



GATEWAY PRIMARY SCHOOL

Lifelong love of learning

Minutes of the Meeting of the Full Governing Board
Monday, June 24th, 7-9pm

Gateway Governors are:

- Kayleigh Anstee (KA) - Headteacher
- Gill Lock (GL) - Staff Governor.
- Mike Caffrey (MC) - Co-opted Governor
- Kelly Mahon (KMa) - Co-opted Governor
- Kevin Moyes (KM) - LA Governor
- Helen Lynch (HL) Co-opted Governor
- Roxanne Fenton (RF) Parent Governor.
- Rebecca Scott (RS) Parent Governor.

In Attendance

- Jonathan Smith (JS) - OCC Governor Services

Item No	Topic	Minute	Document Reference	Action
1.	Welcome	KM welcomed all to the meeting. The meeting began at 7pm and was quorate. Mike Caffery was absent.		
2.	Apologies for absence	Apologies were received and accepted from Rebecca Scott and Kelly Mahon.		
3.	Urgent Additional Items	There were no urgent additional items.		
4.	Declarations of Interests	Kevin Moyes is Chair of Governors at Five Acres Primary School in Bicester, Carterton Primary School and Bloxham Primary School, He has also been commissioned to undertake work for the Ridgeway Education Trust. Mike Caffrey is a Governor at Rissington School in Gloucestershire. Gill Locke, Staff Governor, is also the school Business Manager. Kayleigh Anstee is a Governor at Five Acres School.		
5.	Approval of FGB Minutes	The minutes of the FGB Meeting held on May 20th, 2024, were approved by Governors. All outstanding actions are included in the agenda.	5.1 Minutes of May 20th 2024 5.2 Action Log	

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6.	Matters arising not covered on the agenda	There were no new matters arising.		
7.	Headteacher's Report	<p>KA presented the May Headteacher's Report.</p> <ul style="list-style-type: none"> The number of pupils on roll has remained the same. The EYFS class will be full in September. A member of staff is making a phased return following a six-month absence. Another member of staff is absent following an accident. Pupil transition meetings (for example, Year 5 to Year 6) are underway. A writing learning walk has taken place this term. HL attended. Staff appraisal targets will be revisited in September and new objectives will relate to the 'live' pupil attainment and progress data. 5 children in Year 6 are on Behaviour for Learning contracts. These have been particularly effective. The September INSET session has already been planned. The whole school will visit the RAF Museum in Hendon this term. The play therapist has led staff training. Solar panels will be fitted over the summer. These are funded from the sustainability fund. <p>7.2 The 2023-4 pupil exclusion data was circulated before the meeting. Seven children have been suspended for a total of 15 days and the longest single period of exclusion was three days. Four of the seven children suspended have not reoffended and this implies that reintegration strategies and support are effective.</p> <p>A Governor noted that it has been a turbulent year for staffing. He asked if school leaders had learnt anything from the experience. KA explained that staffing had been affected by unexpected resignations and staff absence, some of it long-term. It was impossible, at the start of the year, to plan for these events and it is hoped that this turbulence will not be repeated in 2024-5. However, school is now more able to adjust to unplanned absence and long-term sickness. TAs are experienced in filling any gaps and they have adopted a flexible approach to their work each morning. GL added that the relationship with cover agencies is more secure and senior staff have identified 'go to' cover staff that they can trust.</p> <p>A Governor asked how the solar panels are to be funded. Would this investment cause the budget to 'overheat'? GL confirmed that interest free finance will be obtained through the OCC Sustainability Fund and the loan is repaid over a substantial period of time. The panels will start to pay for</p>	7.1. Written HT report to include School Admin data; attendance; incident reports; SDP progress update; confirmation that staff JDs are all up to date, review staff attendance	



