

BRIGHTON & HOVE CITY COUNCIL

CHILDREN, YOUNG PEOPLE & SKILLS COMMITTEE

4.00pm 19 JUNE 2017

COUNCIL CHAMBER, HOVE TOWN HALL, NORTON ROAD, HOVE, BN3 4AH

MINUTES

Present: Councillors Chapman (Chair), Penn (Deputy Chair), Brown (Opposition Spokesperson), Phillips (Group Spokesperson), Hamilton, Knight, O'Quinn, Taylor and Wealls

Co-optees: Ben Glazebrook, Ann Mortensen and Martin Jones

PART ONE

1 PROCEDURAL BUSINESS

1(a) Declarations of substitutes

1.1 Councillor Cattell was present as substitute for Councillor Russell-Moyle.

1(b) Declarations of interest

1.2 Martin Jones declared a non-pecuniary interest in Item 12 as his wife worked at Hillside School.

1.3 Ann Mortensen declared a non-pecuniary interest in Item 12 as a Governor at Downs View School.

1.4 Councillor Cattell declared a non-pecuniary interest in Item 12 as a Governor at Downs Junior School.

1.5 Councillor O'Quinn declared a non-pecuniary interest in Item 12 as a Governor at the Connected Hub.

1(c) Exclusion of press and public

1.6 In accordance with section 100A of the Local Government Act 1972 ("the Act"), the Committee considered whether the press and public should be excluded from the meeting during an item of business on the grounds that it was likely, in view of the business to be transacted or the nature of proceedings, that if members of the press and public were present during that item, there would be disclosure to them of confidential information (as defined in section 100A(3) of the Act) or exempt information (as defined in section 100(l) of the Act).

1.7 **RESOLVED-** That the press and public not be excluded

2 MINUTES

- 2.1 **RESOLVED-** That the minutes of the previous meeting held on 6 March 2017 be approved and signed as the correct record.

3 CHAIR'S COMMUNICATIONS

- 3.1 The Chair provided the following Communications:

“We have just heard that Benfield Primary School has been awarded National Teaching School status. This is excellent news for the school and a recognition of the huge improvements that have taken place at the school in recent years. It is also good news for the city as it provides us with a second teaching school partnership, greater opportunities to access national school improvement resources and more support available for our schools locally”

4 CHILDREN, YOUNG PEOPLE & SKILLS URGENCY SUB-COMMITTEE

- 4.1 The Chair provided the following statement:

“Last week on 13 June a specially convened Urgency Sub- Committee made a final decision to close Patcham House Community Special School as from the 31 August 2018. The Urgency Sub-Committee had to be convened for a decision to be made by that date in order comply with the statutory requirements. The recommendation for closure followed a formal consultation process and then a period in which statutory notice of closure was published for comment. No comment or responses were received in the statutory notice period.

The Urgency Sub- Committee made the decision with regret, acknowledging the very good and highly valued work undertaken by the leadership and staff team at the school over many years in support of young people with complex special educational needs and disabilities and their families. However a mixture of a low and decreasing pupil numbers and significant consequent financial difficulties over a number of years have rendered the school unviable in the longer term. Currently Patcham House has 21 pupils, half of whom will leave at the end of this term. At the point of closure in July 2018, it is anticipated that Patcham House will have no pupils remaining on roll.

Every effort will be made to ensure that the valued skills and experience of the specialist staff at the school are not lost to the City via appropriate redeployment where possible. There will be no reduction in numbers of special school places available as a result of this closure as more places are being created elsewhere through the wider planned reorganisation of special provision in the City, including in a new Special Facility planned to open in a mainstream school for September 2018.

The outcome of the Urgency Sub-Committee is included in the second addendum as an information item for the Committee and do not need to be agreed”.

- 4.2 **RESOLVED-** That the decision be noted.

5 CALL OVER

- 5.1 All items on the agenda were reserved for discussion.

6 PUBLIC INVOLVEMENT

(a) Petitions

(i) Give our children a secondary school place in catchment- Martin Dominy

6.1 The Committee considered a petition signed by 1446 people and referred from the meeting of Full Council on 6 April that requested the council to commit to giving a place to children who were not allocated any of their three preferences of catchment school.

6.2 The Chair provided the following response:

“Thank you for your petition.

