

St Wilfrid's C of E Primary School - IEB Meeting Minutes

School: St Wilfrid's C of E Primary School

Quorum: 2 (met at this meeting)

Chair: Andy Kent

Clerk: Gary Pugh

Date of meeting: 20 January 2016

Venue: St Wilfrid's C of E Primary School

Attendance

| Name | Present (P)/apologies (Ap)/absent (A) |
|----------------------------|---------------------------------------|
| Core IEB Membership | |
| Andy Kent (Chair) | P |
| Mathew Bennett | P |
| Ann Flatman | P |
| Paul Good | P |
| IEB Advisors | |
| Isobel Booler (SSEO) | P |

Others present

| Name | Role |
|----------------------|----------------------------|
| Helena Miller * | Headteacher |
| Susanne Budgett * | Deputy Headteacher |
| Joanne Love ** | School Administrator (SA) |
| Mandeep Dhaliwal *** | Assistant Headteacher |
| Diane Martindale | Diocesan Representative |
| Matt Whitehead | Didsbury CE Primary School |
| Gary Pugh | Clerk (One Education) |

* Left after Item 12, before Confidential Item 13

** Left after Item 3

*** Attended for Item 5 only

Opening Prayer

Part A: Agenda Items

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|---|---------------------------------|--------------|------------------|
| 1 | Apologies & welcomes | | |
| There were no apologies. | | | |
| The Chair welcomed Susanne Budgett, appointed Deputy Headteacher for the Spring and Summer terms. | | | |
| | Actions or decisions | Owner | Timescale |
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| 2 | Declaration of interests | | |
| There were no pecuniary interests expressed regarding any of the agenda items. | | | |
| | Actions or decisions | Owner | Timescale |
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|--|-------------------------------------|---------|--|-----------------|------------|---------|------------------|------------|---------|----------------------|------------|---------|-----------------|------------|---------|------------------|------------|---------|----------------------|------------|---------|
| 3 | Budget monitoring and update | | | | | | | | | | | | | | | | | | | | |
| <p>Joanne Love, School Administrator (SA) presented the Budget Monitoring Report and the following points were raised or highlighted in discussion.</p> <p>The projected budget shows an in-year deficit balance of £39,370, which takes the surplus to be carried forward into 2016/17 down to £46,713.90:</p> <p><u>Approved budget</u></p> <table> <tr> <td>In year balance</td> <td>£11,267.00</td> <td>deficit</td> </tr> <tr> <td>B/f from 2014/15</td> <td>£86,083.90</td> <td>surplus</td> </tr> <tr> <td>Cumulative total c/f</td> <td>£74,816.90</td> <td>surplus</td> </tr> </table> <p><u>Revised budget</u></p> <table> <tr> <td>In year balance</td> <td>£39,370.00</td> <td>deficit</td> </tr> <tr> <td>B/f from 2014/15</td> <td>£86,083.90</td> <td>surplus</td> </tr> <tr> <td>Cumulative total c/f</td> <td>£46,713.90</td> <td>surplus</td> </tr> </table> <p>Analysis by cost centre shows some variances above budget and some below, with a net result of an additional projected spend of £28,103. The largest single item is a spend of £18,396.00 on supply teaching assistants (TAs). The IEB have previously discussed this additional supply TA provision, which was needed because of a shortfall in permanent TAs after reorganisation. The need for supply TAs has now ended: this is the spend incurred to date and there will be no further expenditure on this cost centre.</p> <p><i>Q. Cost centre E29 is labelled 'Loan Interest'. Is this, in fact, the loan repayment?</i> Yes. The SA will correct this.</p> <p><i>Q. What is this loan?</i> The loan predates the IEB. It is a loan from the local authority (LA) for redundancy payments to TAs. The LA called for repayment of the loan before academisation.</p> <p><i>Q. Does the revised budget include leadership costs, specifically the cost of the Deputy Headteacher for two terms?</i> Yes.</p> <p>No issues were raised and the revised budget was approved and ratified.</p> <p><i>Q. Where are we with budget planning for 2016/17?</i> The 2016/17 budget will be brought to the next meeting, 25 February 2016. This will be an indicative budget for IEB approval, which will be superseded if academisation goes ahead as planned.</p> <p>It is understood that the academisation proposal went to the Headteachers' Board on 20 January and that it was approved unconditionally. The Trust will seek formal confirmation from the Regional Schools Commissioners' office (RSC) which is needed before relevant instructions may be made to their solicitors.</p> | | | | In year balance | £11,267.00 | deficit | B/f from 2014/15 | £86,083.90 | surplus | Cumulative total c/f | £74,816.90 | surplus | In year balance | £39,370.00 | deficit | B/f from 2014/15 | £86,083.90 | surplus | Cumulative total c/f | £46,713.90 | surplus |
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| B/f from 2014/15 | £86,083.90 | surplus | | | | | | | | | | | | | | | | | | | |
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Q. Will the SA be producing a School Financial Value Standard (SFVS)?

