps been expected to be</li> <li>• she found it interesting that LJ had the books and folders of a child who had now moved on and is currently in Y3; she found it interesting to see the child's books, the work that the child was doing and what the child's writing was like, as compared with similar children in the current Y2 cohort</li> <li>• in YR the children were perceived as having come in at a very low level, a trend that has been seen in previous years</li> </ul> |                                   |
| <b>11.</b> | <p><b>Monitor any parental complaints</b><br/> There had been no parental complaints.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                   |
| <b>12.</b> | <p><b>Governor Monitoring Day</b><br/> LJ advised that the Governor Monitoring Day is currently scheduled for 14th January, although it may be necessary to confirm this date after Christmas when hopefully the national outlook for the pandemic will be clearer.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                   |
| <b>13.</b> | <p><b>Premises Update (including Health &amp; Safety)</b><br/> LJ provided the update, the main points of which are summarised below:</p> <ul style="list-style-type: none"> <li>• a new door has been fitted to the Nurture Room</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                   |

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|     | <ul style="list-style-type: none"> <li>there has been a major problem with the drains, although they are now unblocked</li> <li>quotes have been received for additional play equipment to be located at the back of the pirate ship; it is hoped that the equipment will be installed during the February Half Term</li> <li>the termly Health &amp; Safety walk has been completed; although there were no major concerns inside, it was found that outside there was a significant amount of breaking apart or cracking of the tarmac in certain areas, and a slight dip was observed in the surface of the YR outside area</li> <li>also regarding the Health &amp; Safety walk, the concerns raised were reported to the building surveyors who came and inspected the areas of concern on Friday 27<sup>th</sup> November; the building surveyors will look at obtaining quotes for the work necessary to rectify the areas identified</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |
| 14. | <b>Review Governor Action Plan</b><br>The Plan was reviewed by the GB, the main points being summarised below: <ul style="list-style-type: none"> <li><b>Governor Recruitment</b> – every effort has been made to recruit governors through adverts in magazines and the school website, and the vacancy has been notified to the LLP; there has been some success as 2 governor applications have been received</li> <li><b>Monitoring the school and holding it to account</b> – a Governor Monitoring Day has been arranged and will hopefully take place on the scheduled date of 14<sup>th</sup> January 2021</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |
| 15. | <b>Policy Reviews (Equalities and Inclusion, Fire Safety Management Plan, Emergency Evacuation Procedures, Pupil Discipline Committee Terms of Reference; Whistleblowing, Car Park, Site Security, Staff Absence)</b><br>LJ advised a few points regarding the Equalities and Car Park policies as summarised below:<br><b>Equalities</b> <ul style="list-style-type: none"> <li>the Equality Objective in Appendix B is to ensure that the school tracks the various vulnerable groups carefully and that the children meet the ARE (Age Related Expectations) where they can and that the children do not fall below national expectations</li> <li>the school's 2019 data shows that all the various groups performed better than the national figures for those groups, i.e. the activities carried out in school are successful</li> <li>Appendix A of the policy contains pupil-related data and the context of all the various groups within each year group</li> </ul> <b>Car Park</b> <ul style="list-style-type: none"> <li>the Junior School Headteacher has emailed LJ about the policy</li> <li>there had been a discussion regarding the policy a few years ago because the Junior School wanted to park on the playground and shared area as well as the Car Park, giving rise to a question of liability, in the case of an accident, if there are walkers nearby while drivers are approaching the playground</li> <li>the Junior School Headteacher has added a line to the policy stating that 'any parking on the main playground will be policed by 2 adults wearing high-visibility jackets'</li> </ul> Agreed that the GB is not happy with the idea of anyone parking on the playground and shared areas on safety grounds and that LJ will discuss the policy further with the Junior School Headteacher. <b>ACTION.</b><br>Agreed to approve all the policies listed under this agenda item, except for the Car Park policy. | LJ |
| 16. | <b>Receive report from Pay Committee</b><br>EM advised that she and LS, being the only governors that can currently sit on the Pay Committee, met virtually via email to approve all of the changes that were needed.<br>LJ advised that all staff should have received their salary letters by now.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |    |
| 17. | <b>Correspondence</b><br>EM advised that she had received an email from Jane Frankum about the parking buddies, regarding which she provided Jane with an update; she also advised that Jane's view was that it is not possible to please everyone and that the overriding feedback that Jane had received was very positive.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |
| 18. | <b>Any Other Business</b><br>LJ asked JB to email all attendees the following figures, i.e. the number of children who have applied to the school as their first, second or third preference, tomorrow. <b>ACTION.</b><br>JB advised that the approximate figures, from memory, are as follows: 71 or 72 applications consisting of approximately 26 1st Preference, approximately 33 2nd Preference, with the remainder being 3rd Preference.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | JB |
| 19. | <b>Date of next FGB Meeting</b><br>Agreed that the next FGB meeting will take place virtually using 'Teams' on Wednesday 3 <sup>rd</sup> February 2021 at 6.45 pm, immediately preceded by the Resources Committee Meeting which starts at 6.00 pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |    |

**The meeting closed at 8.03 pm.**

These minutes are accepted as a true and accurate record of the meeting.

Signed \_\_\_\_\_ Chair    Date \_\_\_\_\_