I completely understand the concerns that you have raised having taken the decision as Chair to give time to an emergency deputation at the Children, Young People & Skills Committee in March shortly after school allocations were made on National Offer Day. It is understood that behind the processes and headlines there are real children and families who are affected by the decisions made when school places are allocated. The council has to ensure that there are sufficient school places for all those who need them and have admission arrangements which serve all the city’s schools. Whilst every effort is made to offer a place at a child’s catchment school this cannot be guaranteed. Careful consideration must be given to the capacity of a school to admit additional children. Whilst admission appeals for September 2017 are still on-going, the committee will be interested to learn that of the 57 pupils living in the Dorothy Stringer/Varndean catchment area 22 pupils have been offered Dorothy Stringer or Varndean either through the reallocation pool or appeals process, 8 pupils have been offered a place at an alternative preferred school.

Officers have spent time ensuring the affected families have understood why the allocation of school places and the management of the reallocation pool had to be run in a prescribed way and those affected have had the opportunity to make an appeal to an independent panel”.

6.3 **RESOLVED-** That the petition be noted.

(ii) Queens Park Nursery- Mark Mitchell

6.4 The Committee considered a petition signed by 593 people and referred from the meeting of Full Council on 6 April that requested the council to find against the proposal to shut the nursery at Queens Park Primary School.

6.5 The Chair provided the following response:

“The council values the quality of the nursery provision at Queen’s Park primary school and acknowledges the strength of opposition from parents at the school to its proposed closure. The reasons that the school’s head teacher and governors have requested that the council raise the school’s lower age range from three to four and close the nursery class are set out in the report being presented to this committee; low numbers of children on roll mean that the nursery is not sustainable and is consequently being subsidised by the wider school budget. Whilst a decision such as this is always difficult

to consider, there is other high quality early years and childcare provision in the city for children from Queen's Park".

6.6 **RESOLVED-** That the petition be noted.

(b) Written Questions

(i) Proposal to lower the age limit of Queens Park School

6.7 Zoe Milton read the following question:

"I would like to ask the committee why they have chosen to approve this proposal when the senior leadership team has no support from their community or staff members?"

6.8 The Chair provided the following response:

"Thank you for your question. The Committee has not yet approved the proposal and will consider the matter later on in the agenda at Item 11 when all the responses to the statutory notices will be considered"

6.9 Zoe Milton asked the following supplementary question:

"As the parents have been given no information as to why the school has made this choice, (other than the small financial issues with the SLT approved reduction in numbers) can the committee tell us whether it has investigated why the Senior Leadership Team is so determined to continue with the closure despite such massive community opposition especially when offers of help have been resolutely ignored?"

6.10 The Chair provided the following reply:

"I can assure you both as Chair of this Committee and ward councillor for the area; I have listened to residents' concerns and asked officers to speak with the school regarding all alternative options. This is a matter for the school however, the council is subsidising to the cost of one teacher. It is a difficult decision but this committee will have to have a view on the implications for the school"

7 MEMBER INVOLVEMENT

7.1 There were none.

8 SCHOOL OFSTED PRESENTATION

8.1 The Head of Standards & Achievement, Education & Skills provided an update on schools that had recently been inspected by Ofsted.

8.2 **RESOLVED-** That the report be noted.

