## MEETING OF GOVERNING BOARD

**TIME/DATE 5.00pm TUESDAY 15th OCTOBER 2019**

**VENUE GATEWAY CONFERENCE ROOM, PARSONS WALK, WIGAN**

## ATTENDANCE Independent Governors Frank Costello, Chair

Diane Brennan

Ann Harrison

*Susan Loudon*

*Susan Spibey*

Katherine Causey

*Janet Minto*

Jenny Bullen

Michael Ferraby

Gill Edwards

Andrea Ferguson

Alison Chambers

Staff Governors *Jennifer Cockram*

Rebecca Armstrong

Student Governors *Vacancy*

*Vacancy*

Principal Anna Dawe

Clerk to the Governing Board Robert Smith

Vice Principal, Curriculum Claire Foreman

Vice Principal, Corporate Services Louise Brown

Finance Director Steve Scott

Assistant Principal, IT, MIS and Dave Harrison

Sub-contracting

***Italics denotes absence* PART 1 MINUTES**

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| **Item** |  | **The meeting opened at 5.00pm and was quorate with at least 7 members present.** |
| **1** | **GB/19/10/001** | **APOLOGIES**  Apologies for absence were received from Janet Minto, Susan Spibey, Susan Loudon and Jennifer Cockram. |
| **2** | **GB/19/10/002** | **DECLARATION OF INTERESTS**  There were no declarations of interest. |
| **3** | **GB/19/10/003** | **PART 1 MINUTES OF THE GOVERNING BOARD MEETING ON 9TH JULY 2019**  The minutes were approved as a correct record for signature by the Chair. |
| **4** | **GB/19/10/004** | **MATTERS ARISING**  The Clerk advised that all items on the Action Sheet were now complete. |
| **5** | **GB/19/10/005** | **APPOINTMENT OF NEW MEMBERS**  The Chair advised that the Search & Governance Committee had interviewed two candidates for governor vacancies, namely David McDonald and Alison Chambers. He drew members’ attention to their CVs within the meeting papers. The Chair was pleased to report that the committee members unanimously agreed that both candidates would be suitable appointments to the Governing Board. Members discussed the skills and experience of each candidate and noted proposals within the report to appoint the candidates to the Audit Committee and Resources Committee respectively.  **RESOLVED:**   1. That David McDonald be appointed as a member for a period of four years from 16th October 2019, subject to a one-year probationary period; 2. That the Board be recommended to appoint Alison Chambers as a member for a period of four years from 15th October 2019, subject to a one-year probationary period; 3. That David McDonald be appointed as a member of the Audit Committee; and 4. That Alison Chambers be appointed as a member of the Resources Committee.   The Chair advised that the election process for a replacement Academic Staff Governor had recently concluded and that Rebecca Armstrong had received the greatest number of votes from colleagues. The Chair also outlined Rebecca’s role at the college and it was noted that she was both a lecturer in Sport and a Quality Co-ordinator.  **RESOLVED:**   1. That Rebecca Armstrong be appointed as a Staff Governor for a period of four years from 15th October 2019, subject to a one-year probationary period; and 2. That Rebecca Armstrong be appointed as a member of the Curriculum & Student Matters Committee.   **Alison Chambers and Rebecca Armstrong joined the meeting at 5.10pm** |
| **6** | **GB/19/10/006** | **RE-APPOINTMENT OF MEMBERS & PROBATIONARY REVIEWS**  The Chair advised that the term of office of Jennifer Cockram came to an end in July 2019 and that the Search & Governance Committee now recommended that Jennifer be re-appointed for a further four-year term of office with immediate effect and for her to continue her membership of the Resources Committee. The Chair also advised that the appointment of Pauline Hunter as a co-opted member of the Audit Committee required a review as this appointment came to an end in June 2019. Again, it was noted that the Search & Governance Committee recommended Pauline’s re-appointment as she brought considerable skills and experience to the work of the Audit Committee.  Members noted that the Search & Governance Committee had also reviewed the appointment of Jen Walters as a co-opted advisor to the Curriculum & Student Matters Committee. The Chair advised that this was an annual appointment and required review every year. The Chair confirmed that the committee had discussed recent appointments to the Board and agreed that the level of relevant skills and experience in relation to academic matters had improved considerably. The Chair reported that it had been agreed that it was no longer necessary to retain a co-opted advisor to increase the level of academic knowledge available.  **RESOLVED:**   1. That Jennifer Cockram be re-appointed as a member for a further period of four years with immediate effect; and 2. That Pauline Hunter be re-appointed as a co-opted member of the Audit Committee for a further period of four years with immediate effect. |
