

INSPIRE PARTNERSHIP MULTI ACADEMY TRUST

TRUST BOARD MEETING MINUTES

DATE:

Tuesday 19 May 2020

TIME:

4.30pm

LOCATION:

Via Microsoft Teams

PRESENT

Chair of Trustees:	Mr J North (JN)	
CEO:	Mrs S Vickerman (SV)	
Trustees:	Mr B Smith (BS)	Mrs C North (CN)
	Mr C Gray (CG)	Mrs C Norfolk (CNOR)
	Mrs T Jackson (TJ)	Mr J Cripps (JC)
	Mr P Arundel (PA)	
In Attendance:	Mrs T Fallon (COO) (TF)	Mrs H Hill (CFO) (HH)
Clerk:	Susanna Stott (SS)	
Apologies:		

The Trustees meeting took virtually via Microsoft Teams due to the current Covid-19 situation.

ITEM	ACTION
<u>PROCEDURAL ITEMS</u>	
1. APOLOGIES FOR ABSENCE	
There were no apologies for absence received. John Cripps (JC) apologised to Trustees for being unable to attend previous meetings but noted his full commitment to the IPMAT.	
2. DECLARATIONS OF INTEREST	
There were no Declarations of Interest shared with the meeting.	
3. MINUTES OF THE LAST MEETING HELD ON 21 JANUARY 2020	
The minutes of the last meeting were agreed as a true record and will be signed by the Chair electronically. A hard copy of the minutes will be held centrally. CN seconded the minutes as a true record.	
4. MATTERS ARISING FROM THE MINUTES	
There were no matters arising from the last minutes.	
5. CORRESPONDENCE	
There was no correspondence to share with Trustees	

ITEM	ACTION
<p>6. STANDARDS & CURRICULUM COMMITTEE MINUTES HELD ON 10 MARCH 2020</p> <p>The minutes from the Standards & Curriculum Committee meeting held on 10 March 2020, have been shared with Trustees prior to this meeting.</p> <p>There were no further questions to add. JN commented on the value the Committee members placed on visiting the different schools. The South Hiendley tour was thoroughly enjoyed by all attending the meeting.</p>	
<p>7. RESOURCE & AUDIT COMMITTEE MINUTES HELD ON 5 MAY 2020</p> <p>The minutes from the Resources & Audit Committee meeting held on 5 May 2020 has been shared with Trustees prior to the meeting.</p> <p>CG gave a brief overview to Trustees of the discussions held and noted the agreement of increasing the BACS payment limit to £120,000, as Committee members identified there was no risk as each payment has a two-signature control.</p> <p>The Apprenticeship levy underpayment has now been finalised and signed off and agreement was given to the proposed spend for IT upgrades across the Trust.</p> <p>CG noted he was happy with the minutes.</p>	
<p>8. CEO REPORT</p> <p>The CEO gave a verbal report to Trustees. Documents shared with Trustees prior to the meeting were:</p> <ul style="list-style-type: none"> Covid-19 Policy into practice Covid-19 Staff RTW Form – 01.06.20 IPMAT RA Reopening of schools – 01.06.20 IPMAT Wider Opening Learning Protocol TCaF Grant Annex C – Expenditure Detail TCaF Grant Annex J – Final Report – April 2020 Addendum to the IPMAT Attendance Policy in light of Covid-19 Trust Exclusions - Draft <p>JN noted he had attended a number of HT meetings during the Covid-19 situation and the team spirit and support shown for each other has been outstanding.</p> <p>SV explained that a considerable number of reports, risk assessments and addendums to policies have been shared with Trustees but noted the continual changing situation.</p> <p>SV reported that all schools had been open apart from the Easter bank holiday Monday and VE day. Schools are open at the moment to children of keyworkers only. We interpreted the guidance as children only allowed in school if both parents were classed as keyworkers. Initial conversations with HTs had taken place concerning the opening of 3 hubs across the MAT, however HTs preferred to keep their own school open. We are averaging 12 children in each school at any one time, but this is rarely the same 12 children, dependent upon shift patterns.</p> <p>Home learning was established very early into the lockdown. A member of staff (Kyle) at Ackton Pastures led the teams on the launch of the Seesaw Platform and it is working well. Home learning continues on a week to week basis and school teams are working on a 3-week rota system.</p>	