The SA had not planned to produce an SFVS, as academisation will exempt the school from the requirement to do so. MB said it would assist the Trust for the SFVS process to proceed as normal. It was agreed that Matthew Bennett (MB) will work with the SA to draft a return for IEB approval and submission to the LA. This will be shared with the Trust.

| | Actions or decisions | Owner | Timescale |
|--|--|--------------|------------------|
| | <ul style="list-style-type: none"> Amend cost centre E29 from Loan Interest to Loan Repayment | SA | 25 Feb 16 |
| | <ul style="list-style-type: none"> Revised budget approved and ratified. | IEB | |
| | <ul style="list-style-type: none"> Chase the RSC for written confirmation that academisation has been unconditionally approved. | PG/MW | 27 Jan 16 |
| | <ul style="list-style-type: none"> Prepare a draft SFVS. | SA, MB | 25 Feb 16 |

4 Minutes of the previous meeting (10.12.15) and matters arising

The minutes of the last meeting were approved as an accurate record of the meeting, subject to the following correction. A copy was signed for retention on file.

Item 10 Sponsorship and conversion update, page 9

Replace: Slater Healey's

With: Slater Helis

Matters arising

Item 4 Pupil Premium Review, page 3

The school budget has not yet been published on the school website. The action will be carried forward.

Item 5 Teaching and learning review feedback, page 4

The Headteacher (HT) emailed this report to IEB members.

Item 7 Pupil cohort progress Autumn term, page 8

Work on the data tracking system is in progress.

The meeting to discuss data took place in the first week of the Spring term.

The data report is in the HT's report, item 8 below.

Item 8 Staffing update, page 8

The Chair advised that a settlement has been agreed with the suspended teacher. Employment has been terminated as at 31 December 2015 and all school property returned. This has been confirmed in a settlement agreement arranged via One HR with the relevant individual and their union.

Item 9 Pupil cohort progress Autumn term, page 8

The DHT and another member of staff have completed Prevent training and will cascade this training to the rest of the staff.

Item 11 Matters arising from the meeting held on 26.11.15, page 9

The school website is not on the agenda for this meeting. The action will be carried forward.

| | Actions or decisions | Owner | Timescale |
|--|---|--------------------|----------------------------|
| | <ul style="list-style-type: none">• Pupil Premium budget to be published on the school website.• Agenda item for next meeting: Website | Chair Chair | 25 Feb 16 25 Feb 16 |

5 Key Stage 2, English and the School Council

Assistant Headteacher (AHT) Mandeep Dhaliwall (MD) updated the IEB on her work since joining the school in the Autumn term.

MD delivered a powerpoint presentation, Progress in the Foundation Stage, which summarised work on:

Narrowing the gap between groups of children: boys and girls; pupil premium (PP) and non-PP; Summer term of birth and others.

Teaching and learning: teacher training; curriculum monitoring; activity monitoring; assessment and tracking of pupils; writing and maths in Reception.

Improving the learning environment: new carpets and replacement of equipment

MD is the school's literacy lead, supporting teaching staff with both reading and writing.

She is the senior leadership team (SLT) link with the School Council and has been promoting pupil voice.

Q. MD is in a middle leadership role. Does she find it difficult to challenge her peers?

No. Her peer relationships make challenging conversations easier. Her approach to challenge is to be supportive and to offer to model best practice.

| | Actions or decisions | Owner | Timescale |
|--|-----------------------------|--------------|------------------|
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6 HMI Report feedback and associated key actions

The HT updated the IEB on the HMI monitoring visit and reported on the action plan prepared in response. The following points were raised or highlighted in discussion.