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		themselves immediately and bills will be reduced. Thus, the budget will not be affected.												
8.	Update from the Chair	There were no new issues to share with Governors.	General Correspondence and any national or local governance issues											
9.	SEF and School Improvement Plan	<p>KA presented the revised Term 6 2024 SEF. This continues to use judgements that reflect the OFSTED grades. The context section has been updated after the parent survey, but the judgements remain:</p> <table border="1" data-bbox="533 678 1043 1003"> <tbody> <tr> <td>Quality of Education</td> <td>Good</td> </tr> <tr> <td>Behaviour</td> <td>Good</td> </tr> <tr> <td>Personal Development</td> <td>Outstanding</td> </tr> <tr> <td>Leadership and Management</td> <td>Good</td> </tr> <tr> <td>EYFS</td> <td>Good</td> </tr> </tbody> </table> <p>The key development issues will be:</p> <ul style="list-style-type: none"> to maintain good teaching and learning and improve classroom practice. to continue to develop the school's ethos and values, enhance the reputation of the school and thus continue to enrol additional pupils. to continue to develop expertise in phonics. to sharpen pupil vocabulary and knowledge in all classrooms. <p>A Governor asked KA to identify three development areas that have been particularly successful and one that remains 'work in progress'. KA felt that the investment in new classroom ICT equipment had seen an exponential improvement in classroom practice. She felt that enrichment opportunities have now surpassed pre-pandemic levels and cited a vast range of out-of-school experiences now available to all children. Wrap-around care has grown to become a popular and vital element of Gateway's provision. She added that the development of phonics will continue in 2024-5 and there will be a 'reset' of 'Good for Gateway' at the start of the year as a return to the basics is apposite. She explained that senior staff will have a 'wrap up' session at the end of term, to identify any outstanding development issues and make decisions about continuation.</p> <p>The latest pupil targets are:</p> <ul style="list-style-type: none"> EYFS 80% GLD. 	Quality of Education	Good	Behaviour	Good	Personal Development	Outstanding	Leadership and Management	Good	EYFS	Good	9.1 2023-4 SEF 9.2 SIP	
Quality of Education	Good													
Behaviour	Good													
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Leadership and Management	Good													
EYFS	Good													



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		<ul style="list-style-type: none"> Phonics 76% achieve a score of 34 or more. KS1 SATS (EXS) Maths 72%, Writing 70%, Reading 75% and combined 60%. KS2 SATS (EXS) Maths 80%, Writing 75%, Reading 82% and combined 60%. Year 4 multiplication - average score of 18. <p>Following the recent assessments, the KS1 SATS outcomes are Reading (ARE plus) = 67%; GPS (ARE plus) = 46% and Mathematics (ARE plus) = 63%</p> <p>Year 1 phonics out comes are 71%, slightly below the predicted 81%</p> <p>A Governor asked why the phonics scores have been 10% lower than anticipated. KA reminded colleagues that the 10% dip represents the performance of two children who, despite herculean effort, did not quite reach the expected level. KA explained that this result is disappointing, but assessment can be random and unpredictable when it relates to six-year-olds.</p> <p>A Governor noted what appears to be a deficit in Year 2 boys' writing. KA agreed that the performance of boys, compared to girls, does appear to be an issue. However, she explained that formal assessment has recently been completed and this data, once processed, will identify clearly if there is an issue. Two boys in the class have reduced timetable and this is likely to affect the class average. However, KA is not conscious of any significant teaching and learning issue in this regard. HL will make a monitoring visit to the class (in Year 3) in Autumn 2024.</p>		HL
10.	Governor updates since last meeting	<p>10.1 KMa visited school on 26th May to monitor and challenge the latest pupil attainment and progress data. She joined pupil progress meetings with senior staff and was able to analyse the latest 'Sonar' data.</p> <p>She reports that:</p> <ul style="list-style-type: none"> Pupil progress meetings do not consider groups (such as Pupil Premium) per se, but focus on the needs of each individual pupil. There is an emphasis on 'what works best' for each child and consequently a bespoke raft of support and intervention strategies are generated. 'Sonar' enables staff to identify gaps and issues and informs their planning. They have ownership of the performance information and have had time to consider strategies before the meeting. Gateway has decided to continue with KS1 tests as they provide valuable baseline information. The data suggests that 80.2% of children are at or above the expected level in reading, 72% in writing and 78.4% in maths. EYFS data is strong in all categories. There is a gender imbalance with girls performing better than boys in writing and reading. 	<p>Governor Reports/updates, other governor Monitoring Reports/updates, and reports from visits by external professionals.</p> <p>Teaching, Learning and Inclusion 10.1 2024.05.26 Governor Monitoring Report - AP3 Pupil attainment and progress data June 10.2 2024.06.04 - Governing Monitoring Report - Pupil Progress Meetings</p>	



