

BRINE LEAS SCHOOL

An Academy

Governors' Meeting

Held on Wednesday 18th May 2016 at 6.45 pm

MINUTES – PART 1

Present: Ms K Batten, Mrs A Beecher, Mr A Cliffe, Mr T Coxhill, Mr T Court, Mrs J Furber (Chair), Mrs P Lockett, Dr K Jones, Mr T Marsden, Mr A Moran and Mrs S Turner

In Attendance: Mrs K Bradshaw, Mr D Cole, Mrs L Darling, Mrs G Josephs (Item 1) and Mrs E Fletcher (Clerk)

1.

SEND PRESENTATION

Governors welcomed Mrs Gill Josephs, SENDCo, for this section of the meeting to receive a presentation on SEND provision within BLS:-

- There were significant changes to SEN in 2014 when Statements were replaced with Education Health Care Plans (EHCP) which support children until they are 25. They also changed how children get onto the register; it is a more holistic process.
- The definition of who is SEN did not change in 2014, however, behaviour was no longer a reason to be on the SEN register. This was replaced with mental and emotional health.
- At BLS there are 20 children on an EHCP. These plans recognise that students need support in unstructured times as well as structured times. The EHCP will guide the school how to support a child – this can be extremely specific.
- Currently Year 8 is the only year group that hasn't been through the process of transferring from a Statement to an EHCP - this will be done next year. Year 11 and 9's have been transferred to EHCP. This is particularly important for Year 11's as the plan will stay with them wherever they go after BLS
- Children on an EHCP are not the only children that the SEN department supports; there is a large group of children who don't meet the EHCP criteria but still need support. The school therefore has a 'vulnerables' register. The register is run in exactly the same way, however, the SEN register is the only one that is scrutinised externally.
- Literacy support to students in Year 7, 8 and 9 has been set up. There are a significant number of children whose reading age falls below 9/10 years. GCSE's have a reading age of 14 years so this needs to be addressed. Numeracy support is about ensuring that number skills are in place.

Minutes Approved by Chair of Governors Date:

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| | <ul style="list-style-type: none"> • Additional half day transitions visits to BLS will be offered to SEN and vulnerable children as part of the Year 6 into 7 transition process. In addition, specific work is being done with some children that need even further support. This is often done extremely discretely, sometimes without the children themselves realising. • It is hoped that by the end of the year, each SEN student will have a pupil profile visible via Bromcom. This pupil profile is required and covers parental and student views. • Governors were informed that at least three meetings per year are required for SEN children in additional to the annual review. • Current Year 11 SEN students are having a careful transition package into their post-16 education. This includes a visit to their new education provider and TA's have made early links with new key workers. In some cases, children have already met their new key worker. • A different approach to how TA's work is being trialled next year – they will be attached to a department so that departments can identify who requires support and manage this. • Governors asked how the school determines the success of intervention. Mrs Josephs shared that this is done through recorded improvements, even if this is really small steps, plus continual review. This can be done in conjunction with external agencies. This process can be difficult if there have be no big moves in progress. • Governors asked whether the school has a similarly robust process of monitoring SEN students we do with PP. Mrs Josephs shared that the SEN & PP department do link up and both provide additional support to students that require it. The register kept on students is very similar. • Governors queried Year 10 and whether these had transferred to EHCP – Mrs Josephs confirmed that they had converted, however, governors were informed that the LA is struggling with the programme that it put into place and are running behind schedule. • A governor highlighted the detail that has been in the media around the LA role in dealing with the EHCP's. Mrs Josephs confirmed that Cheshire East is not much different than other counties and highlighted that Cheshire East has confirmed that they will not be giving EHCP's to students in current Year 6 with a similar situation being expected for Year 11. It is understood that the reason for this is they cannot guarantee that it will be in place by the time the students are due to transfer to their new schools. • Governors expressed their thanks to Mrs Josephs. |
| 2. | <p><u>PUPIL PREMIUM / NARROWING THE GAP</u></p> <ul style="list-style-type: none"> • A lot of money has been spent on Tute and Nisai Learning to try and improve outcomes for PP students in Year 11. Current data shows that the impact is uncertain, however, Mr Cliffe shared that this will be something to reflect on, in August, when results are in. • Mr Cliffe shared that the soft data is positive and outlined the following:- <ul style="list-style-type: none"> ○ Parents' Evening surveys are positive and although attendance of PP parents is not great, the school is trying different routes to provide information to them and reaching out to them to ensure contact is there. ○ A theatre trip took place last week and for a large number of students, it was their first visit to a theatre. ○ A lot of work has gone into getting PP students to attend the Prom; they have had a pre-prom visit and been given help with their outfits and with the seating plan. |