The visit took place on 15 and 16 December 2015. The report was published on the Ofsted Website on Tuesday 19 January 2016. HM Inspector, Allan Torr (HMI), concluded that:

Leaders and managers are taking effective action towards the removal of special measures.

The local authority's statement of action is fit for purpose.

The school's Post-Ofsted Action Plan (POAP) is not fit for purpose.

He directed that the school may not appoint newly qualified teachers (NQTs) before the next

monitoring inspection.

The POAP for the next year has some strengths, but it is not fit for purpose because: it is not precise enough about what aspects of teaching need to be improved; it does not explain in enough depth precisely how those aspects of teaching will be improved; and there is no clear timetable of actions to ensure that they are sensibly phased, rather than trying to cover all at the same time.

HMI suggested that each action should follow a short fixed cycle of four weeks: diagnosis, action, re-measurement.

Include the national curriculum (NC) aims of mathematics teaching in maths lessons

HMI focused particularly on maths, which is his specialism, recommending that the school ensure that all staff include the aims of the maths NC in their lessons. HMI focused on Years 1, 3 and 4 (Y1, Y3, Y4), noting a lack of progress and repetition of what had been previously been taught. During Spring and Summer term, maths should be a priority, focusing on fluency, reasoning and problem solving and the mastery system (deeper and broader understanding). HMI advocated the Singapore method. The HT and Matt Whitehead (MW) have asked the DHT to organise a visit to observe maths teaching at her former school, Barlow Primary

Staff need to see what an outstanding maths lesson looks like. A number of sources of possible expertise were discussed:

Maths consultancy Sense of Number at a fee of £550 per day plus travel and accommodation. Two members of staff have attended a course with Sense of Number.

A specialist leader of education (SLE) at a cost of £350 per day.

Brookburn Primary School, headteacher Schelene Ferris (SF).

One of St Wilfrid's sister schools, St Mary's Primary, which is a teaching school and part of the Teach Manchester group in Manchester Schools Alliance.

The IEB recognised the value of seeking expertise. The decision on the best fit for St Wilfrid's is an operational one for the HT. The HT will provide the IEB with a summary of the plan agreed with the provider and its measures of success.

No issues were raised and the IEB approved a budget allocation in line with the figures discussed.

HMI focused on maths, which is an area of his particular professional expertise. The action on maths teaching is important, but the whole POAP needs to be improved in the light of his comments. This must be achieved as soon as possible in the first half of the Spring term to show intent. HMI has offered to review the revised POAP and provide comments and feedback before it is finalised.

Low level disruption in lessons: need to raise expectations of behaviour in class.

In one class in particular, pupils can be inattentive and do not consistently focus on their work, leading to limited progress for some, and associated poor presentation. Y4 teacher Michelle Rishworth (MR) is now working with the class teacher to focus on behaviour management and challenge in lessons, to ensure engagement and to promote peer support. MR will also carry out team teaching with this class on a regular basis.

Poor presentation of marking, lower Key Stage 2 (LKS2)

This comment related to the same class, with presentation of marking not providing effective feedback. This is being picked up in the support provided. Presentation of marking by all teachers is a focus of weekly book scrutiny carried out by the SLT.

Q. These observations by HMI are part of a broader concern about teaching and learning at LKS2, such as insufficient planning. What is being done to address this?

The DHT is leading a back to basics approach to planning of units of work. MR has a full teaching load, but is providing mentoring support.

Q. The school has a duty of care to its NQTs. Is the mentoring of NQTs adequate? Are they getting the right guidance?

There are three NQTs. Their mentor is AHT MD. She will liaise with the DHT and MR to ensure consistency between the guidance that each is giving to NQTs.

HMI observed an inadequate lesson delivered by an NQT. This NQT did not evidence a good understanding of progress across a lesson and over time. This is a development need that can be addressed, but if the same weakness is observed at the next HMI visit this will be seen as a governance issue. The support for this NQT includes weekly mentoring meetings with mentor MD, weekly book scrutiny, lesson observation every two weeks, and joint lessons with an experienced teacher.