9 SPECIAL SCHOOL & PRU REORGANISATION

- 9.1 The Committee considered a report of the Executive Director, Families, Children & Learning that provided feedback on the formal consultation on the proposal to redesign special school and Pupil Referral Unit (PRU) provision. The report also provided an update on other areas of the review, including the merger of two PRU's and the development of the new early years provision for children with very complex special educational needs within a mainstream nursery to release the current bases.
- 9.2 Councillor Wealls thanked the officers involved for the tremendous amount of work they had undertaken to reach this stage. Councillor Wealls asked if the small specialist unit detailed in paragraph 5.7 would be for children with high functioning autism, any response to the issues raised by PAC and in addition, further information on extending the age ranges.
- 9.3 The Assistant Director- Health SEN & Disabilities stated that in relation to extending the age range, it was felt important to make a vocational offer available for those people not in the workforce with emotional health needs. Furthermore, the Council were addressing the concerns raised by PAC and were considering a unit within the hub as a possibility although no decision had been reached.
- 9.4 Councillor Phillips thanked officers for a very thorough piece of work. Councillor Phillips asked how the mix of age ranges in groups would be comprised, if the issue of transportation was a concern and the any likely impact on staff and the possibility of a broader Equalities Impact Assessment (EIA).
- 9.5 The Assistant Director- Health SEN & Disabilities replied that the changes to age range were relatively minor, would provide more flexibility and there would be a distinct separation in ages in relation to individual groups. Transportation was an issue and the council currently had a very high budget spend in the area that required attention. The hubs were in a broadly similar geographical location and further discussions would take place on whether the hubs wished to operate some form of transport themselves. The Assistant Director- Health SEN & Disabilities added that there was no intention to reduce staff from frontline services with savings predominately focussed on the reduction of management structure.
- 9.6 Councillor Brown thanked officers for their work on the report and for managing the complex issue slowly and sensitively. Councillor Brown stated that the day provision would be to everyone's advantage, welcomed the £7.5 million capital funding to make the improvements necessary and the £300,000 health support. Councillor Brown surmised that the proposals would enhance the education provision for young people in the city.
- 9.7 Anne Mortenson congratulated officers for conducting a very good consultation and excellent communication with parents on the issue. Anne Mortenson noted her concern that there had been a significant rise in exclusions and asked what mitigating action was being undertaken.
- 9.8 The Assistant Director- Health SEN & Disabilities agreed with the concern raised in the number of exclusion. This was predominately in secondary schools and related to substance misuse and a series of measures were being undertaken to reduce both levels of exclusion and substance misuse.

- 9.9 Councillor O'Quinn congratulated officers on their attention on a complex matter and a comprehensive piece of work. Councillor O'Quinn stated that the Connected Hub welcomed the 16-19 year old extension and she was looking forward to seeing positive results.
- 9.10 **RESOLVED-**
- 1) That the outcome of the formal consultation on the proposals to:
- i. expand, re-designate and extend the age range up to the age of 19 years of Hillside Community Special School
 - ii. close Downs Park Community Special School
- to form the integrated hub for severe and complex learning difficulties in the west of the city be noted and agreement be given to the publication of statutory notices to progress this proposal
- 2) That the outcome of the formal consultation on the proposals to:
- i. expand and re-designate Downs View Community Special School
 - ii. close the Cedar Centre Community Special School
- to form the integrated hub for severe and complex learning difficulties in the east of the city be noted and agreement be given to the publication of statutory notices to progress this proposal.
- 3) That the outcome of the consultation on the proposal to expand pupil numbers and site of Homewood College and to extend the age range of pupils from 11-16 to 5-19 be noted and agreement be given to the publication of statutory notices to progress this proposal.
- 4) That the outcome of the consultation on the creation of an integrated hub for pupils with social, emotional and mental health needs, formed by merging the two Pupil Referral Units and bringing them together with Homewood College be noted.
- 5) To note the update on other areas of the review.

10 EARLY YEARS STRATEGY

- 10.1 The Committee considered a report of the Executive Director, Families, Children & Learning that set out the Early Years Strategy and how the Council was meeting its duty and priorities for the future as per its requirements under the Childcare Act 2006.
- 10.2 Councillor Phillips asked for more information on the financial implications for the council.

- 10.3 The Head of Service, Early Years & Family Support clarified that a national formula set the council's allocation for early years funding for three and four year olds. Brighton & Hove's allocation at £4.45 an hour is below the published national average amount of £4.78. The Area Cost Adjustment is used to determine the level of funding and Brighton & Hove features very low in this because of being grouped with East Sussex. The rate is below the average hourly charge for childcare in the city and below comparator authorities such as Southampton and Portsmouth. The issue had been raised at central government level and a possible impact could be that some providers may choose not to offer 30 hours per week or place conditions on the offer.
- 10.4 Councillor Penn noted that the offer of health checks for two year olds were taken up by 75% of parents and asked if the remaining 25% were low-income parents avoiding the checks and what measures could be taken to improve that rate.
- 10.5 The Head of Service, Early Years & Family Support clarified that parents declined health checks for a variety reasons. Work was continuing in improving take-up and ensuring the most disadvantaged children received checks. Plans to do so included integrating with checks undertaken in nurseries for targeted children.
- 10.6 **RESOLVED-**
- 1) That the Committee agrees five priorities for the Early Years Strategy:
- (i) To focus on disadvantage including agreeing a shared definition of disadvantage across services in the early years.
 - (ii) To provide joined-up services through Children's Centres to strengthen families by supporting child development, parenting, healthy lifestyles and increasing the number of working families.
 - (iii) To ensure children receive early assessments including the health and progress checks at age two and promoting information sharing between health visiting, early years providers and schools.
 - (iv) To ensure there are sufficient early years childcare places in the city so that disadvantaged children take up their free early years entitlement and parents can work.
 - (v) To ensure early years childcare places are good quality and additional funding improves outcomes for disadvantaged children.
- 2) That the Committee notes the extension from 15 to 30 hours of free childcare for three and four year olds with working parents from September 2017.