ITEM	ACTION
<p>Vulnerable children identified in each school are contacted every week. All other children receive a phone call home once per fortnight. This process has raised some safeguarding concerns and when these have been identified we have admitted these children into school to give further support.</p> <p>We are continuing to support all HTs across the Trust with either SV or Leah Charlesworth (LC) making daily phone calls to each HT to ensure all school matters were working well, along with addressing any queries or concerns. We are using Microsoft Teams for HT meetings and now averaging two meetings per week. SV noted JN's attendance at these meetings which she had found very helpful. HTs are feeling well supported.</p> <p>The Trust insurers have set up a welfare package for any member of staff to access. We have reassured staff that this is a confidential service, but we do receive reports on the number of staff accessing any part of the service available.</p> <p>TF reported to Trustees the current work being undertaken by Alex Swithenbank. Alex is working closely with Premises Supervisors to establish stock levels for cleaning consumables in all schools and ensuring that PPE equipment is available. Centrally he has coordinated all the ordering and deliveries to premises which has worked well. Alex is now looking at compliance checks from a H&S point of view and we have been reassured that no issues have been identified. Rolling checks for H&S will continue on a month to month basis. TF noted that his role has been key in ensuring a consistent approach for all our Estates and in meeting the H&S obligations of the Trust.</p> <p>SV commented that she has attended each LGB meeting providing a link between the Trust and local Governing Body. This has been well received by Governors.</p> <p>Q: Compliance – do you keeping a check on Legionella? A: Yes, Premises Managers are continually checking water temperature and flushing through the systems.</p> <p>SV observed that following the announcement from the Prime Minister on Sunday stating that Yr6, Yr1 and Reception would be returning to school on 1 June 2020 we received the Government paperwork late on Monday. At this point it had then added nursery children to the intake. We have no choice but to make it work.</p> <p>Following this announcement TF noted the guidance received has been pulled together to develop a Risk Assessment (RA) as a moving document with new guidance continuing to be received. The RA was finalised on the Friday and forwarded to Ford, the Trust's Competent Person for H&S, they were happy with the document. We have worked with HTs on this to ensure that it is practical. The RA has been shared with staff and is now a public document to be shared with parents demonstrating we are following all guidance as much as we can. Social distancing guidelines will indicate that we cannot accommodate classes of 15. TF commented that the RA gives a clear focus on all the preventative measures we are putting in place as a Trust to make the re-opening of school as safe as possible for staff and children.</p> <p>TF explained that we have been supportive of staff with their own medical issues or who are shielding, self-isolating or living with vulnerable people but will now need to re-approach this as we will need increased staff in school. Return to Work forms were issued to staff for completion if they can not return to work which included the guidance to identify why they cannot return to work. We are trying to be consistent and fair. Staff forms have all now been returned as the closing date was Monday. The majority of forms received are requests around the people our staff are living with, their own anxieties and childcare.</p>	

ITEM	ACTION
<p>% of staff indicating they can't return to work is shown: -</p> <p>Towngate – 17% Ackton Pastures – 31% Ash Grove – 16% Fitzwilliam – 21% Gawthorpe – 21% Girnhill – 12% S. Hiendley – 22% Half Acres – 17%</p> <p>Centrally we have taken the decision as to the agreement of staff not returning to work away from HTs as they will want to continue to support their own staff. TF asked that Trustees support making the decision as to whether these staff should be given a leave of absence without pay, as we need to bear in mind those staff who are returning. TF requested that a separate meeting take place with two Trustees. CN and TJ agreed to work with TF on developing a consistent approach and the meeting was confirmed for 20 May 2020 with CN, TJ, SF and SV attending. SV noted the urgency.</p> <p>Q: Are these individuals following the advice of the Unions or nervous about returning to work? A: It is a mixture. There are some with levels of anxiety and have existing mental health issues. But it is also clear that some staff have childcare issues, particularly where grandparents would normally be involved but are now shielding or classed as vulnerable.</p> <p>TF explained the current position with Breakfast Clubs and After School club provision not currently available. We have a number of staff whose contracts include covering this provision along with often having another role in school. The Trust is paying these staff in full at the present time. The Government furlough scheme will allow us to furlough these particular members of staff. We want to give HTs options in this area and asked - Do we do nothing, and they continue to get paid for not doing this work and is that fair? Can we redeploy these staff at the same levels? Or should we furlough them from 1 June to end September 2020, which will give us the opportunity to review the situation in September? We want to let the school make the decisions to fit their needs and the needs of their staff. Trustees agreed to these options with TJ commenting that clear parameters on these options need to be stated with a clear rationale to ensure a consistent approach for all HTs and the Trust.</p> <p>SV explained that the government guidelines are stating that we need to bring children back in a family bubble. This will entail one group of children working with the same member of staff at all times. Lunchtime and playtimes will be spent with these children only and there will be no more than 15 children per class due to social distancing rules. In all schools we can meet this target and we have the staff to do it. We cannot deliver before and after school club provision as we would break the bubble. This will be an issue for keyworkers, but we have to follow this guidance.</p> <p>Following this set of guidelines being received we discussed how we would deliver this in school at the HT meeting with the HTs making the decision on how this can work. SV explained the proposal to Trustees.</p> <p>Proposal We are not bringing children back into school on 1 June 2020, but all schools will have a staff meeting and check all the guidance received again. The school will be shut for the day to all children, but we will still make phone calls to the vulnerable children. Some of our</p>	