The HT will update the IEB on NQT progress at the 25 February meeting.

Use good teachers to model

Three teachers have visited Didsbury CE to observe outstanding practice.

Q. What was the focus of this visit?

It was an observation of Year 6 (Y6) teaching. The focuses were: lesson organisation; differentiation; maths; and literacy.

Checks on teaching need to be more detailed and subject specific.

The HT has devised an observation sheet to ensure observations are more subject specific, using the bullet points from the Common Assessment Framework recommended by HMI. She has shared this with MW and the SLT will trial it during this Spring term.

The school's mission statement is not fit for purpose

This is covered in the HT's report, item 7 below.

Ensure policies are up to date and reviewed annually

A policy file has been started which shows the annual review cycle. The Equality and Diversity policy is among those for review and approval at this meeting, item 10 below.

Key Stage 1 (KS1) classes have more than 30 pupils, which is too many: 31 children in Y1 and 31 in Y2.

The Pupil Premium report on the school website is not adequate. The IEB will review this at the 25 February meeting.

| | Actions or decisions | Owner | Timescale |
|--|--|--------------|------------------|
| | <ul style="list-style-type: none">Budget allocation for specialist maths support approved. | IEB | |

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| <ul style="list-style-type: none"> External maths support provision: summary plan with measures of success. | HT | 25 Feb 16 |
| <ul style="list-style-type: none"> Update on NQT progress. | HT | 25 Feb 16 |
| <ul style="list-style-type: none"> Agenda item: Pupil Premium report on the school website. | Chair | 25 Feb 16 |

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| 7 | Headteacher's report |
| <p>The HT presented her report and the following points were raised or highlighted in discussion.</p> <p><u>Leadership and management</u> <u>Strategic Calendar Spring and Summer 2016</u></p> <p>The HT has produced a strategic calendar in response to the HMI visit. This is a working document and will be updated. The calendar provides an overview of staff development, leadership meetings, curriculum enrichment, data and analysis.</p> <p><u>Pupil Premium (PP) response</u></p> <p>Recommendations from the PP review in November included extra-curricular activities. From Thursday 14 January, a variety of activities and clubs are in place for children from Reception to Y6. All are on the same night to ensure parents do not have to turn out twice to collect children if there are siblings attending, and to encourage more PP pupils to attend. Attendance at extra-curricular activities will be monitored by groups so that SLT can have a clear picture as to whether disadvantaged pupils are gaining the same benefits from being a pupil at St Wilfrid's as non-PP pupils. The school choir meets on Wednesday mornings. Junior Sport Stars hold clubs on Wednesday and Thursday in the School Hall.</p> <p>St Wilfrid's now offers more clubs and activities than ever before:</p> <p>Years 1 to 3: Board Game Club Years 1 to 3: Computer Club Years 1 to 3: Drama Club Years 3 to 6: Art Club Years R to 6: P4C Club Year 6: SATs Booster</p> <p><i>Q. How do these clubs and activities impact on achievement?</i></p> <p>The initial aim is to ensure that the school has an extracurricular offering. The next stage will be to measure outcomes.</p> <p><u>Values: worship and ethos</u></p> <p>HMI commented that the school's mission statement is not fit for purpose to enable the school to improve the culture and ethos. The HT, Diane Martindale (DM) and MW have been working together on this and feel that it is appropriate for St Wilfrid's to adopt Didsbury's CE mission statement. The HT is currently analysing the school community's thoughts on what they would like St Wilfrid's to look like, to encourage an understanding of the meaning and significance of faith, and promotion of Christian values through the experience offered to pupils. All staff and children have had the opportunity to input into this, as have parents. 30 responses were received from parents. The Christian values of friendship, trust, wisdom, forgiveness, thankfulness and endurance were chosen.</p> <p>DM has worked with the HT to produce a booklet, School Worship 2015/16. This updates the</p> | |

school's worship policy and includes a weekly pattern of planning for worship time to focus on how the chosen Christian values are outworked in the daily life of the school, linked to Belonging, Believing, and Becoming. The HT met with staff to agree six themes, one for each half term, which are presented in the booklet.

