



## **BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE**

### **MINUTES OF THE MEETING OF THE CORPORATION'S RESOURCES COMMITTEE HELD ON MONDAY 19<sup>TH</sup> JUNE 2023 AT 6.00 P.M.**

#### **IN ROOM 20, MAIN BUILDING**

**Present:** William Baldwin (Principal), Chris Newson (Governor), Marcus Palmer (Governor and Chair of Resources), Sandra Prail (Chair of Governors), Jo Usher (Support Staff Governor)

**In attendance:** Simon Porges (Vice-Chair of Governors), Jutta Knapp (Assistant Principal), Livvy Birney (HR Manager) – until the end of item 2.1), Jacque Punter (Assistant Principal) and Louise Pennington (Clerk)

#### **1.1 Apologies and Welcomes**

Apologies received from Mike McLean and Kirstin Baker (Governor and co-chair designate - as observer at this meeting)

#### **1.2 Minutes of the last Meeting held on 14<sup>th</sup> March 2023**

The minutes were approved and signed as a correct record of the meeting.

#### **1.3 Matters Arising**

It was agreed that matters arising detailed in the action log were included on the agenda, in progress or closed.

#### **1.4 Declaration of Interests**

There were no declarations received.

#### **1.5 Principal's Update**

William Baldwin gave the following updates noting that the various operational updates would be included in the CDP (College Development Plan) update at Corporation in July 2023

- Funding - refer Budget item.
- Discontinuation of BTECs by the Department for Education and a disappointing response from Government which isn't prepared to review evidence offered by the FE sector on the reasons to retain BTECs, compared to the untested T Level initiatives.
- Recruitment of Staff – Teaching and Support – refer HR Report below – currently have managed to achieve filling all vacancies, although in some instances in both Teaching and Support areas, there have been limited applications and some posts have had to be re-advertised and the College's recruitment processes have been revised in some cases to encourage candidates to apply.
- ONS reclassification – still waiting for guidance details and there is a consultation regarding a change in the date for the financial year end currently 31 July)
- Demographics – increasing over the next few years until 2028 and in order to take advantage of this and recruit additional Students who are keen to enrol at BHASVIC, the College will have to revise the timetable and add an addition block, as since the recent capital bid was not approved, the College has insufficient accommodation to recruit additional Students without extending the daily timetable with another block.

- SLT is consulting on the proposed extension of the College's day, bearing in mind implications for Teaching and Support Staff and Students. This will commence with an initial consultation with Managers at the beginning of July, and extending this to all Staff in September. Part of the process will involve re-modelling the Study programme to ensure that 580 GLHs (Guided Learning Hours) are offered.
- Future financial sustainability – with an increase in Student numbers and taking advantage of the increasing demographics over the next few years, this will assist the College's financial situation.
- Sixth Form Colleges (SFCs)– future uncertainty was raised in light of the reduction in SFC numbers over the last few years, following mergers and academisation, especially the move to larger college groups/multi-academy trusts. This topic will be discussed at the October Governors' strategy event.
- Examinations: this continues to be a very busy period for the College, with at its peak, 1,200 Students sitting examinations in one session. A JCQ (Joint Council for Qualifications) regulator turned up during one of the College's busiest examination sessions. The College has also had to recruit more invigilators this year owing to increasing Students' needs.
- ***The Committee queried whether it should consider becoming more selective and not growing, but revising its management and cutting costs.*** The Principal explained that if the Student numbers remained static the College would have to manage on limited funding and would almost certainly have to make significant restructuring which would affect its reputation, by reducing its curriculum offer and making the College less attractive to Students who were unable to study their preferred subjects.
- ***The Committee raised a question relating to Premises and asked what SLT had learnt from the recent capital bids and asked whether there were likely to be other opportunities.*** In response SLT explained that the Condition Improvement Fund may be offered to College, but this would be for improvements and not expansion, with priority likely to be given to those Colleges with urgent health and safety issues. Despite the ONS reclassification, there may be opportunities to borrow, but consent would be needed from the DfE. Affordability would be an issue though as the College would need in the region of £10M for its current plans.
- At the Governors' strategy event, various options for increasing its Student numbers will be discussed within the current rules, including investigating other educational space in the local area, and the Principal will in the first instance, raise the issue with the Local Council and East and West Sussex Councils and the Girls' Day School Trust. **ACTION: William Baldwin**

The Committee thanked the Principal for his report.

