



BOARD OF TRUSTEES OF ST PATRICK'S COLLEGE, WELLINGTON

MINUTES OF MEETING HELD AT
ST PATRICK'S COLLEGE IN THE COLIN BOARDROOM
ON WEDNESDAY 24 AUGUST 2016 AT 6 P.M.

PRESENT: Tracey Arthurs, Faga Asi, Elliot Bell, Roland Bell, Paul Berry (Chair), John Campbell, David Ireland, Audrey Madigan, Kate Southall, and Neal Swindells.

IN ATTENDANCE: Gerardine Parkinson (Board Secretary)

Neal opened the meeting with a prayer.

1. **APOLOGIES** – Peniamina Taiti and David Walsh.

2. **MINUTES OF MEETING** (22 June 2016)

These were passed out of session as a true and accurate record.

3. **MATTERS ARISING**

Month/action number	Action point	Owner	Date due
MAY 2016			
May A.02	<u>Scholarship funds</u> Further work on management of current Scholarship funds is required. David will provide a recommended framework to a future Board meeting to consider, taking into account views expressed by the Board of Proprietors. <ul style="list-style-type: none"> • <i>Deferred to 24 August meeting</i> 	DI	24/8/2016
JUNE 2016			
June A.01	<u>Creative Commons Copyright Policy</u> Draft to be shared with staff and ICT group and their comments fed back at the next Charter & Policy subcommittee meeting. <ul style="list-style-type: none"> • <i>Deferred to 24 August meeting</i> 	NS & KS	24/8/2016
June A.02	<u>'Strategic Framework/Aligning Goals'</u> Report on work from Audrey Madigan. Place on August BoT Agenda.	AM & GP	24/8/2016
June A.03	<u>Board of Trustees and Board of Proprietors</u> Briefing and discussion on Bot/BoP	DW & GP	24/8/2016

	relationship and how the shared matters operate across both Boards. <ul style="list-style-type: none"> • <i>Deferred to 24 August meeting</i> • <i>Deferred to 26 October meeting</i> 		
June A.04	<u>Health & Safety Policy</u> Board to review content of tabled Draft Health & Safety Plan. Comments to be sent directly to DI. <ul style="list-style-type: none"> • <i>Deferred to 24 August meeting</i> 	All	24/8/2016
June A.05	<u>Stakeholder meeting</u> Board to review Stakeholder meeting dates for the remainder of the year. Select and email dates of their availability to GP for comprehensive list to be compiled for tabling at next BoT meeting. <ul style="list-style-type: none"> • <i>Deferred to 24 August meeting</i> 	All	24/8/2016
June A.06	<u>Special Character Review</u> Discussion on paper <ul style="list-style-type: none"> • <i>Deferred to 24 August meeting</i> 	NS	24/8/2016
June A.07	Board Orientation Day: Sunday 14 August	GP	
June A.08	<u>Memorandum of Understanding between SPC & SCC</u> The Board ratified the Draft MoU.	NS and BoT	24/8/2016

CLOSED

Month/action number	Action point	Owner	Date due
25/5/2016	David produced a draft work plan for the Policy review cycle over a 3 year period which will be part of the overall meeting plan. CLOSED	DI	24/8/2016
22/6/2016 A.01	Creative Commons Copyright Policy to be shared with staff and ICT group and their comments fed back at the next Charter and Policy Subcommittee meeting. CLOSED	NS/KS	24/8/2016
22/6/2016 A.02	'Strategic Framework/Aligning Goals' Report on work from Audrey Madigan. CLOSED	AM & GP	24/8/2016
22/6/2016 A.04	Health & Safety Policy. Board to review content of tabled Draft Health & Safety Plan. Comments to be sent directly to DI.	All	24/8/2016

	CLOSED		
22/6/2016 A.07	Board Orientation Day: Sunday 14 August. CLOSED	GP	
22/6/2016 A.08	<u>Memorandum of Understanding</u> SCC requested that the statement relating to the 1:1 student ratio from the original MoU be reinserted in the MoU. The recommended change was agreed by the Board. CLOSED	NS and BoT	24/8/2016

4. GENERAL BUSINESS

- a. Election of Deputy Chair. Paul called for nominations for the position of Deputy Chair. John Campbell was nominated and accepted the nomination as Deputy Chair. He was duly elected. AGREED.
- b. Correspondence from Peter Kitchenman:
 - Complaint against the Chair – withholding correspondence from Board members (ref: Memos of 4 August titled “*Board Chair has effectively concealed correspondence from all Trustees*” and “*Board Chair concealing in the meeting minutes the list of documents copied to all Trustees prior to his election*”).
 - Election of Board Chair – (re: Memo of 4 August titled “*Election of Board Chair may not have been a “free and fair election*”).