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		<p>10.2 HL joined pupil progress meetings on 4th June. He met with KA and Year 1 and Year 2 teachers. The Year 1 discussion focused on phonics teaching and the Year 2 discussion considered the outcomes of the KS1 SATS undertaken earlier.</p> <p>He comments that:</p> <ul style="list-style-type: none"> • The SATs results are 67% for reading, 63% for writing, 63% for mathematics and 46% GPS. It was noted that GPS is slightly below expectations, but the other results are in line with national averages. • The ‘White Rose’ mathematics scheme has made a positive impact. • There was much consideration of SEND during the discussions. • Behaviour for learning was also an area of discussion. • HL will revisit in Autumn 2024 to see the impact of interventions on the progress of Year 3 pupils. <p>10.3 KM undertook a learning walk on 7th May, visiting every classroom and the outside learning area. It has been some time since he last completed a learning walk, and the exercise provided an opportunity to objectively assess progress. He reports that the school has a ‘positive buzz’, that children are keen to show off their work and are proud of their achievements. He felt that behaviour for learning was positive and notes that consistent practice was evident in each classroom.</p> <p>He observed:</p> <ul style="list-style-type: none"> • Excellent engagement in EYFS following a ‘soft start’ to the day. • Brookes students taking Year 1 and 2 lessons • Good use of new whiteboards in Year 3 • Excellent corridor displays. <p>10.4 HL attended school on 22nd May to oversee the KS2 SATS exams as required by the DfE. She reports ‘there were clear guidelines for all staff to follow. The process was very well organised with a calm environment. Access arrangements were considered so that all children were able to succeed’.</p> <p>10.5: KM met with KA on 7th May for a monthly 1:1 meeting. These regular meetings are confidential. KA and KM discussed the school’s current challenges, safeguarding, Health and Safety issues, staffing (including wellbeing), the development of middle leaders, outcomes of external enrichment activity and the Headteacher’s own work life balance/wellbeing.</p> <p>10.6: GL circulated the Period 2 Budget CFR before the meeting. Income has increased slightly thanks to a staff</p>	<p>10.3 2024.05.07 - Governor Monitoring Report - Learning Walk</p> <p>10.4 Governor Monitoring Report - SATs Admin</p> <p>10.5 SEND/SENCO monitoring visit</p> <p>Staffing Recruitment, appointments, and any other staffing issues (to include staff welfare).</p> <p>10.5 Governor Monitoring Report - HT121</p> <p>Finance</p> <p>10.6 Period 3 Budget CFR (GL)</p> <p>10.7 Budget Submission LA Validation Email</p> <p>10.8 Budget Submission LA Validation Letter</p> <p>Agree purchase of external services. Any contracts or licenses for renewal?</p> <p>Premises (Excluding Health and Safety)</p> <p>10.9 2024.05.22 Governor Monitoring Report - External Premises</p>	