## 2.1

### a) Termly Update on HR and Related Matters

Livvy Birney (HR Manager) provided the following report:

\* Recruitment: it has been an unusual year as fewer vacancies than in previous years – 34 compared with 82 in 21/22. This has enabled HR to spend more time on each vacancy. All vacancies have also now been filled as reported earlier, however at this time last year, there were still 2 – 3 vacant Teaching positions. However, there are one or two recruitment campaigns underway at present for Support Staff vacancies. The College has been fortunate in that although there have been fewer applications for some vacancies, the candidates applying have been very capable. A few Teacher vacancies have also had numerous applications including Drama (18), Maths (15) and English (13). Teaching areas where there have been difficulty attracting many candidates include Psychology and Business.

\* Regarding future recruitment plans, the HR Department is working on its strategy, with various new developments underway including the introduction of a pool of talents, whereby those who may be interested in working at BHASVIC, are kept on record and when opportunities arise, they will be approached. The College has also developed its marketing with input from James Barton, the College's new Communications Manager, and this has included producing a College LinkedIn profile together with new information on the website to attract potential interest. Notwithstanding the new initiatives, the College is being cautious about its approach to recruitment, bearing in mind

applications are likely to come from other local and S7 Colleges, hence the focus is intended to be based upon building its network, sending out opportunities as and when vacancies arise, to interested candidates who have registered an interest. The various developments will be reviewed during the HR SARAP next term. ***The Committee queried the issues of having a head-hunting approach as this was normal in the private sector***, but the Principal explained that owing to the close working nature of the S7 and FE Sussex Colleges, it could create unnecessary tension between FE colleagues and also taking into account that all SFC College staff are on the same national pay spine, so pay differentials would not be an option to attract new Staff.

\* Other recruitment points: The College's recruitment process, particularly for Teaching Staff, is quite involved and candidates will usually spend a day on site. However, in light of the fact that there were fewer vacancies and often fewer candidates, the process has been shortened for certain roles such as a fixed term contract, which makes it more efficient for both the College and for the candidates. It's hoped that this will encourage more applicants, who may otherwise have hesitated in applying if they assume they have a limited chance of success. This aspect will be reviewed and reported via the SARAP process with feedback being sought from Managers and via probation reviews in respect of new Staff.

\* ***The Committee asked whether consideration should be given to providing financial incentives for existing Staff to find candidates for the various vacancies*** and it was thought that this would not be appropriate. However, it was noted that historically some candidates apply following existing Staff connections informing them of job opportunities at BHASVIC, particularly so within the Support Staff area. At this point, Livvy Birnie advised that 20% of vacancies had had to be readvertised which had also increased HR's workload.

\* Invigilators – referring to the discussion held earlier regarding recruitment of invigilators, Livvy Birnie confirmed that there was not in fact a problem in recruiting candidates, but that the key was the timeframe for recruiting Staff, with a focus on carrying out this process, earlier in each year.

\* Holiday Pay Case Update: The HR Manager explained that this had not yet been finalised but advised that the Government consultation was considering return to a rolled-up holiday pay arrangement which would be easier to manage. This would require a change affecting evening language tutors and invigilators only. Furthermore, the Committee was informed that the holiday pay ACAS dispute had been resolved with no further action required.

## **b) National Pay Negotiations - Update**

The pay in respect of the current academic year remains in dispute and it was noted that 2 more strike days had been announced – 5<sup>th</sup> and 7<sup>th</sup> July, making 9 as the total strike days to date.

As advised previously, the College has included 4% in the 23-24 budget in respect of a staff pay rise. The situation was proving difficult for Colleges and Staff as not only had this year's pay rise not been resolved, but next year's pay award is also now under negotiation. Governors were reminded that this year's offer of 5% had still not been settled with the Unions seeking 11/12% which continues to be totally unaffordable in the current climate and could only be achieved with DfE additional funding.

The SFCA Conference is meeting this week in Nottingham at which a mandate from Principals will be announced – setting the pay percentage for a cost of living pay rise next year. Anything above 4-5% would need additional DfE funding.

At this point reference was made to the 2 HR policies within the Consent agenda – Pay Policy and Bullying and Harassment Policy. The Committee had no questions to raise and it was concluded that both policies should be recommended to Corporation for approval.