11 RAISING LOWER AGE RANGE FROM THREE TO FOUR AT QUEEN'S PARK AND MIDDLE STREET PRIMARY SCHOOLS

- 11.1 The Committee considered a report of the Executive Director, Families, Children & Learning that provided feedback on the statutory representation period for the closure of nursery classes at Queen's Park and Middle Street Primary Schools and sought a final decision approving changes to the age range at both.

- 11.2 The Chair of Governors of Middle Street Primary School explained to the Committee that whilst the recommendation to raise the lower age range at the school was one of great regret, the Governors were in no doubt that the subsidy of provision could no longer continue as it had a wider impact upon all children attending the school.
- 11.3 The Chair of Governors of Queens Park Primary School reiterated that statement and that for Queens Park, the raising of the lower age would allow the school to dedicate its resources in the most effective way.
- 11.4 Councillor Wealls noted that the committee had heard earlier in the meeting during public representation, an assertion that the Governors had not made enough sufficient effort to make Queens Park nursery sustainable and had not been willing to accept offers of help. Councillor Wealls asked the Chair of Governors if they had any response to that statement.
- 11.5 The Chair of Governors of Queens Park stated that the nursery had been advertised in the local area as well as the usual channels used by all schools and nurseries citywide but there had been a low response to that advertisement. The nursery itself was known in the area due to its link with the school and was part of the school branding however; approximately forty families had chosen not to send their children to the nursery.
- 11.6 Councillor Phillips asked if there was any indication of how the changes would impact staff.
- 11.7 The Childcare Strategy Manager replied that there was an ongoing consultation with staff with the likely outcome being that staff at Middle Street would take voluntary redundancy and all three members of staff at Queen's Park had been offered other roles.
- 11.8 Councillor Penn highlighted the nationwide pressures on school funding that had contributed to the committee considering the issue. Councillor Penn asked if any assurance could be provided that there were sufficient nursery places in the local areas and enquired as to the likely impact if the nurseries were to remain open.
- 11.9 The Childcare Strategy Manager clarified that there were places in the area available in the local area and across the city as parents sometimes preferred nursery placements closer to their work.
- 11.10 The Governor of Middle Street School stated that costs did not reduce so if numbers continued at existing levels for the new term, there would be severe complications for the schools overall budget.
- 11.11 The Governor of Queens Park agreed with the above statement adding that in their case, the number of staff roles would need to be re-assessed.
- 11.12 Councillor Hamilton stated that schools throughout the city were facing serious budget pressures with those of one form entry particularly challenged as it was difficult to balance a budget below the maximum capacity of 30 children. Councillor Hamilton stated that central government were aware of the workings of schools and the difficulties

they were facing and it would be with regret that he would support the recommendations.

11.13 **RESOLVED-**

- 1) That the Children, Young People and Skills Committee should confirm the proposal contained in the statutory notice and make a final decision to raise the lower age range by one year from three to four years at Queen's Park primary school with the consequent closure of the school's nursery classes with effect from 1st September 2017.
- 2) That the Children, Young People and Skills committee should confirm the proposal contained in the statutory notice and make a final decision to raise the lower age range by one year from three to four years at Middle Street primary school with the consequent closure of the school's nursery classes with effect from 1st September 2017.
- 3) That the committee notes that the governing body of St Mark's CE primary school has carried out a non-statutory process and has resolved to raise its lower age range by one year from three to four years and close its nursery class with effect from 1st September 2017.