| **7** | **GB/19/10/007** | **PRINCIPAL’S UPDATE**  The Principal outlined a number of political changes affecting the FE sector, including the recent appointment of a new Minister for Education, Gavin Williamson MP. She summarised key proposals to increase funding for students, including an increase in the base rate funding for 16 and17-year olds from £4,000 to £4,188 per year. Members noted that the FE sector still fell below the level of funding for schools but acknowledged that this increase was a good starting point and would hopefully be followed by a further review of funding levels.  Members discussed key events expected in the near future, including the scheduled Brexit departure date of 31st October, the publication of Education & Skills Funding Agency (ESFA) 16-18 allocations in January 2020 and the full budget statement that would be required by March 2020. The Principal provided a summary of recent and planned college activity, including involvement in the ‘Love Our Colleges’ campaign, where the sector was working collaboratively to highlight to government the need to improve funding for the FE sector and improve the recognition and standing of colleges. The Principal also highlighted the potential implications of the Augar Report. It was noted that the college was aware that this could result in FE and HE working more collaboratively. However, it was also noted that the college had very recently experienced a higher education institution behaving in an overtly predatory way. The Principal stressed that providers of skills behaving to protect institutional interest at the expense of the stability of another provider was not acceptable and advised that the college would be working through the GMCG to respond appropriately. The Principal informed the Board that the EOI process in relation to the Rushton Building would commence on 4th November and that the colleges approach would be discussed under the Part 2 agenda.  Members reviewed the headline data for student outcomes in 2018/19 and were pleased to learn that achievement rates had improved for the fourth consecutive year for classroom-based learning. They were also pleased to learn that 16-18 student recruitment had seen further growth, with the ESFA target again exceeded. This was in addition to the full Adult Education Budget being delivered in terms of funding levels, exceeding target for both levy and non-levy apprenticeship funding, and the higher education fee income target being delivered. The Principal summarised the impact of these outcomes in terms of the college’s finances. She explained that steady income growth had enabled the college to invest significant sums in its curriculum, IT and estates, whilst maintaining good financial health and meeting all of the college’s banking covenants. The Chair commented that the data for 2018/19 was extremely encouraging but highlighted the fact that apprenticeship outcomes still required improvement. The Principal responded that there were clear signs that teaching, learning and assessment had significantly improved and that data would improve as the impact of a failed sub-contractor gradually worked itself out of the overall outcomes.  The Principal provided further details about student outcomes and how these compared to the previous year and to national averages. Members were delighted to learn that 16-18 outcomes had improved by a further 4% and commented that this was particularly impressive given that the previous three years had also shown improvements. Members sought clarification in relation to a small dip in outcomes for 19+ (a decrease of 0.4%) and the Principal explained that this had been impacted by the types of adult provision (changes in the delivery of ESOL) and the number of students recruited for different areas of activity. However, members were reassured as the outcomes still remained 2.4% above national averages. In relation to apprenticeships, the Principal explained that timely completion had improved significantly and was now just below national average but that overall outcomes had declined slightly as a result of the previously reported cessation of trading of one of the college sub-contracting partners.  In relation to quality measures, the Principal reported that the college had secured the highest overall student satisfaction rates in the Greater Manchester area for the fourth year in succession.  The Principal outlined the Quality Priority Actions, including focus on continuing the improvement of apprenticeship provision and continued improvement of teaching, learning and assessment. Priorities also included preparation for and embedding of the new Education Inspection Framework and preparing for new curriculum requirements for examinations, work placements and T-Levels.  The Principal also provided a summary of key developments in relation to Place, which included increases in entry level and Level 1 provision, growth in traineeships and use of a ‘Step Up’ programme to enable learners to start courses outside of normal enrolment periods. Members noted that this would help to address NEETS challenges, but acknowledged that this area remained difficult as the data on NEETS in the Borough left many in unknown circumstances. Members also discussed developments in school liaison activity and noted that the college had created a new Head of School Partnerships role. Other partnership arrangements were also discussed, including new partnerships with Wigan Athletic, Wigan Warriors and Leigh Centurions. The Principal advised that she was involved in the steering group for the Work & Skills Strategy and was leading on the FE Careers Hub as part of the Greater Manchester Colleges Group. She also advised that the college was taking part in joint management team meetings with Wigan Council.  