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| | <ul style="list-style-type: none"> • Governors again reminded Mr Cliffe that it is important to note down all the soft data and capturing progress of this group of students. |
| 3. | <p><u>APOLOGIES</u></p> <p>Apologies were received from Cllr A Martin. After careful consideration, it was agreed that these apologies should be accepted. In addition, apologies were received in advance from Mr H Robb and governors were reminded that these were accepted at the February FGB meeting.</p> <p>Outcome: Governors accepted apologies from Cllr A Martin.</p> |
| 4. | <p><u>DECLARATIONS OF INTEREST</u></p> <p>Two declarations of interest were made from Mr T Court and Mrs K Batten in respect of the discussion relating to the support staff pay. It was agreed that neither governor would take part in this discussion or have a right to vote, if applicable.</p> |
| 5. | <p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>A copy of the minutes from the Part 1 meeting on Wednesday 24th February 2016 was provided to governors in advance of the meeting and it was proposed that these are accepted as a true and accurate record.</p> <p>Outcome: The minutes from the Part 1 meeting on Wednesday 24th February 2016 were accepted as a true and accurate record.</p> |
| 6. | <p><u>MATTERS ARISING</u></p> <ul style="list-style-type: none"> • Governors were reminded that the Student Pregnancy Policy was submitted for approval at the previous meeting but was to be re-presented after further review. This policy was updated and put forward to the committee again, via email, following the meeting. The committee approved this policy and governors were asked to ratify this decision. <p style="text-align: center;">Outcome: <i>Governors ratified the approval of the updated Student Pregnancy Policy</i></p> <ul style="list-style-type: none"> • After the previous meeting, a further update to the Admission Policy 2017/18 was required. This policy was sent to all governors and approval was granted via a majority vote by email. <p style="text-align: center;">Outcome: <i>Governors accepted the decision to approve the updated Admissions Policy 2017/18</i></p> <p>There were no other matters arising that were not already included in the main agenda.</p> |
| 7. | <p><u>SITE AND FINANCE COMMITTEE REPORT</u></p> <p>The committee confirmed that they had read all supporting documentation provided to the full governing body prior to the meeting.</p> |

The following items were discussed in more detail and/or require governor approval:-

Site & Finance

- The committee confirmed that they discussed and accepted the accident report.
- Governors were informed that there was no movement on the land at the back of the school field at present.
- The committee confirmed that due to issues with the current cleaning contactors, approval was given to Mrs Bradshaw to look around at other providers.
- The committee noted that the Statutory Accounts were submitted on time.
- The committee discussed the Budget Monitoring report and noted that some additional costs with regard to fencing were included, but outlined that the in-year overspend is slightly less than expected/budgeted.
- The committee discussed the draft budget and took an early look at the budget for the next three years. Governors were informed that, at the moment, it hinges on the outcome with regard to funding nationally. The committee shared that an in-year deficit for 2016-17 is budgeted, but no major action to this is being done whilst we wait on details of income. The committee request that the in-year deficit be reduced to £300k in the meantime.
- The committee shared that it agreed in principle to go ahead with the national pay award for support staff but highlighted that the national negotiations have not yet been concluded. The committee asked governors to consider this and ratify the decision.

Outcome: *Governors ratified the decision to follow the national pay award for support staff once national negotiations have concluded*

- The committee confirmed that they agreed a small increase to music tuition fees.
- The committee confirmed that they considered the updated Lettings Policy, the new Asbestos Plan and the updated Critical Incident Policy and approved all three documents. It was highlighted that the Critical Incident Policy has now been separated from the Critical Incident Plan and this will be approved separately under the Part 2 Agenda. It was also highlighted that Mr Moran will undertake an inspection of the Asbestos Register in his capacity as H&S link governor.