ITEM	ACTION
<p>schools are now moving furniture around to establish the social distancing guidelines. Each school will be deep cleaned over half term, and this will give us the chance to ensure the safe return of children and staff. Children will be given staggered start and finish times and no parents will be allowed in the playground. Any child who is upset on their return will not be allowed into school.</p> <p>On 2 June 2020 we will let the additional keyworker children return. Dependent upon their year group e.g if in Yr6 they will go to their “bubble” where they will stay for the rest of the school year. We will start with Yr6 only as allowing Nursery and Reception children to return is causing serious anxiety and concerns for staff. SV noted we are doing everything we can to ensure we can start to bring the children back safely. HTs fully support and appreciate this proposal.</p> <p>CNOR noted how sensible this approach is as once the Trust is confident with this process we can then allow other children in Nursery and Reception to return. JN noted his attendance at the meeting where this proposal was discussed and acknowledged the excellent response from all attendees. He thought that it was common sense for the Trust to move forward in this way.</p> <p>CG was pleased to note the strong support of the HTs and staff across the Trust.</p> <p>SV discussed her attendance earlier today at a virtual meeting with Ackton Pastures staff. We currently have the Deputy HT acting as HT who whilst inexperienced is performing extremely well. The staff up to the point of this meeting had stated they were not prepared to come back into school to help plan the return of the children. Staff, following the meeting, are now prepared to come back as they are able to see the structure planned by the Trust and the considerable efforts made to ensure their safety and the safety of the children.</p> <p>Q: How many of the staff are now ready to return? A: At least two, but we will see shortly.</p> <p>SV commented on the ability to give teachers PPA time under this new structure as each teacher will have to stay with their family bubble. We are suggesting that on Friday’s all children in school, apart from keyworker children will finish at lunchtime. This will give Friday afternoons to teachers for their PPA time. This proposal was agreed by Trustees.</p> <p>Q: Will you have a deputy for each “bubble” – if someone falls ill? A: We will have a problem if anyone falls ill. We do have a small capacity of extra staff.</p> <p>Q: Are you not having a TA to each “bubble” of 15 children along with a teacher? A: No, each TA will have their own 15 children. We are not sure how many children will return yet.</p> <p>Q: Have you any idea of how many children will come back? A: It is dependent on the school and is very variable.</p> <p>CN noted that this will continue to be a learning situation and SV agreed this is a short-term solution only. CG commented that all planning will need to be temporary due to the continual changes being announced.</p> <p>SV commented on the new behaviour policy shared with Trustees prior to the meeting, noting if any child returns and cannot behave, they cannot be in school. Children we have already identified with behaviour issues will have an individual risk assessment.</p>	