Livvy Birney was thanked for her report, after which she left the meeting.

## **3.1 - Management Accounts for 9 Months to 30 April 2023**

Jutta Knapp presented the accounts to the Committee and highlighted the following points:

- There is very little change to the accounts since these were last presented to Resources Committee at the 6 month stage.
- There has been an increase in examination costs - £100k.

- The figures have been boosted slightly by the increased capital funding awarded to Colleges in light of the ONS reclassification.
- Thanks were recorded to Jutta Knapp and the Finance Team for their detailed work in scrutinising all aspects of the budget to enable accurate predictions to be made in the earlier drafts. Furthermore, it was noted that regarding expenditure, since Staff have been informed regularly that only essential spends, via departmental budgets, should be submitted, it's been apparent that all Staff have been managing their expenditure very carefully.
- Bank Covenants were all in order, the terms of which continue to be met by the College.
- Main variances are also as normal – added headings on page 15 following the Committee's suggestion at the last meeting to improve clarity.
- There is a small cash balance which also provides compliance with the bank covenants.
- Main variances as detailed on page 21 were highlighted including the increase in examination fees, increased income from catering and high needs funding from the local authority in respect of 3 students, the latter of which was not known in advance.
- **At this point the Committee queried whether there was more which the College could do to develop the donations element of income** and in response SLT recorded the impact from the cost of living crisis and also explained the existing process which the College follows to invite contributions from alumni and parents of Students whilst they are enrolled, reminding the Committee that the College was not allowed to charge Students a fee. Regarding the Alumni, the Committee noted that the new Communications Manager, James Barton, was investigating options for this in future and SLT agreed to keep this under review.

### 3.2 Budget 2023-24

Jutta Knapp presented the budget paper to the Committee and recorded the following:

- The difficulties setting the budget this year were noted
- Funding increase of 2.2% included in figures
- Pay increase of 4% has been budgeted, but the ongoing pay dispute as reported earlier was noted.
- Despite the financial difficulties, and a slight deficit post depreciation, the College has set a balanced budget, with a small cash surplus and the College therefore meets its bank loan covenants.
- 5.5% interest rate for the full year has been assumed, although this may well be higher – only a small percentage of the College's money is calculated based on the variable rate
- Student application numbers for next year are looking strong and as reported earlier have increased.
- The Committee was reminded that there was a month's flexibility (equivalent to approximately £50k) regarding pay bearing in mind the year end is 31<sup>st</sup> July whilst Staff pay rises come into effect on 1<sup>st</sup> September. If the pay settlement for this year is eventually agreed a above the 4% in the budget, the College does not have the money to pay for another 1% plus and unless the Government is prepared to provide additional funding to help FE Colleges, SLT would have to find cuts elsewhere such as some support areas. The Committee recalled that there had been a freeze on recruitment when Staff resign within Support Departments, unless it's absolutely essential to replace.
- Financial health remains good, with a small cash surplus.
- The sizeable utilities' costs were noted and Jutta Knapp confirmed that the arrangement in respect of gas, was due for re-negotiation in October, which is likely to generate a reduction in cost. The gas provision was organised as a 1 year contract, whilst electricity is based on a 2 year contract, with another year to go.
- **In response to a question from the Committee regarding the financial health**, Jutta Knapp confirmed that if the College's financial health declined from good, the ESFA Team would visit the College. Any additional funding from the ESFA allocated to help Colleges meet the eventual pay settlement, would be awarded to all Colleges, regardless of financial health grade.
- Jutta Knapp reported that the S7 College Finance Directors met regularly and those which had academized were in a stronger financial position than the traditional SFC, with benefits of VAT not being charged and full relief on rates and other S7 Colleges, based in Greater

London, receiving London weighting of 12.5%. BHASVIC remains one of the strongest financially in the S7 group owing to its size and very prudent financial management.