The Board moved into committee at 6.16 p.m. to discuss the above Memoranda from Mr Kitchenman. With the Board Chair the subject of the complaints that had been identified in the agenda for the meeting and a decision being required of the Board in relation to those complaints, Paul Berry offered to leave the meeting so the issues raised could be discussed without his influence, and John Campbell assumed the Chair. Paul Berry left the meeting and was invited to return at 6.26 p.m. The Board moved out of committee at 6.57 p.m.

John Campbell summarised the Board’s findings in relation to the complaints received regarding the alleged withholding of correspondence and concerns over the process for electing the Board Chair at the June meeting, namely that all Board members were satisfied that no correspondence had been withheld from anyone and that the concerns raised over the propriety of the Board Chair election were without foundation. AGREED.

- c. Board Orientation & Strategic Planning Day report back (Paul Berry and Audrey Madigan). It was agreed that this item would be covered after Sub-committee and stakeholder reports.
 - Agenda format – are changes required to the current format?
 - Action point format – are changes required to the current format?
 - Member subcommittees – does the current subcommittee framework need changing?
 - Charter, Strategic Plan development update and actions arising.

- d. Admin Review – next steps (Neal Swindells). It was agreed that this item would be covered after Sub-committee and stakeholder reports.

5. SUB-COMMITTEE REPORTS

(a) Special Character – Special Character Review. Neal spoke to the following:

- 52 parents attended the *Parents of Patricians* evening held on 23 August.
- Neal asked the Board for a brief summation of what they believe are some of our strengths in terms of special Catholic character. Comments included:
 - school spirit – e.g. how the boys get behind the College such as the ‘Back to Back’ campaign for support of the 1st XV on Facebook.
 - the quick induction of new Year 9 students where the seniors help bring juniors on board. John said that his Year 9 boy was stoked about being here, and to be part of the brotherhood.
 - *Becoming a Patrician* evenings. Audrey said that having experienced both versions of the programme that this updated version is more effective having being refreshed, and had received more positive feedback from the parents attending.
 - Hikoī – this recent pilgrimage of all the Marist Colleges to the Far North was an example of strong and direct action.
 - Mass on the Feast of the Assumption – lots of little features, and how the Poly boys sang was uplifting.
 - faith permeating sport is pretty amazing. Seeing senior boys pray and singing Mo Maria at their games.
 - Young Vinnies – the level of service demonstrates special character.
 - faith permeates all aspects of college life – sport, culture, and everything is faith-based.
 - values about being Marist – Audrey noted that in one of the break out groups to discuss what had been presented was how as a parent you almost take that for granted. However another parent present noted that she had not sent her 2 daughters to a Catholic school and that they had missed out on this spirituality, and values based education and pastoral care.
 - our faith is not a bolt on or token. The boys are living it through most of the values – enduring and consistent, stayed strong and is consistent across the school.
 - members of the Polynesian Parents’ Association love the special character and how it permeates the Choir and Poly Group. This is evidenced in how old boys come back to support Tu Tangata because of that bond. True testament is the highlight of the mass where the boys dedicate everything to their parents, and the Association.
- the reviewers would like to meet with the Rector, DRS, SLT and any Board members that are available to attend the meeting on Friday 16 September at 3pm.
- there is a good group of students preparing for the Rites of Initiation. Baptisms are planned to be held at St Joseph’s on Sunday 11 September and Fr Pat has permission from Cardinal John for boys to receive the Sacrament of Confirmation at the Family Mass in the College Chapel on Sunday 18 September. Fr Pat has also spoken to all the Year 9 boys who entered the College under either Preference category 5.3 or 5.4 about the Sacramental programme.