It was noted that the Place Priority Actions included submission of an expression of interest for future use of the Rushton Building. Priorities also included gaining clarification on NEETS data to developed improved responses and developing collaborative approaches within the Borough in relation to transition, careers advice and destinations.  In relation to Sustainability, the Principal reported that enrolments were 163 up on the same time in the previous year and the college was again on track to deliver growth in its 2020/21 funding allocation for 16-18 learners. In relation to the current year, members also noted that the college was on target to exceed its Advanced Learner Loans income and was showing strong recruitment for levy apprenticeships and degree level apprenticeships.  The Vice Principal, Corporate Services provided an outline of progress on current estates projects and drew members attention to photographs within the presentation showing construction works at Pagefield, new facilities at the Leigh Adult Learning Centre, improvements to the Gateway conferencing area and a new break-out room in the Foundation Block. She was pleased to report that projects were being delivered on time and within budget and with minimal disruption to students. Members also noted several upgrades and improvements relating to ILT.  The Principal confirmed that good financial health had been maintained in 2018/19 and that the college remained fully compliant with its banking covenants. She also reported that the FRS102 pension adjustment would mean that the college had produced a reporting deficit, but that this did not impact on cash availability or on banking covenants.  The Principal reported that the college had achieved a 2019 Beacon Commendation Award for innovation in careers and enterprise. She also announced that the college was a finalist in the 2019 Engage Award for its employee engagement activity.  Members congratulated the college for another successful year in 2018/19, although it was recognised that additional challenges remained, including delivering further improvements in apprenticeship provision. Members also commented that, as 16-18 recruitment was again strong and beyond the current year’s funding levels, resourcing the delivery in relation to additional learners may present challenges. The Principal responded that the recruitment of additional posts held back at the start of 2018/19 and growth in some areas with in-year funding would mean that the college would be able to meet the financial resourcing requirements. However, she acknowledged that continued growth had created challenges in terms of the availability of space. Members recognised that the expression of interest for use of the Rushton Building would be an important factor in managing future space requirements. |
| **8** | **GB/19/10/008** | **STRATEGIC PLAN: PRIORITY ACTIONS**  The Principal proposed a number of changes to the college’s key performance dashboards and invited members of the Executive Team to provide further clarification.  The Vice Principal, Curriculum explained that for most indicators within the Quality & Curriculum Dashboard, they would remain the same or be subject to a small increase. However, it was noted that targets would increase significantly for apprenticeship provision compared to the outturn position for 2018/19. Members noted that this reflected the fact that previous issues in relation to this provision had been addressed and that data was expected to improve more notably from 2019/20 onwards. The Chair Elect sought clarification in relation to the target for ‘National Attainment’ measures. The Assistant Principal advised that these related to the average points scored over a range of measures expressed as a grade. The Chair asked why there had been a fall in relation to one sub-contractor’s retention data. The Vice Principal explained that this appeared to be low when compared with the retention of the whole college but noted that the sub-contractor worked with more challenging learners and retention was sometimes less straightforward for this group of students. The Vice-Principal confirmed that the college still had confidence in this delivery.  The Chair asked why the college had targets below national averages for apprenticeship provision. The Vice Principal explained that the duration of some apprenticeships, which meant that earlier issues may take a number of years to work their way out of the achievement data. Members also asked why the target for overall retention was slightly lower than the outturn position for 2018/19. The Vice Principal explained that the targets were set before the final outturn data was known and agreed to review targets for any anomalies of this nature and update them further where appropriate.  **Action: Vice Principal, Curriculum**  The Vice Principal, Corporate Services provided a summary of HR targets and advised that the college would be closely analysing staff turnover and reasons for leaving. It was noted that the current primary reason for leaving was that staff were leaving the education sector. Members commented that the financial provision for additional posts appeared low in the context of planned growth as it equated only to around seven new posts. The Principal responded that decisions to delay recruitment in 2018/19 due to possible apprenticeship funding risks meant that a number of new posts were recruited at the end of the year once the risk no longer applied. She explained that the staffing position had therefore improved prior to the addition of new posts in 2019/20.  