DM came into school to launch the booklet with staff. It was launched in tandem with the school's revised draft Equality and Diversity Policy and Scheme, which is considered under item 10 below. The staff briefings went well and anecdotal feedback from parents is good.

Q. Are British Values woven into the School Worship booklet and the Equality and Diversity Policy and Scheme?

Yes.

Prospectus

The HT and DT met with provider Coppermedia to discuss the school prospectus. St Wilfrid's does not have a prospectus and again this was commented upon by HMI during the monitoring visit, though he noted that the process of preparing one had started. Once approved by the HT and MW, the prospectus will only be available online so that it can be easily updated with trust details in the future and any other amendments required. The first draft will be ready on Thursday 21 January, with the Early Years Foundation Stage (EYFS) part ready for Friday 22 January.

Staffing

This was discussed under Part B and is recorded in a Confidential Appendix to these minutes. The Confidential Appendix is not for release into the public domain.

Admissions

The proposed 2017 Admissions Policy is available to download on the website. The consultation period for the policy ends on Friday 22 January 2016. Two comments have been received from parents:

That the policy gives too much priority to the Church.

That Manchester's Vinelife Church should be included in the churches itemised in the policy.

There is no legal obligation to reply to these parents. Paul Good (PG) and MW will draft the IEB's response with advice from Stephen Mercer at the diocese.

The Anglican communion is broad and some individual churches' philosophy is in conflict with this breadth. This is an important consideration in deciding which churches to include in the admissions policy.

Behaviour and safety

A quality assurance (QA) meeting between the HT, MW and Jean Ruane (JR) took place on 15 January. The meeting focused on behaviour and safety, with JR observing the beginning of day procedures and both the KS1 and KS2 playtimes. The meeting was helpful and productive. Part of the meeting focused on the percentage of children expected to reach age related expectations. The HT and MW raised concerns about the Y4 data and JR agreed that owing to the gaps in children's knowledge, especially in maths, accurate data in due course should improve the percentage of children on track. JR also offered some useful guidance to researching podcasts for maths. The HT will share the QA report with the IEB when she receives it.

Achievement of pupils

No new data is available since the last IEB meeting. The HT is currently using the Fischer Family Trust (FFT) Aspire data tool to derive targets for each year group which are based on the new curriculum.

The HT shared with the IEB a summary of the maths book scrutiny carried out on 14 January 2016 by herself, DHT and MR.

Early Years provision

Crossacres Academy DHT will continue support for the two Reception teachers and coaching support for AHT GA. She will provide three hours per week, in two hour-and-a-half sessions on Mondays and Thursdays, 9:30-11:00am.

HT's performance management

Suzanne Blay, as Associate HT, agreed performance management (PM) objectives for the HT. Her PM now falls to the IEB, who first need to ratify the agreed objectives. It may be necessary to revise these objectives in the light of the HMI visit. A panel of three is needed: two IEB members and one external adviser. The Chair and Ann Flatman (AF) will represent the IEB, and the Chair will ask QA adviser Jean Ruane to be the external adviser.

Staffing / Quality of Teaching Profile

The IEB received and noted this anonymised profile. It includes quality of teaching judgements for each teacher. Those teachers judged Requires Improvement (RI) and Inadequate are known to IEB members. The HT will keep this profile up to date.

| | Actions or decisions | Owner | Timescale |
|--|--|--------------|------------------|
| | <ul style="list-style-type: none">Ask Jean Ruane to act as external adviser for the HT's performance management. | Chair | 25 Feb 16 |
| | <ul style="list-style-type: none">Staffing / Quality of Teaching Profile received and noted. | IEB | |

8 Safeguarding audit update

The IEB received and noted the safeguarding update and the following points were raised or highlighted in discussion.

The school's Safeguarding Policy was based on a 2014 Manchester LA model. An updated policy is considered under item 10 below.

The IEB recognised the contribution of the school staff whose hard work has delivered the improvements in safeguarding.

| | Actions or decisions | Owner | Timescale |
|--|--|--------------|------------------|
| | <ul style="list-style-type: none">Safeguarding update received and noted | IEB | |

9 Leadership arrangements

The HT and DM updated the IEB on developments with the extended leadership team and the following points were raised or highlighted in discussion.