(b) Appointments – Neal spoke to the following:

- a number of new staff have started work at the College this term.
- Sean Parfitt's resignation.
- Kate Southall is requesting one term's Refreshment Leave (unpaid leave) in Term 3, 2017. Kate has been teaching for 23 years and is hoping to go to Samoa to teach on a voluntary basis. It was subsequently moved that the Board of Trustees grant Kate a period of unpaid Refreshment Leave in Term 3, 2017 as requested - Neal/Paul. Agreed.
- Roger Powdrell was successful in gaining a Teach NZ Study award for next year and he will be away in Term 3, 2017. He is delighted to have received the Study award. It was noted that Roger is hopeful that the College could employ a second fulltime music teacher at some stage in the future to allow him to concentrate on choral performance. The Music Room and smaller music suites require an upgrade of facilities in the future, and this should be factored in as part of the Strategic Plan.

The Board moved into committee at 7.20 p.m. to receive a report from the Rector relating to a HR matter. The Board moved out of committee at 7.26 p.m.

(c) Charter & Policy (David Ireland)

David Ireland reported and spoke to the following:

1. Policy Review Cycle Work plan (paper attached). This plan is designed as a living/fluid document designed to provide a schedule for reviewing policies from a strategic viewpoint, and allow the Board to work through a logical sequence feeding in key annual dates. This should facilitate which policies should be reviewed at each meeting reflecting strategic thinking, and a logical sequence of review for the year ahead. Every policy and procedure should be breathed on over a 3 year period however some will require no recommended changes. This paper does not require formal approval but simply serves as an information piece. David said he would welcome any feedback referencing any gaps, wrong sequencing or recommended improvements. He commented that 2017 is reasonably well populated, and that the Board needs to nail the Strategic Plan first and then refresh this review in February 2017. AGREED.
2. Creative Commons Policy (paper attached). Kate has consulted with staff and no requests for change was noted other than to confirm the query relating to Masters/student teachers placed at the College. It was delegated to Neal to seek advice around this. It was moved that the Board of Trustees adopt the Creative Commons Policy as tabled – David Ireland/Roland Bell. AGREED.
3. Scholarship Funds (verbal report). The Scholarship Fund of \$253,549.78 cents is invested by the College, and currently held in Trust which includes the McEnirney bequest and approximately \$52,000 received some years ago from the Society of Mary. David is working towards developing a brief form of deed trust which can then be settled on the Foundation Trustees to administer and manage. It was acknowledged that some of the historical documentation is fairly limited. David proposes to come back to the October meeting with draft terms which discharge the Board of Trustees legal obligations in relation to the funds. **Action: David Ireland.** Gerardine was requested provide further information on how scholarship funds have been utilised historically. **Action: Gerardine.**

4. Health & Safety Policy (paper attached). The draft Health & Safety Policy now incorporates a mental health component feeding in a collective responsibility approach. An update on how Health & Safety is managed in the College should be a general standing item on each month's Agenda. In reference to item 4.1 (positive health) the College is continuing to work on providing counselling information and expanded services for all staff. Neal is working through the process of joining the Employee Assistance Programme (EAP). It was moved that the Board of Trustees adopt the Health & Safety Policy as tabled – David Ireland/Elliot Bell. AGREED.

Kate noted that she had recently attended a NZSTA course which provided a flowchart detailing the process that parents could use if they have an issue with a teacher. It was agreed that Neal and Kate would discuss this matter initially before it is presented to staff. **Action: for further discussion at the October Board meeting.**

(d) Pastoral – nothing to report.

(e) Finance, Property & Maintenance/Development – Paul spoke to the following:

- the College is on track to record a small surplus.
- Scholarship funds are now removed from the balance sheet.
- school fees and donations are tracking slightly ahead.
- the cost of producing a 10 year cyclical maintenance plan is to be shared on a 50/50 cost split between the Board of Proprietors and the Board of Trustees.
- the College are considering using Xero in the future to manage accounting needs.

(f) Health and Safety – it was reported that the College Health & Safety Committee met earlier today. It was noted that currently the College are not recording near misses, and need to develop a process to record these incidents. Elliot Bell is the Board appointed Health & Safety representative, and the liaison point between staff and the Board of Trustees. If there are any issues then people should speak to Elliot.