12 THE USE OF SECTION 106 CONTRIBUTIONS FOR EDUCATION

- 12.1 The Committee considered a report of the Executive Director, Families, Children & Learning that informed Members of the legislative framework which provides for Section 106 (S106) developer contributions being sought to support housing developments and informed Members of the current amount generated, how it had been used and future uses identified.
- 12.2 Referring to paragraph 3.13 Councillor Phillips asked why there was not yet a timetable for a Community Infrastructure Levy.
- 12.3 Councillor Cattell replied that background research was being conducted and she would ask Planning officers to send an email response to Councillor Phillips.
- 12.4 Ben Glazebrook asked if community forums could have input into how S106 contributions were directed as that may boost democratic engagement and the interest of young people in the planning process.
- 12.5 The Head of Capital Strategy & Development clarified that S106 guidance set out specific items that contributions could be used for and commonly related to infrastructure improvements relating to the increase in pupil places.
- 12.6 **RESOLVED-**
 - 1) That the Committee notes the legislative framework which provides for S106 developer contributions being sought to provide education infrastructure to support housing developments.
 - 2) That the Committee notes the use of the funding in accordance with the requirements of planning legislation.

- 3) That the Committee agrees that in the future spending of S106 funding will be reported to the CYPS committee in March each year and that sometimes this will need to be retrospective.

13 DRUG, ALCOHOL AND TOBACCO EDUCATION GUIDANCE FOR EDUCATIONAL SETTINGS

- 13.1 The Committee considered a report of the Executive Director, Families, Children & Learning that presented the final draft of the Brighton & Hove Drug, Alcohol and Tobacco Education Guidance for Educational Settings Guidance (2017) for comment and approval.
- 13.2 Councillor Phillips thanked officers for a very thorough report. In relation to alcohol being served at school events, Councillor Philips noted that this was a valuable income for schools and her concern was that this may potentially place restrictions on school budgets.
- 13.3 The Partnership Adviser: Health and Wellbeing stated that the issue did have sensitivities and there would be careful consultation with any school that chose to hold events restricting the sale of alcohol. The Partnership Adviser: Health and Wellbeing supplemented that some schools faced a challenge in relation to inclusivity for some of its pupil's families and there was anecdotal statements from schools that staff had uncertainties about responsibility for children at school events where parents were consuming alcohol.
- 13.4 Martin Jones stated that he understood the challenges to some schools however, events were a valuable income for schools and a prohibitive style may stop parents attending.
- 13.5 The Partnership Adviser: Health and Wellbeing stated that any decision would be for schools to make and the document was provided as guidance, one that may prompt a discussion about the school environment.
- 13.6 Councillor Penn stated that an important issue underlying the guidance was that of faith based family's integration in social environments and some Muslim families would choose not to attend events where alcohol was being served.
- 13.7 Councillor Wealls stated that the guidance did read critically rather than advisory of providing alcohol in schools that gave him some concern as responsible consumption of alcohol could provide a good reinforcement indicator for children in later life. Councillor Wealls added that he was worried the guidance may not have the desired reaction from parents.
- 13.8 **RESOLVED-**
 - 1) That the Committee approve the final draft *Brighton & Hove Drug, Alcohol and Tobacco Education Guidance for Educational Settings Guidance (2017)*
 - 2) That the Committee approve the stance on alcohol on school and college sites.

- 3) That Committee continues to support the continued improvement of drug, alcohol and tobacco education within a planned programme of PSHE Education.

14 ANALYSIS OF OUTCOMES FOR BLACK MINORITY ETHNIC (BME) CHILDREN AND YOUNG PEOPLE IN BRIGHTON AND HOVE

- 14.1 The Committee considered a report of the Executive Director, Families, Children & Learning that set out analysis of end of Key Stage results and some progress data for BME children and young people for the 2016 academic year and briefed Members on the interventions implemented to improve any areas of under achievement relating to BME pupils' outcomes.
- 14.2 Councillor Phillips asked how schools would action the recommendations set out in section 6 in the current environment of severe budget pressures and any identification of the additional support to ensure that EMAS had sufficient capacity.
- 14.3 The EMAS Team Leader stated that the recommendations main focus was on a change of ethos particularly raising awareness with staff of unconscious bias and the impact it had.
- 14.4 Councillor Wealls noted that the data was taken from a small cohort but the broad picture appeared to one of disadvantaged families rather than racism. Councillor Wealls provided an example in that black Caribbean children educationally outperformed white British pupils.
- 14.5 The EMAS Team Leader replied that deprivation was an important issue but there was an additional element of underperformance in education relating to minority groups that were not cohesive. Mixed minority groups were often not cohesive and were the fastest growing area of population in the city and that presented significant challenge.
- 14.6 **RESOLVED-**
 - 1) That the Committee note the report and endorse the focus across the city on improving outcomes for the particular BME groups highlighted in the report.
 - 2) That the Committee agree the focus on the impact of disadvantage and the significance this has for some of the BME groups. This report demonstrates that having multiple characteristics (BME and Free School Meal (FSM)) can lead to some groups being at even greater disadvantage and thus at risk of underachievement.
 - 3) That the Committee agree the next steps as outlined in section 6.