The Vice Principal also outlined key targets for estates and advised that the condition of the estate was an important factor in the college’s ability to realise growth potential. The Chair Elect commented that the data for space utilisation seemed low. The Vice Principal responded that some space was taken up with equipment and resources but acknowledged that a key factor in utilisation was class sizes. The Principal added that there were ‘space norms’ within the sector and that this target was based on that approach to modelling.  The Finance Director outlined the performance indicators within the Finance Dashboard and explained that these were expected to be achieved in 2019/20 as they were based on the college’s budget, financial plan and compliance with banking covenants. Members discussed the annual pension actuarial valuation and acknowledged that it was difficult to plan for the value of this as the valuation was not received until after year-end and could vary considerably from year to year. However, it was noted that this did not affect financial health or banking covenants.  **RESOLVED:**  That, subject to potential minor amendments, the revised Quality & Curriculum, HR, Estates and Finance KPI Dashboards be approved. |
| **9** | **GB/19/10/009** | **SEARCH & GOVERNANCE COMMITTEE – 25TH SEPTEMBER 2019**  It was noted that the re-appointment of existing members and the appointment of new members had been discussed under earlier agenda items. However, it was also noted that a number of governor role changes would be required following the retirement of the current Chair of the Board and the recent appointment of Ann Harrison as Chair of the Board. The Chair outlined the committee’s recommendations in relation to these role changes and those members subject to the recommendations left the meeting temporarily to allow discussions to take place and returned to the meeting once decisions had been reached. The meeting remained quorate at all times and the following resolutions were agreed:  **RESOLVED:**   1. That Kath Causey be appointed Vice Chair of the Governing board, rather than her current role as Co-Vice Chair; 2. That Kath Causey be appointed Chair of the Audit Committee with immediate effect; 3. That Sue Loudon be appointed Vice-Chair of the Audit Committee with immediate effect; 4. That Diane Brennan be appointed Chair of the Resources Committee with immediate effect; 5. That Mike Ferraby be appointed Vice-Chair of the Resources Committee with immediate effect; 6. That Andrea Ferguson be appointed Chair of the Curriculum & Student Matters Committee with immediate effect; 7. That Ann Harrison be appointed Vice-Chair of the Curriculum & Student Matters Committee with immediate effect; 8. That the current practice of the Chair of the Governing Board acting as Chair of the Remuneration Committee and Search & Governance Committee be continued; and 9. That Diane Brennan and Andrea Ferguson as new committee Chairs be appointed as members of the Remuneration Committee and Search & Governance Committee with immediate effect.   Governing Board Self-Assessment  The Chair outlined key highlights within the draft Board Self-Assessment and advised that the assessment had been considered in detail by the committee. He commented that the document provided a positive overall statement of effective stewardship. Members discussed the grading of each section of the assessment and the overall assessment grade. It was noted that there had been significant progress in achievements and other measures, but some challenges were still to be resolved. On balance, members agreed that there had been clear improvements in the Governing Board’s performance. The Chair also outlined the outcomes of the governor self-assessment questionnaires and confirmed that these also suggested that individual members concurred that the college’s governance arrangements were working effectively.  In relation to ‘capabilities and representation’, it was agreed that there had been a considerable improvement in members’ skills and expertise and that key areas such as finance and curriculum were now well-represented. However, it was acknowledged that a number of members were still gaining experience in their role as governors. On this basis, it was agreed that this area should be graded as a 2 (‘good’). In relation to ‘strategy and direction’ members agreed that this was a very strong area of performance and should be graded as a 1 (‘outstanding’). For ‘overview and scrutiny’ it was agreed that this was effective and had improved further during 2018/19 but, with challenges relating to apprenticeship provision still to be resolved in terms of outcomes data, this should be graded only as a 2 (‘good’). Finally, members discussed ‘governor involvement’ and agreed that this was a mixed picture. However, it was acknowledged that it was unlikely that a situation could exist where all members could be involved in significant levels of additional activity as individual work and personal commitments varied. The Chair commented that it was a positive sign that overall Board and committee attendance had improved to 81% (from 78% in 2017/18) and now exceeded the new 80% target agreed in the previous year. Members also discussed the proposed improvement actions and agreed these were appropriate.  