- SLT had not recommended putting in more than 4% pay rise in the budget as any amount above this was unaffordable, without additional funding from the DfE.
- As reported earlier, the Principal advised that some support staff posts had not been filled and that the existing support teams had absorbed the workload generated; this will have to be kept under review to ensure the workload per department is manageable.
- ***In response to a question from the Committee regarding the implications of a College not having a balanced budget***, should the College concerned have bank loans, and the covenants were thereby breached, then the loan, with the bank's agreement, could be renegotiated but if not the case, then the financial situation would be one of no longer being classified as a going concern. The ESFA would then almost certainly take over the operations of the College and SLT and Governors may be removed. However, since the ONS reclassification with Colleges returning since pre-1992 times to the public sector, it's likely that in discussions with the DfE regarding a calculated negative budget, a College may be able to discontinue the bank loan arrangement before the usual term, but this would generate significant costs if the loan was paid off early (by the DfE).
- Should a 5% pay rise for 2022/2023 be negotiated this would equate to a £130K cost to the College for that year and if there was, as estimated a £50K cushion as mentioned earlier, a further £80K would be required, at the same time as being solvent to meet the bank loan covenants. If not DfE funding was made available to cover Staff pay, the College would have to look at other cost areas, such as IT and capital works etc.
- Finally, regarding next year's pay negotiations, the Principal reported that the SFCA often preferred to follow the Schools' negotiated pay settlement, which at present is a 6.5% recommendation. Schools are funded fully by the Government, which would not be the case for SFCs. A statement regarding Schools' pay award for 2023/2024 is expected to be released on 21<sup>st</sup> July.

**ACTION:** The budget was recommended to Corporation for approval and it was resolved that the front sheet should be revised to reflect some of the discussion and points raised above, including the following aspects:

- provide details regarding the consequences and options available should the pay rise be resolved at 5% including explanation regarding the bank covenants, including the possible routes should this year's pay negotiations be settled at 5%, such as re-negotiating the bank loan terms;
- and also to include reference to discussions regarding financial strategy options, at the Governors' Strategy Day on Thursday 5<sup>th</sup> October at 5.00 p.m.
- add information regarding the proposed class size increase to cater for additional students with an associated cost saving in the region of £200K approx., reflected in staff cost savings.
- include a summary of the pay issues and utilities.

**ACTION: Jutta Knapp (Revised Front sheet and Budget)**

### **3.3 College Financial Forecasting Return (CFFR)**

The document was presented to the Committee by Jutta Knapp, noting that this provided a forecast outturn of the current year in line with the latest management accounts. The document also includes the proposed budget for 2023-24 as previously considered and a summary of the forecast for 2024/2025 based on the funding increase of 1.89% and a predicted 2% Staff pay rise and projected increase in Student numbers estimated by SLT, along with various assumptions including IT, utilities etc. The submission to the ESFA is signed off by the Principal as the Accounting Officer and will be submitted to the ESFA by the due date of 31 July 2023.

All 3 years – the current year, plus the 2 following years' figures provide a good financial health outcome, with small positive cash flows.

Only a summary of the return has been included in the papers as the full document is extensive.

As the CFFR reports on information provided by the College and the Corporation is provided with the management accounts, it was resolved to note the Report and not include the document within the Corporation meeting papers (but record it as available on request). **ACTION: Jutta Knapp**

### **3.4 Premises Update**

Reference was made to the discussion held earlier in the meeting.

In addition, Jutta Knapp confirmed that as reported at the last meeting, the College was proceeding with its planning application regarding the proposed new build, the latter of which would not commence, subject to planning approval, until the College has approved capital bid funding. The planning permission when given, will be valid for 3 years and it was agreed that it was better to be prepared and ready to move quickly, as soon as capital funding becomes available.

***In response to a question from the Committee***, it was confirmed that the overall planning submission costs, including consultants etc, was in the region of £50K.

Summer maintenance works: the Committee was reminded that following the ONS reclassification £480K was awarded to the College for building works and having reviewed the urgent need to remedy issues arising within the Student Services Centre, some of this grant should be put towards maintaining the building. To date £200K has been provisionally allocated to this, but until quotations for the work have been issued, the figure represents a very broad estimate. It was noted that the problems in the Student Services Centre, were raised and discussed at the recent Quality and Curriculum Committee.

The Committee queried whether SLT had considered proposing an additional temporary modular classroom building (8 classrooms) to cater for the anticipated increase in Student numbers and it was reported that the cost would be significant and planning permission was likely to be difficult to achieve – hence the decision to investigate adding another timetable block instead.

The proposed summer works, subject to final details of costings, was supported by the Committee.