The DHT is in post for the Spring and Summer terms. She is working with one class of Y5 pupils,

bringing down the class sizes in this year group. Y6 classes have also been split between two staff.

DM is working with the HT and SLT to develop the middle leadership team (MLT).

The Leading Parent Partnership Award (LPPA) is a scheme which offers a process and toolkit for schools to engage successfully with parents. The scheme has ten objectives, with clear key performance indicators (KPIs) for each, which aim to strengthen and embed relationships with parents. One member of the leadership team would be entered for the award.

It was agreed that the HT and MW will evaluate the LPPA toolkit. The decision on whether to proceed with it, and on who should be entered for the award, are operational decisions for the HT. If the decision is to proceed, the HT will provide the IEB with a summary of the expected benefits and measures of success.

Improved engagement with parents is important, but the school's priority must be the quality of teaching, notably in Y3/Y4 where HMI found it inadequate. Careful consideration will be given to the risk that undertaking LPPA now might divert leadership effort away from this priority.

| | Actions or decisions | Owner | Timescale |
|--|---|--------------|--------------------|
| | <ul style="list-style-type: none"> Evaluate the LPPA toolkit and consider whether to proceed with the award. | HT/MW | End of Spring term |

10 Policies for review and approval

The HT presented the policies for approval and the following points were raised or highlighted in discussion.

Equality and Diversity Policy and Scheme

Q. Is this policy based on the Didsbury CE model?

No. DM has drafted it is based on a best practice example from a colleague.

Q. Will it be superseded by the Didsbury CE model at academisation?

No. It has features which improve on the Didsbury CE policy. The approach to aligning policies across the two schools will be to adopt the best in each case.

Q. The policy welcomes gender diversity but does not specifically reference the lesbian, gay, bisexual and transgender community (LGBT). Can it be extended to do so?

Yes. The policy will be amended to include specific reference to LGBT.

No further issues were raised and the policy was approved, subject to an amendment to include LGBT.

Safeguarding Policy

This policy is based on the Didsbury CE model.

Q. It is a lengthy document which goes into some detail about processes and procedures. Could it be more concise?

This version of the policy was drafted in response to comments from Ofsted. The level of detail was necessary to meet the requirements stipulated by Ofsted.

No further issues were raised and the policy was approved.

Special Educational Needs and Disability (SEND) Policy

This policy is also based on the Didsbury CE model and was drafted in response to comments from Ofsted.

No issues were raised and the policy was approved.

Risk Assessment Policy

No issues were raised and the policy was approved.

| | Actions or decisions | Owner | Timescale |
|--|--|--------------------------------------|------------------|
| | <ul style="list-style-type: none"> Equality and Diversity Policy and Scheme approved, subject to an amendment to include LGBT. Safeguarding Policy approved. Special Educational Needs and Disability (SEND) Policy approved. Risk Assessment Policy approved. | IEB IEB IEB IEB | |

| 11 | Conversion update | | |
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| | <p>The Chair provided an update and the following points were raised or highlighted in discussion.</p> <p>The proposal for academisation sponsored by the St James & Emmanuel Academy Trust was well received by the Diocese and they gave the IEB approval to proceed.</p> <p>As noted under item 3, above, it is understood that the Headteachers' Board has unconditionally approved the academisation proposal.</p> <p>On receipt of written confirmation of this unconditional approval, the Chair will instruct solicitors Brown Jacobs to obtain quotations for the land transfer. The figure is expected to be around £5,300.</p> <p>One Education have been engaged to manage the TUPE of staff.</p> <p>It is expected that the trust will be eligible to apply for a sponsorship grant.</p> <p>The trust will set a date for consultation with parents to begin. The Chair will be able to share a clearer sense of the timeframe for conversion by the next IEB meeting on 25 February 2016.</p> | | |
| | Actions or decisions | Owner | Timescale |
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| 12 | AOB | | |
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| | There was no other business. | | |

| | Actions or decisions | Owner | Timescale |
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| Date and time of next meeting: | Thursday, 25 February 2016 at 4.30pm |
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Part B Confidential

Details of items discussed under Part B are recorded in a Confidential Appendix to these minutes. The Confidential Appendix is not for release into the public domain.