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		<p>insurance claim, but other staffing and supply costs have affected expenditure. There is a £7,500 variance.</p> <p>10.7 and 10.8. GL circulated the Budget confirmation email and letter received from the Hants finance team. This confirms that a £84,231 deficit has been agreed for 2024-5 financial year on the basis that the budget will be back in a surplus by the end of 2025/26. The letter confirms that the most recent numbers suggest that the carry forward deficit will be lower than expected (it was expected to be £102,254).</p> <p>A Governor asked, if there is any spare capacity in the budget, how will it be invested. KA explained that there is a critical need for specialist play therapy interventions. This is expensive and a planned joint play therapy project with other Carterton schools seems to have stalled.</p> <p>10.9 KM undertook an external site visit on May 20th.</p> <p>He concludes that:</p> <ul style="list-style-type: none"> • The exterior of the school is in a good state of repair. • Fencing around the school is secure. • Gates and access are secure. • The school site is tidy - there is no litter and play items are stored away. • No Health and Safety risks were recorded. • No Safeguarding risks were recorded. • The arson risk is low as bins are locked away in a secure area. <p>KA confirmed that Community activities this term has included the Colour Run. The Gateway Fayre will be held on 28th June and the end of term show will be 'Ali Baba and the Magic Carpet'.</p>	<p>10.9 Report on Governor inspection of premises and grounds including reporting on security and on monitoring of energy and utility bills to support sustainability.</p> <p>Community Community activities planned or undertaken (verbal update)</p>	
11	Safeguarding	<p>KA reports that safeguarding team at school, continues to be busy.</p> <p>KMa undertook a safeguarding monitoring visit on 25th April. She met with Sarah Gardner and completed a site walk through.</p> <p>KMa focused on the deficit issues raised by the latest safeguarding audit. She notes that the site is secure and that staff on duty at the start and end of the day are visible and proactive.</p> <p>Safeguarding information is available in the foyer for all visitors, and this includes DSL contacts and Operation Encompass contacts. She added that students were particularly polite and courteous.</p>	<p>Any Safeguarding, Bullying or racist incidents to report since the last meeting.</p> <p>11.1 Governor safeguarding monitoring</p>	