6. **RECTOR'S REPORT – August 2016** (Report attached). This report was taken as read. Neal highlighted the following:

- enrolments at Year 9 2017 are down with a predicted maximum of 145 students for next year.
- Neal intends to analyse the Year 9, 2017 enrolment data.
- David Ireland suggested the College could advertise to promote limited Year 9 vacancies for next year.
- staff Professional Development has included: '*Write that Essay*'; '*Carrying the Tapa*'; work on Dyslexia; and an '*Effective Communication Course*' to help staff managing appraisals and having difficult conversations.
- Tu Tangata, Grease, Eureka finalists, big Sports finals, and Tournament Week.
- it was recommended that the Board should write 'Thank You' cards to acknowledge and affirm staff for their involvement in a myriad of events and also for the Board to fund a morning tea for the whole staff. **Action: Neal.**
- PPTA and NZEI joint union meeting planned for 6 September. Normally the College is closed however limited student supervision is offered as an option.
- Shane Wilson has been elected as Regional Chair for PPTA and this will take him out of school for a little bit.
- Neal thanked the Board for granting him some time away to refresh.

7. **STUDENT REPRESENTATIVE** – nothing to report as Peniamina was absent.

8. **STAFF REPRESENTATIVE** – Kate spoke to the following:
- Senior exams.
 - the meeting with Creative Commons representative to help facilitate understanding of the process prior to the draft policy getting ratified.
 - as mentioned in the Rector’s Report there has been a lot of staff PD.
 - it would be good for the Board of Trustees to recognise the contribution of staff to the wider life of the College by either sending a card or email.
 - interaction and communication between the Board and the College staff. It was agreed that there would be a Wine & Cheese afternoon held in the staffroom on Friday 16 September following the Catholic Character review feedback session.

As an aside Roland suggested that it would be a positive move for Board members to have their photo and a short profile included on the College website.

9. **PARENTS' ASSOCIATION** – David attended the meeting on 4 July. He noted the following:
- concern about repopulating the group due to a number of parents finishing at the end of the year.
 - he recommended that the group consider approaching people who were nominated to stand at the Board elections but were not elected to see if they were interested in joining the group.
 - the recent ‘thank you’ letter from the Board of Trustees to thank them for funding the new lockers was circulated.
 - Art Auction will be held on Friday 28 October.

Gerardine was requested to recirculate the roster of key Stakeholder meeting dates and ask board members to sign up. **Action: Gerardine/all Board members.**

10. **WOMEN'S GROUP** – Neal spoke about the recent Mother & Son Dinner. He said it was a wonderful evening and that Sophia Lewis great speaker.
11. **POLYNESIAN PARENTS’ ASSOCIATION** – Faga spoke briefly to her report as tabled. A copy is attached.
12. **WHANAU GROUP** – Roland attended the recent meeting, and noted the following:
- only 3 people attended the most recent meeting (himself, Ngahuia and Jarrad).
 - the challenge with engagement was covered at last Hui, and that they should consider the Polynesian Parents’ Association model.
 - Jarrad queried if there is a process in place for Tikanga Maori in terms of students appearing before the Board of Trustees Pastoral subcommittee.
 - Course selection and advice to students.
 - Year 10 Leadership course. Neal has met with Ngahuia and Jarrad around this.
 - Kapa Haka is going well with 16 boys and 12 girls from SCC. It was noted that NZCER has identified a strong link between Kapa Haka and the positive effect on academic achievement.
 - a name has been selected for Ngahuia’s Te Reo classroom and a naming ceremony will be held at the start of next year.
 - the Whanau Group would like to get in contact with a carver and suggestions were sought.
 - a potential date for the “*Poe Whakahōnore*” evening in late October is yet to be confirmed.

Paul requested that Board members submit a written stakeholders report which can be circulated with the Board Agenda and meeting papers rather than offering a verbal report to facilitate enhanced meeting practice.

13. **CORRESPONDENCE**

Correspondence – Requiring Attention

Archdiocese of Wellington, Catholic Special Character Review, 17 August 2016

Correspondence – Inward

Peter Kitchenman, Section 23 Complaint against Board of Trustees – 24 June 2016

Peter Kitchenman, Meeting Processes, Procedure and Style, Complaints Policy, Complaint to the Ombudsman, and Meeting with the Board of Trustees – 27 June 2016

Peter Kitchenman, letter Complaint against Board of Trustees, St Patrick's College to Ministry of Education – 27 June 2016

Peter Kitchenman, Section 23 Request for Reasons for BoT Decision of the 22nd June – 28 June 2016