It was suggested that the self-assessment document would benefit from clearer indications of what would constitute a Grade 1 (‘outstanding’) under each category. The Clerk agreed to discuss this with the Vice Principal, Curriculum and provide additional commentary in the following year’s report.  **Action: Clerk**  Review of Instrument & Articles of Government  The Clerk advised that the proposed changes to the Instrument & Articles of Government were necessary due to changes in trustee eligibility requirements under Charity Law and associated regulations.  Review of Governors’ Code of Conduct  It was noted that the committee had discussed proposed changes to the current code of conduct. The Chair advised that the committee was reluctant to move away from the model code in common use across the sector. However, it was acknowledged that the document had become more focused on statements of legal requirements and principles, rather than focusing on expected governor conduct and behaviours. The Chair suggested that the proposed new document would be a useful supplement to the current code in order for members to more quickly gain an understanding of behavioural requirements. All those present formally confirmed continuing acceptance of the current code of conduct.  Review of Standing Orders  The Clerk highlighted proposed changes to the Board’s Standing Orders and members noted that most changes were to improve terminology or to bring into the main document key provisions, currently contained in a number of annexes.  Search & Governance Committee Annual Report  The Chair presented the committee’s annual report to the Board and explained that this provided a brief summary of the committee’s activity during 2018/19. He confirmed that the committee had discharged all of its responsibilities as contained within its terms of reference and within the Instrument & Articles of Government.  **RESOLVED:**   1. That the draft Board Self-Assessment for 2018/19 be approved; 2. That the Board Self-Assessment Grades be added as follows:  * Capabilities & Representation – 2 * Strategy & Direction – 1 * Overview & Scrutiny – 2 * Governor Involvement – 2 * OVERALL – 2;  1. That proposed revisions to the Instrument & Articles of Government be approved; 2. That the proposed new Code of Conduct be approved as a supplement to the current model Code but the model Code continue as the main Code of Conduct; 3. That proposed revisions to Standing Orders be approved; and 4. That the Search & Governance Committee Annual Report be approved. |
| **10** | **GB/19/10/010** | **FINANCIAL PLAN: SENSITIVITY ANALYSIS**  The Finance Director explained that the Governing Board had approved the college’s Financial Plan for submission to the Education & Skills Funding Agency, but that the addition of a sensitivity analysis had been required by the completion deadline. It was noted that this sensitivity analysis was shown in the Director’s report. |
| **11** | **GB/19/10/011** | **MANAGEMENT ACCOUNTS: JULY 2019**  The Finance Director presented the draft management accounts for July 2019, which represented the final year-end position. He reported that the year-end position showed an operating surplus (before FRS102 adjustments) of £1.1M against a budget of £1.05M. It was noted that the FRS102 adjustment was £1.219M against a budget of £932K based on the actual valuation in the 2017/18 accounts. The Finance Director explained that this had resulted in a negative variance of £287K, the majority of which related to changes following the McCloud judgment in a case involving public service age discrimination. He also explained that the annual actuarial valuation of the pension fund resulted in a pension loss of £4.781M and a total negative comprehensive income figure of £4.889M. The Finance Director outlined other variances against budget relating to income, pay expenditure and non-pay expenditure.  Members were pleased to acknowledge that the improved financial performance during 2018/19 had enabled the college to invest an additional £927K in curriculum IT and the college’s estate.  **RESOLVED:**  That the Management Accounts for July 2019 be approved. |
| **12** | **GB/19/10/012** | SAR FORMAT & NEW OFSTED EDUCATION INSPECTION FRAMEWORK (EIF)  Vice Principal, Curriculum provided a summary of key changes resulting from Ofsted’s new Education Inspection Framework (EIF). It was noted that the primary change was that teaching, learning and assessment, and outcomes would now be combined into a single judgment of ‘Quality of Education’ and that personal development, behaviour and welfare would now be split into two judgments of ‘Behaviours and Attitudes’ and ‘Personal Development’. It was also noted that the single judgment of ‘Leadership and Management’ would remain in place.  Members discussed the new ‘Quality of Education’ judgment and the Vice Principal, Curriculum explained that this would have a significant focus on curriculum design and delivery. She advised that it would include questions on the intent behind the curriculum design and its appropriateness, including meeting employer needs and preparing students for employability. She added that inspectors would expect both staff and students to clearly understand the intent and purposes behind the design of the curriculum and the reasons why its was delivered in a particular way. The Vice Principal also explained that the impact of the curriculum design and teaching, learning and assessment would also be a key focus and would cover a range of factors, including attainment, progress and destinations.  