ITEM	ACTION
<p>SV noted we are continuing to plan for the EYFS return. A YouTube video has been shared with staff given by an expert showing key areas to make it work with EYFS. A useful resource.</p> <p>It was confirmed that with regard to LGBs all Chairs of the Governing Body have continued to have all information on our plans shared with them. SV has attended all LGBs and explained Trust actions to all governors and information is on all school websites.</p> <p>TF explained the Premises Action Plan. As a Trust we are making sure all appropriate PPE is available for staff in school. Hand sanitiser products have been made available and situated at the entrance to each classroom. On reception and the entrance to school we have introduced a product namely Zoono which gives a 24-hour application coverage. Every person entering school will use this.</p> <p>Clear signage and separation of places is key and is underway. Three machines have been ordered to be used on a rota basis across schools for extra deep cleaning and to ensure all our surfaces are clean. Capital works are planned for two schools in June as they require capital works to ensure the reception areas are closed in. TF noted that Alex is working with HTs and Premises Supervisors on this action plan.</p> <p>JN noted the time taken to get to this stage of development and the incredible amount of work involved to this point.</p> <p>TJ commented on how unbelievably thorough the Central Executive Team have been with the documentation and plans already developed. Noting these areas will continually develop and suggested that it is continually reviewed. TJ noted her own reassurance about the fantastic work the central team have completed.</p> <p>Trustees offered their grateful thanks to the Central Team, the HTs and staff across the IPMAT for their hard work and efforts during these difficult times. CG noted that communication is key, and it is clear that everyone is doing an incredible job.</p> <p>GW commented that stakeholders must continue to be aware of proposals and decisions made and noted the central team have accomplished an excellent task in keeping Trustees very well updated.</p> <p>Trustees agreed to ratify all the new and amended Policies uploaded onto GVO and stated at the beginning of the CEO report. The Trustees agreed unanimously to accept the way forward as outlined above and fully support the work being undertaken by the central team as earlier explained.</p> <p>SV explained that the IPMAT had recently had three Ofsted inspections, with the first in early January 2020. Half Acres Primary, Fitzwilliam Primary and Ackton Pastures Primary. All schools achieved a "good" judgement.</p> <p>Fitzwilliam Primary had the best inspection and feedback but unfortunately received the worst report. The Inspector had stated that if the Inspection had taken place under the old framework, Fitzwilliam would have achieved an "Outstanding" judgement. SV explained the current position regarding the illness of the HT noting that Paul Quarry, the previous Deputy HT has now stepped up as acting HT.</p> <p>Andrea Mitchell, current HT at Gawthorpe Primary is retiring. We have made an internal appointment for the position - Katie Harris, who is currently the Deputy HT. SV noted her</p>	

ITEM	ACTION
<p>concerns with the Gawthorpe budget. Appointments had been made before the central procedures had been introduced. At South Hiendley we had an issue with the current acting HT and interviews for the position were paused. Steve Walker current HT at Ash Grove, will move to become the HT at South Hiendley. MR will revert to her Assistant HT role.</p> <p>Leah Charlesworth (SIP) (LC) will be joining the IPMAT payroll as a full-time member of staff but will continue with her freelance work. This will mean payment to the Trust. LC will become Executive HT at Ash Grove until we get the school stabilised. Trustees agreed the requested salary scale Leadership 31. CG noted at the recent R&S meeting, committee members had a long discussion about the appointment of LC, with all agreeing that this appointment will be a great benefit to the IPMAT.</p> <p>HT interviews are taking place on Friday for the Half Acres Headteacher position, following the resignation of the previous HT. The acting HT has and continues to work extremely well there. All vacancies have been filled for a September start with most positions appointed on one-year contracts.</p> <p>SV explained the circumstances around the dismissal of the HT at Ackton Pastures. The newly appoint Deputy HT (Katie Lea) has been promoted to acting HT and whilst inexperienced is showing great strength and ability in leadership. We have agreed to give her two terms as acting HT initially and have moved a member of staff from Half Acres in support who is also doing extremely well. Longer term we could be looking at a future HT and Deputy HT</p> <p>TJ and CN agreed that along with Bethan Owen, external Consultant, they will complete the Performance Management Review for the CEO of the Trust. A date is to be confirmed.</p> <p>Whilst this meeting was taking place, SV noted her receipt of an email forwarded from the Ackton Pastures acting HT, received from the school Union representative. The email included a checklist for the safe return to work of all staff and children developed by the Union. TF noted that on briefly looking at the document we are meeting all the government guidelines and that the points shown in the checklist are covered by the Risk Assessment. TF will check and confirm this with the acting HT. CG suggested responding to the Union with “we have checked your checklist and following government guidance we think we are covered in all areas.”</p> <p>CNOR noted it would be helpful if we are showing our support of the Unions.</p>	
<p>9. CFO REPORT</p>	
<p>The CFO report has been shared with Trustees prior to the meeting together with the following documents: -</p> <p>Consolidated Budget sheet 201920 – V2 Management Report 17-05-20 V2</p> <p>HH discussed the CFO report with Trustees highlighting a number of areas.</p> <p>HH explained that the Trust has considered financial aspects relating to Covid-19 and have taken the precaution that no cash will be received in schools, we will only accept internet payments. Equally, we will not process any petty cash claims in cash all claims will be processed by BACS.</p>	