Outcome: *Governors accepted the decision to approve the updated Lettings Policy*

Outcome: *Governors accepted the decision to approve the updated Critical Incident Policy*

Outcome: *Governors accepted the decision to approve the new Asbestos Management Plan*

Staffing

- The committee confirmed that they accepted the staffing changes contained within the report.
- The Safer Recruitment Policy was discussed and the committee recommended its approval. A governor from a different committee queried the timescale of assessing the content of material from external speakers. Mr Cliffe shared that this is done quite some time in advance and would be an in-principle approval around the themes rather than in detail. Some external speakers have a long standing relationship with staff so there is a great level of knowledge about what will be presented. It was highlighted that a lot of care goes into this process. Governors agreed with the decision to accept this policy.

Outcome: *Governors accepted the decision to approve the updated Safer Recruitment Policy*

- The committee also confirmed that it recommended the approval of the updated Managing Attendance and Absence of School Staff Policy. Governors accepted this recommendation.
Outcome: *Governors accepted the decision to approve the updated Managing Attendance and Absence of School Staff Policy*

Training & Performance Management

- The committee shared that Mrs Darling has been reviewing the PM process for teaching staff and this was discussed in detail, the outcome being that Mrs Darling will look into some areas in more detail and then bring back to the committee for approval at the July meeting.

STUDENTS COMMITTEE REPORT

The committee confirmed that they had read all supporting documentation provided to the full governing body prior to the meeting. The following items were discussed in more detail and/or require governor approval:-

Link Governor Visits

- The committee confirmed that they had received one report from a recent link governor visit.

Student Services

- Safeguarding was discussed within the committee and governors noted the increase in the number of CAFs. The committee highlighted that TAs are now involved in this process due to the volume of meetings.
- Absenteeism was highlighted an area of focus for the department. Governors were informed that attendance is being affected by a few school refusers who are having an impact.
- The committee shared that a programme with the local fire brigade has been arranged for a group of students and the impact of this will be reviewed.
- The committee noted that detentions are up slightly and highlighted that this could be to do with the reporting process and low tolerance to behavioural issues.
- The committee confirmed that it approved the new Parental Separation Protocols.
Outcome: *Governors accepted the decision to approve the new Parental Separation Protocols*

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- The committee noted that a gap has opened up between girls and boys in Year 10 and were satisfied that this is being addressed.
- Governors noted that predicted grades are getting more accurate.
- The committee highlighted that external examinations taking place at the moment are causing some logistical problems but these are being dealt with.

Curriculum

The committee confirmed that they discussed the report and highlighted some anomalies in the KS4 curriculum.

Post 16

- The committee reported that the school is working hard at encouraging and promoting enrichment programmes and self-research into HE courses.
- The KS5 data dashboard is looking positive.
- More KS5 lessons are being covered when a staff is absent.
- There is more focus on apprenticeships.
- Attendance for Year 13 is a focus, particularly at registration times.
- A successful careers convention has taken place.
- The committee highlighted that BL6 has received 216 applicants for next year's Year 12 which includes 77 externals.

T&L

- The committee highlighted that one of the T&L group's current focus is to look at consistency in marking.
- Another focus is challenge in lessons and visits to primary schools are going to take place to assist with this.

Additional Policy Approval

- The committee approved the updated Pupil Premium Policy
- The Committee approved the updated Education Visits Policy

Outcome: Governors ratified the decision to approve the updated Pupil Premium Policy

Outcome: Governors ratified the decision to approve the updated Educational Visits Policy

8. BUDGET

- Mr Cliffe shared that budget setting for 2017/18 is currently in the early stages and, at this point, he wished to ensure that governors accepted the following basic principles:-
 - To include a small increase into the expected income (£100 per student). It was explained that this was felt to be a realistic increase arising from the national funding agreement.
 - That some funding is put to one side for an expected challenge on the 2015/16 pay settlement for teachers.
 - That the school is confident that significant one-off cuts can be done during the year, if necessary, once the outcome of formula funding is known. It was highlighted that if these cuts have to be sustained then careful consideration will be needed.
- Mr Cliffe informed governors that the budget has always been set cautiously. Income has not been inflated previously and this is the first time an expectation of an increase has been put into a budget. It was highlighted that if the school continues to budget on a cautious basis at this time, then it would need to look at cutting between 4 and 6 members of staff now which would not be possible.