15 BRIGHTON & HOVE YOUTH JUSTICE STRATEGY 2017-19

- 15.1 The Committee considered a report of the Executive Director, Families, Children & Learning that requested approval of the Youth Justice Strategy for Brighton & Hove 2017-18 as required under the Crime and Disorder Act 1998.

- 15.2 Councillor Phillips stated that although offending rates were down, there would be a £50,000 budget reduction to the Youth Offending Service and asked what impact that reduction may have.
- 15.3 The Head of Service (Adolescents and Youth Offending Service) stated that the service had met budget reductions over a number of years which had been managed through deletion of vacant post and changes to how the service operated. In the event of further budget cuts, it would be necessary for a service re-design and restructure.
- 15.4 Councillor Wealls expressed his congratulations to officers for their tremendous work as he found the reduction in offending numbers to be staggering.
- 15.5 **RESOLVED-** That the Committee approves the Youth Justice Strategy for Brighton & Hove 2017-18

16 FAMILIES, CHILDREN & LEARNING ANNUAL REPORT 2016/17 AND LOOKING AHEAD

- 16.1 The Committee considered a report of the Executive Director, Families, Children & Learning that summarised the work of the Families, Children & Learning Directorate over the past 12 months and communicated intentions for the next year and beyond.
- 16.2 Councillor Cattell welcomed the document that she found to be very accessible and clear and one that would be useful for comparison.
- 16.3 Councillor Taylor noted that the document contained less detail than in previous years and could have been more candid regarding shortcomings of the Directorate.
- 16.4 The Service Manager - Directorate Policy & Business Support clarified that the Directorate had other documents and reports that were statistically detailed and challenging. The purpose of the Annual Report was as a precise communications tool.
- 16.5 **RESOLVED-** That the committee note the report

17 DEVELOPMENTS IN MENTAL HEALTH SERVICES FOR CHILDREN AND YOUNG PEOPLE

- 17.1 The Committee considered a report of the Executive Director, Families Children & Learning that provided information of the current children and young people's mental health and wellbeing services and future developments.
- 17.2 Councillor Taylor noted that the routine priority first treatment target was 8 weeks which was of some concern for him as just like physical health, mental health deteriorated without prompt treatment.
- 17.3 The Commissioning Manager, Children's Mental Health & Wellbeing, Brighton and Hove Clinical Commissioning Group clarified that the national target was 18 weeks and 8 weeks was a significant reduction on that. Treatment was not necessarily subject to face to face meetings and an individual self-help programme could be introduced subject to the patients need.

- 17.4 Councillor O'Quinn commended the report adding that mental health was a very important issue that was often neglected. Councillor O'Quinn asked if any benchmarking had been undertaken with authorities that had begun the process.
- 17.5 The Commissioning Manager, Children's Mental Health & Wellbeing, Brighton and Hove Clinical Commissioning Group replied that Brighton & Hove and other authorities were in a similar starting position however, each authority had its respective strengths in specific areas that gave opportunity for shared learning.
- 17.6 Councillor Phillips asked if partnerships had been established with the voluntary sector and whether in the future, some services could be co-led with young people.
- 17.7 The Commissioning Manager, Children's Mental Health & Wellbeing, Brighton and Hove Clinical Commissioning Group stated that the voluntary service were crucial and were a partner throughout the delivery of services. Furthermore, consideration was being given to commissioning young people to produce a version of the transformation plan.
- 17.8 **RESOLVED-** That the report be noted.

18 ITEMS REFERRED FOR COUNCIL

- 18.1 None items were referred to Full Council for information.

The meeting concluded at 7.40pm

Signed

Chair

Dated this

day of