Peter Kitchenman, Complaint that Paul Berry is unfit to serve as an appointed Representative of the Board of Proprietors on the Board of Trustees (attention: Board of Proprietors) 4 July 2016

Peter Kitchenman, Request for copy of 22 June BoT Minutes – 4 July 2016

Peter Kitchenman, Request for copy of Kensington Swan letter of engagement – 5 July 2016

Peter Kitchenman, Board correspondence: Motions to the Board to follow accepted norms so that Board correspondence is handled in a transparent, efficient, effective and fair manner – 6 July 2016

Peter Kitchenman, Routine correspondence – 7 July 2016

Peter Kitchenman, Board's insistence that the matter of breaches of 'natural justice/duty to act fairly' be conducted in writing – 8 July 2016

Peter Kitchenman, Complaints against BoT of SPC: Alleged breach of para 7A (b) of section 46A in Part of LGOIMA; and, Alleged breach of 'natural justice/duty to act fairly' – 11 July 2016

Peter Kitchenman, My Memos sent to Trustees since BoT meeting of 22 June 2016 – 12 July 2016

Peter Kitchenman, Open Letter to Parent Reps on BoT Matters of 'Natural Justice/Duty to Act Fairly' – 12 July 2016

Peter Kitchenman, Matters of College's Mana, Dignity and Special Character – 13 July 2016

Peter Kitchenman, Complaints against BoT of SPC Re: Third Complaint submitted on 11 July 2016 – 14 July 2016

Peter Kitchenman, Has an elected Parent Representative ever held the position of Chair of the BoT at SPC – 15 July 2016

Peter Kitchenman, Memo to the BoT of 13 July – 16 July 2016

Peter Kitchenman, Alleged violation of Special Character of Schooling at SPC (attention: Board of Proprietors) 18 July 2016

Peter Kitchenman, Open Letter to Parent Representatives – 22 July 2016

Peter Kitchenman, Reference 432225 – Fourth Complaint against St Patrick's College – 22 July 2016

Peter Kitchenman, Requests for information – 26 July 2016

Peter Kitchenman, Open Letter to Parent Representatives – 26 July 2016

Peter Kitchenman, Matters of College's Mana, Dignity and Special Character I – 26 July 2016

Peter Kitchenman, Open Letter to Parent Representatives on the BoT, Matters of ‘Natural Justice/Duty to Act Fairly – 27 July 2016

Peter Kitchenman, Has an elected Parent Representative ever held the position of Chair of the BoT at SPC – 27 July 2016

Peter Kitchenman, Request key complaint memoranda sent to all Trustees be identified in minutes of 22 June – 28 July 2016

Peter Kitchenman, Open letter inviting you to intervene in the Chair’s refusal to provide some basic information – 29 July 2016

Peter Kitchenman, Recommend Paul Berry be removed from the BoT while Ombudsman is investigating complaints – 4 August 2016

Peter Kitchenman, Board Chair has effectively concealed correspondence from all Trustees – 4 August 2016

Peter Kitchenman, Board Chair concealing in the meeting minutes the list of documents copied to all Trustees prior to his election – 4 August 2016

Peter Kitchenman, The procedures for making a complaint are effectively concealed from parents – 4 August 2016

Peter Kitchenman, Existing Complaints Policy ignores matters of natural justice etc – 4 August 2016

Peter Kitchenman, Matters of Board Governance before various authorities – 4 August 2016

Peter Kitchenman, Judge Clifford unwilling to hear claims that the College’s Special Character is being violated by his appointees on the Board of Trustees (attention: Board of Proprietors) - 9 August 2016

Peter Kitchenman, Good governance: Good Practice and mediation – 12 August 2016

Peter Kitchenman, Request that Board Chair stands down from chairing the matters I am bringing to its attention – 15 August 2016

Peter Kitchenman, My experience of being bullied, intimidated and ridiculed by the Chair of the Board of Trustees (attention: Marist Senate) - 16 August 2016

Minister of Education, Hekia Parata – 22 June 2016

Ministry of Education, Ella Tavernor – 3 August 2016

Ministry of Education, School Leaver Achievement and Destination Profile 2015

NZQA, Elizabeth Douch – 1 August 2016

Sean Parfitt, notice of resignation – 1 July 2016

PPTA, Notification of Paid Union Meetings – 11 August 2016

Kate Southall, Refreshment Leave – 17 August 2016

Correspondence – Reports & Circulars

Archdiocese of Wellington, offer of Special Character PD training for Board members – 5 August 2016