- Mr Cliffe outlined his believe that there will be some benefit to BLS as a result of the national funding agreement. Governors queried whether there will be an element of increasing income in one area and then reducing in another. Mrs Bradshaw shared that she has made some account of this by cautiously anticipating income in other areas which are likely to be decreased. Governors were also informed that the government has confirmed it is committed to the minimum funding agreement and therefore, if other income reduces significantly, this will apply.
- Governors queried when the school will receive information on any increased to funding. Mr Cliffe shared that 2020 is known to be the final implementation date, but there are soft changes expected for 2017/18 and 2018/19. Mr Cliffe also shared that it is becoming increasingly difficult to predict beyond the year that you are working on.
- Mrs Furber shared that the finance committee were in agreement with these assumptions and recommended all governors supported these principles.

Outcome: *Governors agreed to support the principles outlined above with regard to budget setting for 2017/18*

9. **HEADTEACHER’S REPORT**

Governors were provided with a copy of the report and all supporting documentation prior to the meeting.

The following items were discussed in more detail and/or require governor approval:-

- Mr Cliffe expressed his thanks to Mr Marsden for taking on the link governor role with regard to school visits.
- Prevent – this is being added into policies generally rather than having a single policy.
- Extra-curricular – this is being looked into in detail to see how the children feel about what is on offer.
- Term/Holiday Dates – Mr Cliffe informed governors that the NEP has agreed to adopt the Cheshire East model. These are currently being looked at and will be brought to governors for approval in July once Inset Days have been added.
- NEP – Governors were informed that Schoolsfest plans are well underway and it promises to be an exciting day.
- Staffing – Mr Cliffe shared that the turnover of staff should not be as significant as it was last year. Governors were informed that a recent advert for maternity cover in English had no responses so this will be re-advertised. Mr Cliffe shared that a number of staff are returning to the English department from either sabbatical or maternity leave.
- Exams – Mr Cliffe informed governors that special consideration for exams is increasing. This year, 12 venues are being used for some exams and in addition, a member of staff is going out to a school refuser’s house to invigilate. It was highlighted that more exams are taking place within a shorter period of time than in previous years.

- Union Action – Mr Cliffe informed governors that the NUT are balloting for a possible strike action in July and highlighted that BLS has more staff in the NUT than previously. It is therefore expected that the school will struggle to open if all took the action.
- Summer Extravaganza – this event has been trimmed down; some elements weren't quite ready and Mr Cliffe shared that he wanted teachers preparing for exams. This will now be Arts and Technology exhibition to show students' work as part of their course.
- Governors were informed that there is no MAT update at the moment although a 1st September 2016 conversion date is felt the most appropriate now. We are currently waiting for approval from the Charities Commission regarding the Articles. An update on the status of interested primary schools was given.
- Head's Newsletter – please can governors read through these documents as they do contain valuable information about what is going on in school.
- Leadership structures – following the retirement of Mrs Thomas Garratt and with forthcoming MAT status, the Leadership structure need reviewing. Governors who might be interested in forming a working party to look at this were asked to email the clerk if they wished to be involved.
- Departmental Reviews / SIP – Mr Cliffe asked how satisfied governors are that information being provided is accurate and that the school understands how departments can grow and improve. Mr Cliffe explained that he felt money could be saved by doing departmental reviews in-house. This item was discussed at length:-
 - Governors were informed that the Liverpool SIP service cost between £7.5k and £12.5k per year depending on how many days support is purchased. Governors were informed that there is some budget for reviews, although this amount does decrease over time.
 - Governors felt that the Liverpool reports were well written and provided valuable support and queried whether advice given in these reports was actioned. Mr Cliffe confirmed that action was taken on advice of Liverpool SIP and also shared that useful links with colleagues from other schools in similar situations were made a result of Liverpool's involvement as they had experience and knowledge from a broad range of schools.
 - The SIP is due to be replaced this year as Mr Robinson has completed the recommended maximum time with the school. Schools are not required to have a SIP although some external steer is needed. It was suggested that having a new SIP would give a fresh pair of external eyes and the SIP could do additional visits for reviews when needed. Governors were informed that Mr Robinson, our current SIP is willing to continue should the school not be able to find a suitable alternative.
 - Governors suggested that different layers could be put into place; internal departmental reviews and then the Chimney House Alliance when it is felt that more support is needed, and then SIP/External if required.
 - Mr Cliffe highlighted that MFL and BITE are the two key areas needed to be reviewed.
 - Governors queried whether two critical friends (i.e. SIP and another external) were needed. After consideration it was felt that this is needed - one to look at management and another to look at departmental level. Mr Cliffe shared that he has tended to use the SIP to look at a theme rather than departmental reviews which fits more into the Headteacher's PM. The departmental reviews are curriculum led.
 - Mr Cliffe informed governors that he would like to give the leadership team some opportunity to do some reviews and shared that he feels he can put a model together and then get some external support in if the internal reviews suggest that this is necessary.
 - Governors agreed that the layered approach already discussed seemed to be the best way forward.