Members also discussed the types of provision included within Ofsted inspections and the types of inspection available. It was noted that the college was most likely to be subject to a ‘short inspection’ as it had been graded as ‘Good’ at the last inspection. However, the Principal explained that short inspections would not result in a review of the overall grade and would simply focus on whether the current grade could be maintained. However, members noted that if it was apparent to inspectors that the college had improved sufficiently to potentially merit a higher grade, it could extend the inspection to a ‘full inspection’ in order to review this.  The Vice Principal explained the expected differences in how the new inspection regime would feel and the ways in which this would affect the college’s preparations for inspection. She also confirmed that the 2018/19 Self-Assessment Report (SAR) had been carried out under the new framework categories to ensure that the college had a clearer view of what was required to deliver further improvements.  Members suggested that it would be useful to have a further presentation at the March Board meeting to provide more detail in terms of the expectations under ‘Leadership and Management’.  Action: Clerk |
| **13** | **GB/19/10/013** | ANNUAL SUB-CONTRACTING REPORT AND FEES & CHARGING POLICY  The Assistant Principal provided an update on the delivery position for sub-contracted activity and highlighted variances since members first approved the sub-contracting values for each partner. Members recognised that, whilst increased activity was carried out with some partners, the overall activity value was below that originally approved.  The Assistant Principal also drew members’ attention to the proposed Fees and Charges Policy for 2019/20. It was noted that this policy and framework was a requirement under funding arrangements. The Assistant Principal explained that the main change to the policy was that the section on management fees had been updated to reflect current funding regulations regarding the itemisation of specific costs including in the fees.  **RESOLVED:**   1. That the Annual Sub-contracting Report be approved; and 2. That the Fees and Charging Policy for 2019/20 be approved. |
| **14** | **GB/19/10/014** | ANNUAL REPORT ON DATA PROTECTION & FREEDOM OF INFORMATION  The Assistant Principal outlined Freedom of Information and Subject Access requests during 2018/19 and members noted that there were 9 of the former and 335 of the latter. It was also noted that required response times had been met on all occasions.  The Assistant Principal confirmed there had been two reported data breaches of the new data protection requirements during 2018/19 and that corrective action had been carried out and the Information Commissioner’s Office had been informed as required.  The Chair asked whether the college had learned from the breaches and the Assistant Principal confirmed this to be the case. He also explained that, whilst both were minor instances, process changes had been implemented to address any concerns. |
| **15** | **GB/19/10/015** | REPORT ON THE USE OF THE CORPORATION SEAL  The Clerk provided a summary of the use of the Corporation Seal during 2018/19 and confirmed that each use had been approved by the Governing Board. The Clerk advised that use of the seal had been approved for the following documentation:   * Project Contract with Whitfield & Brown in relation to the Hair & Beauty Project at Leigh College – Approved by the Board 16th October 2018 * Barclays Bank Facilities Agreements (Amendments) – Approved by the Board 16th October 2018 * Project Contract with John Turner Construction Group in relation to the Centre of Excellence Project at the Pagefield Centre – Approved by the Board 9th July 2019 * Funding Contract with the Greater Manchester Combined Authority in relation to projects at Leigh College and the Pagefield Centre – Approved by the Board 9th July 2019 * Deed of Covenant with the Greater Manchester Combined Authority regarding the future use of the college estate – Approved by the Board 9th July 2019 * Cost Over-run & Completion Guarantee with the Greater Manchester Combined Authority – Approved by the Board 9th July 2019   It was noted that the Corporation Seal was applied as approved in relation to the first four of these items. However, the Clerk advised that, following discussions with the Greater Manchester Combined Authority, it was unnecessary to create the final two documents and therefore use of the seal was not required. |
| **16** | **GB/19/10/016** | ANY OTHER BUSINESS  Two members advised that they had received emails relating to safeguarding training from a source other than the college and asked whether there was anything they needed to do in relation to these emails. The Clerk explained that it was likely that the emails had been sent in error but agreed to look into the matter and write to both members directly to provide further clarification.  Action: Clerk |
|  |  | DATE OF NEXT MEETING  5.00pm Tuesday 26th November 2019 (review of the HE Monitoring Report only) |
|  |  | The meeting closed at 8.20pm (following Part 2 Agenda) |