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		KMa reports that the few deficit items identified by the Section 105 audit are now resolved.																																						
12	Health and Safety	GL explained that some of the wooden outdoor play equipment is out of use currently. It will be repaired/replaced, using Sport Premium funding in the Autumn.	Any H&S incidents to report to Governors.																																					
13	GDPR	GL confirmed that additional network filtering capacity has been added to the school platform, to comply with KCSIE 2023. KMa will undertake monitoring of the ICT filtering system (as required by KCSIE 2023) within her safeguarding brief. There are no data leaks or FOI requests to report.	13.1 GDPR policy/Data protection Policy																																					
14	Governor Business and Communication	<p>14.1 The GovernorHub 'health check' questionnaire was circulated before the meeting. There are 12 multiple choice questions. Governors discussed the content.</p> <table border="1"> <tbody> <tr> <td>Question 1</td> <td>Curriculum breadth</td> <td>Agree</td> </tr> <tr> <td>Question 2</td> <td>Curriculum inclusivity</td> <td>Strongly Agree</td> </tr> <tr> <td>Question 3</td> <td>Teacher workload</td> <td>Strongly Agree</td> </tr> <tr> <td>Question 4</td> <td>Pupil behaviour</td> <td>Strongly Agree</td> </tr> <tr> <td>Question 5</td> <td>Teacher competence</td> <td>Agree</td> </tr> <tr> <td>Question 6</td> <td>Teacher subject skill</td> <td>Agree</td> </tr> <tr> <td>Question 7</td> <td>Pupil progression</td> <td>Agree</td> </tr> <tr> <td>Question 8</td> <td>National test results</td> <td>Agree</td> </tr> <tr> <td>Question 9</td> <td>Pupil resilience</td> <td>Strongly Agree</td> </tr> <tr> <td>Question 10</td> <td>Pupil attitude</td> <td>Agree</td> </tr> <tr> <td>Question 11</td> <td>Safeguarding</td> <td>Agree</td> </tr> <tr> <td>Question 12</td> <td>School vision</td> <td>Strongly Agree</td> </tr> </tbody> </table> <p>14.2 A Summary of Governor monitoring activity 2023-4 is available on GovernorHub https://app.governorhub.com/document/6666ce819c97325c9ce81338/view</p> <p>14.3 The Governor Development Plan, first approved in 2023 has been reviewed and updated. Each activity is now colour coded and the vast majority is green. Items in progress but not yet complete include Governor recruitment, engagement of the community in the vision and values activity and additional participation in community ventures.</p> <p>The Governing Board has a vacancy for a Parent Governor and a Co-opted Governor. The positions will be readvertised in the newsletter. Mike Caffrey has resigned from the Board.</p> <p>KM's term of office ends on 13th July 2024.</p> <p>14.4 Edubase and DBS records have been checked and all are compliant.</p>	Question 1	Curriculum breadth	Agree	Question 2	Curriculum inclusivity	Strongly Agree	Question 3	Teacher workload	Strongly Agree	Question 4	Pupil behaviour	Strongly Agree	Question 5	Teacher competence	Agree	Question 6	Teacher subject skill	Agree	Question 7	Pupil progression	Agree	Question 8	National test results	Agree	Question 9	Pupil resilience	Strongly Agree	Question 10	Pupil attitude	Agree	Question 11	Safeguarding	Agree	Question 12	School vision	Strongly Agree	<p><u>2023-24 Governance Review - Looking Back</u></p> <p>14.1 Governorhub Health check - <i>All governors to complete and bring to meeting.</i></p> <p>14.2 Review of Governor monitoring</p> <p>14.3 Review of Governor Objectives</p> <p>14.4 GIAS (Edubase) Check</p> <p>14.5 Governor DBS Check</p> <p>14.6 Governor Skills Audit - <i>All governors to complete email to KM by 28th June 2024</i></p> <p>Discuss overall impact/effectiveness</p> <p>2024-25 Planning - Looking Ahead</p> <p>14.6 Governor 24-25 Governor Objectives - KM</p> <p>14.7 NGA Governor Code of Conduct</p> <p>14.8 Instrument of Government to review</p>	
Question 1	Curriculum breadth	Agree																																						
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		<p>14.7 The NGA Code of Conduct for Governors was adopted by the Board.</p> <p>14.8 The Gateway Instrument of Governance was circulated for review. The current constitution (17th February 2020) has 3 Parent Governors, 1 LA Governor, 1 Staff Governor, 1 Headteacher and 4 Co-opted Governors. Governors have no wish to alter the instrument at this time.</p> <p>14.10 The Governing Board's Standing Orders were re-approved by Governors. The document has been updated to include current post holders.</p> <p>14.11 The NGA delegation planner was adopted by the Board.</p> <p>Governor Responsibilities for 2024-5 will be:</p> <table border="1" data-bbox="451 772 1254 1064"> <tr> <td>Safeguarding and Attendance Lead Governor</td> <td>KMa</td> </tr> <tr> <td>Whistleblowing Lead Governor</td> <td>KM</td> </tr> <tr> <td>Finance Lead Governor</td> <td>KM</td> </tr> <tr> <td>Teaching and Learning Lead Governor</td> <td>HL</td> </tr> <tr> <td>Inclusion Lead Governor</td> <td>RS</td> </tr> <tr> <td>Community Lead Governor</td> <td>KM</td> </tr> <tr> <td>GDPR Lead Governor</td> <td>KM</td> </tr> <tr> <td>Pay Committee</td> <td>KM, KMa, RS</td> </tr> <tr> <td>HT Appraisal</td> <td>KM and KMa (plus LA appointee)</td> </tr> </table> <p>Other roles (sustainability?) to be awarded at the September FGB meeting.</p> <p>KM was appointed Chair of Governors 2024-5. The election for a Vice-Chair will be held in September.</p> <p>KA, HL and KM have met with representatives from the River Learning Trust and Faringdon Schools Partnership</p>	Safeguarding and Attendance Lead Governor	KMa	Whistleblowing Lead Governor	KM	Finance Lead Governor	KM	Teaching and Learning Lead Governor	HL	Inclusion Lead Governor	RS	Community Lead Governor	KM	GDPR Lead Governor	KM	Pay Committee	KM, KMa, RS	HT Appraisal	KM and KMa (plus LA appointee)	<p>14.9 Standing Orders 14.10 Delegation Planner 14.11 Governor Meeting Dates 14.12 LA Schedule of Governing Board Business - KM 14.13 Governance Policy (and Lead Governor Terms of Reference - KM 14.14 Governor Behaviour Principles Appointment of Chair and Vice Chair 23-24 Nominations to the Clerk by 23rd June 2024 Appoint lead and deputy lead Governors (safeguarding, whistleblowing, class links, ensure TOR in place) Appointment of Headteacher Appraisal Committee Appointment of Pay Panel</p> <p>Update from Academy Working Group</p>	<p>JS</p>
Safeguarding and Attendance Lead Governor	KMa																					
Whistleblowing Lead Governor	KM																					
Finance Lead Governor	KM																					
Teaching and Learning Lead Governor	HL																					
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15	Governor Training Update	<p>RF completed Governor Induction A and B in November 2023</p> <p>HL attend Understanding External Performance Data on 30th November and achieved Safeguarding Level 2 on 31st January 2024. She also attended complaints training on 8th June.</p> <p>KMa attended successful charring on 23rd November.</p> <p>KMa attended safeguarding level 3 on 31st January, Holding the School to Account on 28th February and Budget Construction on 30th January. She attended a course on Inclusion on 18th January.</p>	<p>Governor training undertaken or planned since last meeting. Reports/knowledge sharing on training undertaken since last meeting.</p>																			