- Two proposals were put forward to governors:- i) that Mr Cliffe looks for a new SIP but if one cannot be found, the school continues to employ Mr Robinson in this role, and ii) that Mr Cliffe draws up a draft departmental review model for governor consideration. Both proposals were agreed.

Outcome: *Mr Cliffe to look to identify a suitable alternative SIP and bring back for discussion at July meeting.*

Outcome: *Mr Cliffe to draw up a draft departmental review model and bring back for governor consideration at the July meeting.*

- T&L Review Visit – a report has been received from the recent visit and this will be sent to all governors via the Clerk. Governors asked whether the report contained suggestions for improvement and Mr Cliffe shared that it does and confirmed that some suggestions have been actioned already.
- SATs – Mr Cliffe shared his response to a local parent with governors for their information.
- Mr Cliffe shared that detail about the White Paper is contained within the Directors’ Report.
- Mr Cliffe shared that the SDP and SES are being worked on and, given the number of changes currently being put into place this process will take some time. Governors were informed that the leadership team is working hard on their individual areas of these documents.
- Governors queried impact of the UTC and Mr Cole confirmed that so far, 2 students have confirmed they will be starting at the UTC in September.

10. **ADMISSIONS**

- A discussion paper shared with governors prior to the meeting.

In-Year Admissions

- Mr Cliffe informed governors that BLS has a system where there is a small panel of governors who look at in-year admissions and have tended to use a common sense approach when making decisions. It was highlighted that, following the outcomes of recent appeals hearings, it is now felt that that admissions panel should be deciding how many over PAN the school can cope with in each Year Group and using this to base their decisions on.
- Governors asked whether the children admitted over PAN have an effect on the budget and it was confirmed that having additional students does generate in income which is useful to the school.
- Mr Cliffe suggested that the following principal is adopted and agreed by the FGB:- that power is given to the admissions panel to go over PAN if it is not going to be detrimental to the school and then go to appeal when it feels that there will be an affect.
- Mr Cole informed governors that recently his recommendations to the panel has changed as there is little point sending people to appeal if we know in advance what the outcome will be; from his experience, an appeal seems to be a non-starter if you have had a higher number in the Year Group previously. Governors were informed that the reasons for a year group being larger than the PAN isn’t considered (i.e. Looked after Child).

- Concern was shared about setting a precedent by recommending admission when at or over PAN. Mr Cole shared that an Appeals panel is likely to approve an admission if the school has been at higher number previously and this has been shown at the recent appeals hearings. It was suggested that this would avoid the significant costs of appeals (£300 approx. per appeal).
- Governors asked whether Health & Safety is taken into account when making decisions at appeal. Mr Cole shared that the panels revert to asking about the accident records when looking at health and safety.
- Governors shared concern that an appeals panel will try to admit up to 240 in each year group, however, it was felt that we could defend this as it wouldn't be possible to accommodate this many students.
- Governors queried whether the independent appeals panels realise they are causing this creep in numbers within school. It was felt that they don't realise this and there is no consideration for this.
- Governors were informed that the school is looking at using a different model, rather than the LA.
- It was proposed that school recommends to the admissions panel that they accept up to the maximum that the school has already been to in that year group. It was highlighted that each Year Group will be looked at separately, including the class structure, before the school makes its recommendation. Students with unusual circumstances are looked at separately.