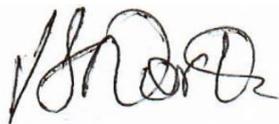
ITEM	ACTION
<p>As a Trust we are logging any expenditure for cleaning during this time and will make the claim for the government grant allocated once the portal is opened at the beginning of June.</p> <p>HH detailed the Management report provided for April 2020 with Trustees.</p> <p>Income is showing a £36,793 variance indicating more income received than forecast. This is slightly misleading as over £30k of deferred Condition Improvement Funding (CIDF) is waiting to be reclaimed and £5.7k is awaiting recoding to the correct areas.</p> <p>The Staff Expenditure underspend is not a true picture of our current position. Budgets imported following the April review include a 3% pay increase from April. The public sector pay increase has not yet been agreed and so this increase has not been added to payroll. This increase equates to an approximate figure of £8k for April. Support staff pay is £12,961 less than forecast to date and Teaching Staff pay is £11,206 less than forecast to date.</p> <p>In other expenditure the £1,279 variance is primarily a recoding issue and a small amount of additional expenditure.</p> <p>The in-year position as at 30 April shows an overall surplus of £83,600 and HH noted the concern with Fitzwilliam's budget.</p> <p>The Consolidated Budget shared with Trustees via the GVO portal was discussed with Trustees. HH explained that the Fitzwilliam budget shown is based on a scenario taking out the salary of the current HT who is absent with illness. We need to consider the delicacy of the situation. HH also highlighted some concern with Gawthorpe's budget position. Work on the Budget Forecast return for the next three years up to 2022/2023 must be ready for the July BFR3Y return and sent to the DfE. If any deficits are shown we have to demonstrate a deficit recovery plan for the Academy concerned.</p> <p>HH noted the position is continuing to change daily and we are continuing to work on these budgets. We make assumptions but always put in a caveat for each budget. Work is now starting for July budget submissions.</p> <p>Q: Staffing – if any school wishes to appoint any staff, is it correct that this has to be approved through the Central Team?</p> <p>A: Yes, that is correct. Discussions on appointments are now included on the Monday morning central team meeting. TF noted that all HR paperwork have different procedural levels of agreement and are finalised centrally after budget considerations by HH.</p> <p>HH discussed with Trustees her request to implement adopting the DfE's Chart of Accounts. HH would like to start the implementation process in September noting there will be a cost. The system needs an overhaul and update adding that this will enable us to make use of the DfE's application programme interface tool (API) for pre-populating the trial balance and other fields of the accounts return, resulting in a reduction of data entry time. This will be agreed at the July Resources & Audit Committee meeting.</p> <p>HH reported that the Trust have established a good working relationship with the Payroll provider Access. Monthly service review meetings take place and the payroll function has considerably improved.</p> <p>The Teachers Pensions End of year audit process has now begun. The Trust has recorded a cash figure of £1,025,800.31 as being paid for the 12-month period to 31 March 2020. The End of Year Certificate requires submitting by 29 May 2020. Gibson Booth, the Trust auditor</p>	