**ACTION: Jutta Knapp**

### **3.5 Digital**

#### **a) Termly Digital Update**

Jacque Punter (Assistant Principal) presented the Report to the Committee which summarised the progress with the various projects and also referred to Mick McLean's link visit report, the latter of which had been circulated to the Committee before the meeting. The following points were recorded:

- BYOD – allocated to first years and bursary students have also been provided with the necessary equipment.
- Admissions portal project will be considered next year, subject to capacity available in the development team.
- A1 issue – SLT will be reviewing its position on this.
- Digital INSET has been provided to Staff, together with consultation on various projects, including the JCQ Examination project work.
- The College currently uses Microsoft which it will continue to do, but there are some legacy communication platforms which will need rationalising – Jacque Punter and the new Communications Manager, James Barton, are in the problems of reviewing this.
- Infrastructure – over the last 4 years a rolling replacement programme has been taken forward and the majority of this has now been completed, apart from the switches which need replacement, which should be actioned in the near future.
- Over the next 2 weeks, the second back up line will have been installed and the fire wall review is also due to be completed, which will result in an improvement in the perimeter security.

- **The Committee suggested that within the digital strategy**, reference to the Governing Body could be added, particularly in light of the fact that Governors use their own devices, but all now make use of their College e mail address for security purposes. Jacquie Punter agreed to add reference to this in the strategy document. **ACTION: Jacquie Punter**

## b) Cyber Security Update

- Work in this area has progressed significantly in this area and in this regard Jacquie Punter has had 3 meetings with Mick McLean who has provided some support in testing the College's systems. Thanks were also recorded to Sandra Prail for providing a contact at another College, to discuss cyber security matters, which had proved useful.
- Reference was made to Mick McLean's links visit report, relating to cyber security matters.
- The progress of each of the cyber security related tasks was discussed, noting that some remained red as these had not yet been completed, despite some significant progress. Jacquie Punter explained that the overall works had to be managed within the budget allocated, hence the various works had had to be prioritised in terms of resources and urgency. Areas where limited progress has been made includes patch management and account management and currently the IT Team is investigation auto solutions which are affordable; the Team has acquired the Microsoft Tools Licence which will progress this and make the College's systems more secure. Work has progressed with the management redundant accounts. The complex issues arising as a result of systems evolving over time, were highlighted and it was noted that the IT Team were working through these.
- Multi-factor authentication has been fully embedded.
- Routine monitoring work is slow to progress as the IT Team doesn't have the tools or sufficient expertise in this and cyber security in general, but there is some support from JISC (digital, data and technology agenda for education) and will be an area to take forward as soon as possible. SLT will keep under consideration whether to recruit cyber security consultants as and when this becomes urgent, and it was recognised that it was highly unlikely that the College would be able to recruit a cyber security expert on the IT salaries available.
- Reference was made to the cyber security audit work and follow up and it was noted that Chris Rising, Internal Audit, was waiting for the report in order to complete the follow up audit on work implemented. **ACTION: Jacquie Punter/Jutta Knapp**
- **The Committee asked what progress was required to move the red actions green and how would Governors gain assurance that the work is being completed in a reasonable timeframe or whether there are any concerns of which Governors should be made aware.** In response Jacquie Punter explained that many of the urgent or simpler tasks had been completed first. Further work is required on the admin. Accounts, particularly the specific privileges within each account. Jacquie Punter confirmed that she and the IT Team were continuing to monitor the various outstanding actions closely and over the next 3 months, further progress will be made, despite some aspects remaining "red". The Management is well aware that it's crucial to resolve the "red" actions, regardless of difficulty, and priorities have been identified.
- The Committee agreed that it's main focus in the area of cyber security, should be upon orange and red items and the associated risks. Unfortunately the Committee is unable to gain assurance regarding any of the red risks which have not been actioned, from the internal audit, which will only review and provide assurance (or not) on activities which have been actioned.
- The Committee discussed the various issues raised above and agreed that a risk type report and response plan, should be prepared for the next meeting based on risk assessment of the outstanding red items, including details of mitigations in place, potential consequences of action being delayed, impact, cost/budget implications and its management and a timeline for completion, together with a proposal for identification of acceptable risk being retained per item. Jacquie Punter confirmed that a response plan had been presented to SLT for discussion and that the IT Team also had its own end of response plan which they were working through, which provides some assurance and timeframe for outstanding actions. **ACTION: Jacquie Punter**

### **i) Multiverse – Digital Skills Training**

Jacquie Punter advised that she had investigation options for the above training but that the only options comprised an apprenticeship programme which focuses upon data and digital business processes, whilst the IT Team requires networking, cloud and cyber training. At this point Jacquie Punter reported that there may be an opportunity within the Team to enable a degree apprenticeship to be offered.