Education Review Office, School Evaluation Indicators: Effective practice for improvement and learner success – 1 August 2016

Good News & The News – July 2016

Legalwise Seminars, Education Law Conference – July 2016

Ministry of Education Bulletin Issues 54 & 55

Ministry of Education, New Zealand Education Gazettes – 4 July 2016, 25 July 2016 and 8 August 2016

NZSTA STA news – June 2016

NZSTA Central South Hub, Nationally Advertised Workshops during terms 3 & 4

NZSTA Member Memo M-16-6: Update for incoming boards – 7 July 2016

NZSTA Memorandum to Boards: SSSCA 2016/1

NZSTA Memorandum to Boards 2016/4 – 25 July 2016

NZSTA Memorandum to Board: Voting for President and NZSTA Board election – 1 August 2016

NZSTA Memorandum to Boards 2016/5 – 5 August 2016
NZSTA Wellington, Wairarapa Regional Executive Election 2016
SPC Parents' Association Meeting Minutes – 4 July 2016
SPC Women's Group Meeting Minutes – 25 July 2016
WWSTA Newsletter – July 2016

Correspondence – Late

Peter Kitchenman, Request Board develop a set of procedures for running its meetings – 19 August 2016
Lighting new Fires, No.3 – August 2016
Ministry of Education, New Zealand Education Gazette – 22 August 2016
NZSTA, Edwin Perera, Re: SPC complaints next steps – 23 August 2016
NZSTA Memorandum to Boards M-16-7 – 23 August 2016
Letitia Parry, Office of the Ombudsman – 23 August 2016
Kate Southall, Refreshment Leave – 17 August 2016
SPC Women's Group Meeting Minutes – 15 August 2016

Correspondence – Outward

BoT to P Kitchenman, Request for Information re Parent Representatives in the role of BoT Chair – 25 July 2016
BoT to P Kitchenman, Request for Information – 25 July 2016
BoT to P Kitchenman, Response to memo of 28 July 2016 – 11 August 2016
BoT to P Kitchenman, Open Letter inviting you to intervene in the Chair's refusal to provide some basis information – 11 August 2016
BoT to P Kitchenman, Request for information of 27 July 2016 – 11 August 2016

14. FURTHER ITEMS OF GENERAL BUSINESS

Faga gave her apology and left the meeting at 9 p.m.

a. Board Orientation & Strategic Planning Day report back

It was agreed that the Board would not make any changes to Board meeting processes currently until advice/feedback is received from NZSTA.

Audrey then spoke to her report as circulated which facilitated a period of discussion. Key points noted included:

1. confirm focus areas.
2. a recommendation that the Board organise to meet in September to continue their focused work on Strategic planning.
3. Paul will write a small item to be included in the College newsletter seeking to consult with the College community on developing core values to help inform the goals. **Action: Paul.**
4. the Board spoke about the Review of our Vision, Mission and Values and extending the list. The deadline for feeding back comments is Friday 26 August at 6pm.
5. all parents, students, staff, Society of Mary and the Board of Proprietors will be invited to participate in the survey. The survey will also be posted on the Board page on the College website and SPC Facebook page. Roland suggested trialling the survey with a group of students.
6. the survey will close on 8 September, and Doug Walker will put the results into an excel spreadsheet.
7. it is intended that the survey be distributed by 29/30 August and to run for 2 weeks.
8. filter on Management versus Governance and some business as usual (bau) things.

9. the special meeting of the Board of Trustees in September to discuss the Strategic Plan and core values could act as the output for the next communication strategy to relay through to October.
10. at the November Board meeting the draft content for the 2017 Annual Plan will be developed for adoption at the February 2017 Board of Trustee meeting.

The Board agreed to hold an extra Board meeting on Monday 19 September.

b. Admin Review – next steps (Neal Swindells)

It was agreed to formalise a small subcommittee to look at providing guidance and support around the Admin Review. After discussion it was proposed that the subcommittee/working group will consist of: Paul Berry, Audrey Madigan, Kate Southall, and David Walsh to support the Rector to move forward on the Admin and Support staff review. AGREED.

The meeting was declared closed at 9.53pm.

DATE OF NEXT MEETING

Monday 19 September 2016