ITEM	ACTION
<p>will then complete the necessary check on the certificate and send the audit report to the Teachers' Pension by 30 September 2020.</p> <p>JN commented that at the recent Resources & Audit Committee meeting discussions took place on continuing to use Gibson Booth as the Trust Auditors following concerns on the costs. This discussion was highlighted at the recent Members meeting and it was agreed that HH will tender out for this business in time for the Members' meeting in February 2021.</p>	
<p>10. COO REPORT</p>	
<p>The COO report had been shared with Trustees prior to the meeting.</p> <p>TF explained the ISR change request for Towngate Primary. The current HT will be on maternity leave from October. The Deputy will move up to Acting HT. We would like to move her to a spot salary of L10 as she is inexperienced and will need a lot of support from the Trust. A further member of staff will step up to Acting Deputy HT who is also inexperienced. We are recommending moving this to a spot salary of L1. Trustees approved this request. TF noted that paperwork for ISR ranges for Towngate were never formally set and agreed. Trustees agreed L5 – L9 for the Deputy HT role.</p> <p>TF noted the considerable reduction in long term sickness cases. These have been managed well and we are pleased to report that we now have 5 members of staff on long-term absence. Short term sickness absence is managed by SBOs at school and supported by TF and Alison Ramsey.</p> <p>The Trust currently has one outstanding disciplinary matter with the hearing due to take place in June, dates to be finalised. TF and Leah Charlesworth will be presenting the case for the Trust.</p> <p>The Trust is up to date with Health & Safety and Fire Assessments apart from Towngate Primary, delayed due to Lockdown. Nothing of concern has been highlighted. Alex Swithenbank has a plan of action to deal with areas highlighted. A number of insurance claims have already been actioned, and funds received have already covered his annual salary. It is reassuring that his role has had this kind of impact so quickly.</p> <p>The Trust is awaiting the outcome from CIF Bids submitted. We are due to hear in May.</p> <p>CNOR noted the comprehensive reports from TF and HH.</p>	
<p>11. CHAIR'S REPORT ON MEETING WITH LGB CHAIRS</p>	
<p>Minutes from the Chairs' Meetings held on 4 February 2020 and 28 April 2020 have been shared with Trustees via the GVO portal prior to the meeting.</p> <p>JN noted how well the Chairs' meetings are proceeding. Chairs' are valuing the discussions and feel very supported. The recent meeting at South Hiendley was extremely well attended.</p> <p>The second meeting was held via Microsoft Teams. SV attended and updated Chairs on the Covid-19 situation and actions being undertaken by the Trust.</p> <p>JN explained that future plans for the Chairs will include looking at aspects of the Governor Mark with the possibility that the Trust might apply for it at some stage. JN noted that as a Trust we have very strong and effective governance that will continue to improve.</p>	

ITEM	ACTION
<p>12. VISIT TO GIRNHILL</p>	
<p>JN discussed the visit Trustees made to Girnhill Infants School on 13 February 2020, noting how valuable the visit had been to Trustees. Trustees met the HT, Deputy HT and Governors for discussions and questions, followed by a tour of the school. CN noted the difference and improvements at Girnhill was clearly noticeable.</p>	
<p>13. TRUST DEVELOPMENT PLAN UPDATE</p>	
<p>IPMAT Trust Development Plan 2019-2020 – High priorities part evaluated document has been shared with Trustees via the GVO portal prior to this meeting.</p> <p>SV noted that the Plan will continue to be evaluated and finalised.</p>	
<p>14. TRUST BOARD AUDIT</p>	
<p>JN noted the latest version of the Trustee Board skills audit has now been added to the GVO portal.</p> <p>JN suggested that if any Trustees have any comments to add, please comment on the GVO as it will require finalising before the end of the academic year.</p>	
<p>15. TRAINING COURSES</p>	
<p>JN explained that the two Roles & Responsibilities of the Trustees and Governors training sessions had seen excellent attendance and very positive feedback. The third planned session was postponed due to lockdown and will be rearranged as soon as possible.</p>	
<p>16. AOB</p>	
<p>The date for the Standards & Curriculum Meeting has been brought forward to 7 July 2020 starting at 4.30pm and will be held via Microsoft Teams.</p> <p>JN noted the need for two further Members for the Trust. Trustees were asked for suggestions.</p>	
<p>17. DATES TO BE AGREED FOR 2020-21</p>	
<p>6 October 2020 – 4.30pm at the Maypole Centre 1 December 2020 – 4.30pm at the Maypole Centre 19 January 2021 – 4.30pm at the Maypole Centre 11 May 2021 – 4.30pm at the Maypole Centre</p> <p>Dates were agreed as above for the next academic year.</p> <p>Standards & Curriculum meeting dates will require final confirmation due to the unavailability of Graham Worsdale (Chair of this Committee)</p> <p>Resource & Audit meeting dates were confirmed.</p> <p>Q: Given the situation we are in – would it be useful to have another trust meeting before the end of the academic year? A: Yes, it would be much appreciated. An extra Trustee meeting was confirmed to take place via Microsoft Teams on 16 June 2020 at 4.30 for an update on the Covid-19 situation. A further date of 8 September 2020 at 4.30pm was also confirmed. SS will share these dates with Trustees via GVO notification.</p>	

ITEM	ACTION
MEETING CLOSE TIME: 6.40 PM Next meeting Tuesday 16 June 2020 via Microsoft Teams @ 4.30pm	

SIGNED BY THE CHAIR: _____



DATE: 16.06.2020