### **3.6 Sustainability Update**

The Principal provided the following update to the Committee:

- A conference has been organised at Plumpton College on 4<sup>th</sup> July to celebrate the work of FE Sussex on the Sustainability/ESD/net zero agenda, which the Principal will be attending. An invitation has also been extended to Simon Porges, the Corporation's Sustainability Link Governor and William Baldwin agreed to forward on the invitation to him. It's hoped that the College will be able to continue to work with FE Sussex on Sustainability matters.
- Staff inset event was held in May on Sustainability – specifically embedding the UNs Sustainable Development Goals into Curriculum and Support areas.
- ESD (Education for Sustainable Development) progress: regarding the College's net zero targets, it has carried out a travel survey, which will input into the carbon footprint calculations, the details of which should be completed by the end of this academic year.

### **3.7 Risk Assurance**

The Committee's key risk responsibilities were considered and the Committee agreed that it had received the necessary assurance from management this year in respect of these risk. It was resolve to confirm this to the Audit Committee. **ACTION: Jutta Knapp**

## **SECTION 4: CONSENT AGENDA**

### **Policies and Other Documents**

#### **4.1 – Policies**

##### **Papers: Front Cover**

- a) Pay Policy**
- b) Bullying and Harassment Policy and Procedure**

Refer to the HR Report above. The changes to both policies were recommended to Corporation for approval. **ACTION: SLT**

**4.2 Business Procedures – significant changes only** – agreed and recommended to Corporation for approval. **ACTION: Jutta Knapp**

#### **5.1 – Any Other Business**

**a) Committee Annual Self-Assessment Form** – the list of questions which were considered annually were noted and no issues were raised by the Committee Members.

##### **b) Review of Terms of References – Resources Committee and Premises Group**

- **Resources Committee**

The Committee reviewed the existing terms of reference together with the revision relating to the

The following additional changes were agreed:

- to add reference to the Committee's sustainability responsibilities.
- to add reference to the Committee's responsibilities for overseeing bank loan arrangements.
- When reviewing the budget, to add reference to the review of affordability with respect to SPH remuneration revisions, as recommended at the last Remuneration Committee meeting, in light of the revision to the SPH Remuneration Policy (and endorsed by Corporation at its March 2023 Meeting), noting that this would be implemented with effect from the 2023/2024



academic year, in light of the timing of SPH Remuneration review and Remuneration Committee/Corporation this year. **ACTION: Louise Pennington**

- **Premises Group** – the terms of reference were reviewed and it was agreed that these should be recommended to Corporation for approval, with no changes required. **ACTION: Louise Pennington**

**c) Other AOB:**

In light of the discussion held at last term's Resources and Corporation meetings, regarding whether the Management Accounts should be circulated to all Governors via a paper within the main meeting pack or whether this should be via a link in the agenda, it was noted that the External Board Review (EBR) had been issued earlier today and would be reviewed firstly by the Search and Governance Committee on 26<sup>th</sup> June and then presented to Corporation with recommendations.

At the last Corporation meeting at which this had been discussed it had been resolved that the Accounts should continue to be included via a link in the Agenda. It was agreed that subject to the EBR recommendations together with S & G Committee's views, that this may be revised for the next academic year. In the meantime, the Committee were happy to recommend that a linked document is included in the July Corporation meeting agenda. The Committee accepted that all Governors had responsibility for the Institution's solvency and for safeguarding the Institution's assets and that this responsibility may not be delegated. Hence assurance needs to be gained that all Governors have seen and read the Management Accounts whether included in the papers or circulated via a link.

At this point it was suggested that to assist all Governors, some of whom are not financial experts, consideration should be given to providing further training in the interpretation of the accounts.

**ACTION: S & G Committee/SLT**

**SECTION 6: CONFIDENTIAL BUSINESS**

**6.1 Confidential Minutes from Last Meeting – none**

**6.2 Matters Arising – none**

**6.3 Any Other Business (confidential) – none.**

**Meeting closed: 8.15 pm**

Chair ..... Date .....