Outcome: *Governors accepted the proposal with regard to in-year admissions and confirmed the delegation of powers to this panel.*

Sibling Links

- Mr Cliffe shared that data has been gathered on sibling links for 2017 and 2018, and the numbers seen in 2016 look set to continue into 2017. Current data suggests that this reduces in 2018 however, the data doesn't include the current Year 6 students who may also have sibling links.
- Governors were informed that over time we will naturally concentrate to within the catchment.
- Mr Cliffe drew attention to the vulnerable group which is the feeder primary criteria – pupils who attend a feeder primary but don't live in catchment. All were offered a place this year by going 2 over PAN.
- Governors queried on what number the budget is based and Mrs Bradshaw informed governors that that this is set based on a cohort of 222.
- Governors queried whether there were different funding amounts for different Year groups and Mrs Bradshaw confirmed that this is the case - £3977 for KS3, £4036 for KS4 and different amount again for KS5.
- Governors were asked to make a decision on whether they felt the over-subscription criteria should remain as it currently is, or whether it should be reviewed.

Outcome: *Governors agreed to keep the current over-subscription criteria but felt that this should be considered on a regular basis.*

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| 11. | <p><u>MAT UPDATE</u></p> <p>There was no MAT update.</p> |
| 12. | <p><u>FEASIBILITY UPDATE</u></p> <ul style="list-style-type: none"> • Planning applications for the D Block extension have been submitted and we await the outcome on this. • The feasibility study is working on the replacement of the existing Tech Block and a Main Hall extension. • Governors queried whether the school could submit two bids – one for the D Block extension and one for the remaining project, to avoid finding ourselves in a position where we get no funding. Mrs Bradshaw shared that this is possible but felt that getting two bids through is unlikely as the need will be greatly reduced for the second bid by the first bid being approved, therefore restricting the amount of possible funding. • An interim update will be given before the July meeting. |
| 13. | <p><u>CHESHIRE EAST DIRECTORS' REPORT TO GOVERNING BODIES</u></p> <p>A copy of the Director's report was provided to governors prior to the meeting.</p> <p>Attention was drawn to the information on Fixed Penalty Notices and governors were informed that the information is out of date already due to the recent Court ruling. Mr Cliffe shared that he will put the LA's advice in the next Head's Newsletter. Governors queried how many parents have been fined and Mr Cliffe shared that the number is not significant and, so far, the school has not seen an increase in requests. It was felt that another change to the law will happen quite soon. The school used to have a point system which worked well and may revert to a version of this in the interim.</p> |
| 14. | <p><u>GOVERNOR TRAINING</u></p> <ul style="list-style-type: none"> • Dr K Jones has completed the following online training through Educare:- <ul style="list-style-type: none"> ○ Safer Recruitment ○ Prevent Agenda ○ Exclusion ○ Data Protection • Mrs S Turner attended a course on holding the school into account. • The school has subscribed to Governor Hub and as well as providing advice and guidance, it has the facility to store documents for governors. The aim is to upload meeting documents and all governors can access them from the site. Governors will be given passwords in due course. Mrs Bradshaw highlighted that there are certain requirements for storing documents online in order to meet data protection requirements. Mrs Bradshaw and Mrs Turner will look into this. It was agreed that if this is in order, this system will be used for the July meeting. • Governors were reminded that the school also subscribes to The Key which can provide a wide range of advice and guidance for governors. |

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| | <ul style="list-style-type: none"> It has been decided that the school will not buy into the LA Governance package. This will not preclude governors from accessing their training but will mean that we will need to pay for courses on an ad hoc basis. |
| 15. | <p><u>MEMBERSHIP</u></p> <p>There were no changes to the membership of the FGB since the previous meeting.</p> <p>A copy of the updated link governor grid was issued to governors prior to the meeting and this was accepted. It was highlighted that a vacancy as Humanities Link Governor exists, however, it was agreed that this would be looked at for next academic year.</p> |
| 16. | <p><u>CORRESPONDENCE</u></p> <p>Since the last meeting a letter has been received from Mrs Thomas-Garratt, thanking the governing body for their support during her employment at BLS.</p> |
| 17. | <p><u>DATE OF FUTURE MEETINGS</u></p> <ul style="list-style-type: none"> w/c 13th June 2016 (Finance Committee Only) ~ this will not take place during this week as expected. A meeting will be required, however, the committee will be given adequate notice of the date of the meeting. Wednesday 13th July 2016 (Committees at 5.30 pm followed by FGB at 6.45 pm) |

End of Meeting (Part 1)