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		<p>RS attended Safeguarding Level 2 on 16th January 2024 and Governor Induction B on 13th March 2024. She will attend Armed Forces Children - Governors' Responsibility on May 5th.</p> <p>KM attended Induction B on 14th May 2024 and achieved Level 3 Safeguarding certification on 20th May.</p> <p>RS will attend the Forces Governor free event on 9th July and JS attended the Clerks' briefing on 4th June</p>		
16.	Policies Review/for approval (as per policy schedule)	<p>The Staff Discipline Policy and Procedure 2024 is an OCC generic policy. This important policy was adopted by the Board.</p> <p>The Admission Policy 2024 is also an OCC policy and will be presented once the LA update is in school.</p> <p>The Public Sector Equality Statement is a significant and far-reaching policy that may need a substantial re-write. School leaders are reviewing the policy this term.</p> <p>The Health Plan and Accessibility Plan will be presented later.</p>	<p>16.1 Updated Policy Tracker</p> <p>16.1 Review Admission Policy (if relevant)</p> <p>16.2 Approve annual public sector equality duty statement, objectives and Plan</p> <p>16.3 Health Policy</p> <p>16.4 Accessibility Plan</p>	
17.	Community Communication	<p>KM reminded colleagues that the Board has agreed to provide parents with a summary of the items discussed at each FGB meeting. It was agreed that this information will be included in the school newsletter.</p> <p>KM will provide the next summary. It will include:</p> <ul style="list-style-type: none"> • The parent Governor vacancy • Stronger financial position has enabled an investment in IT. • Wraparound Care is popular and busy. • Good behaviour and attitude. Excellent attitude and attendance at SATS. Successful Sports Day • The school is fully staffed next year and has made excellent appointments. • Parent Association events - The Fayre 	<p>Agree key meeting messages for May newsletter</p>	
18.	Non-Standing items for the next FGB Meeting (as per LA Annual Schedule, Governance Schedule, Governor Monitoring Schedule, and Policy Planner) plus actions from this meeting. Other relevant topics	<p>Conduct self-review of governing body effectiveness:</p> <p>Chair</p> <ul style="list-style-type: none"> • Governor Monitoring Schedule • Governor Skills audit analysis • Consider and discuss community link actions/targets for the year (if not in SDP); to include Parent surveys/focus for discussion at Parents' Evenings • Update and publish register of pecuniary interests. • KCSIE declarations • Publish the governors' attendance for previous year on the website, including those who have left in the last 12 months. 		



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		<ul style="list-style-type: none"> Publish list of governing body members, associate members, and responsibilities on the school website for 2019-2020 <p>Headteacher</p> <ul style="list-style-type: none"> Termly report to include School & County admin data (numbers on roll /SEND and all vulnerable groups, staffing); attendance & critical incidence reports from previous term/year; safeguarding. Legacy pupil data - 2024 SATS analysis. SDP approval Present the 'SEND Report to Parents' for approval: Review Behaviour / Bullying/ Exclusion Policies; including Governors' Principles. Review Safeguarding Policy SMSC - School calendar of events and proposed governor support/involvement <p>Agree Statutory Policy Schedule for the Year (these are in the schedule)</p>																							
19.	Dates of next meetings – 7pm in school	<table border="1" data-bbox="600 965 1128 1234"> <tbody> <tr> <td>Mon 30 Sep 2024</td> <td>7pm</td> <td>9pm</td> </tr> <tr> <td>Mon 18 Nov 2024</td> <td>7pm</td> <td>9pm</td> </tr> <tr> <td>Mon 27 Jan 2025</td> <td>7pm</td> <td>9pm</td> </tr> <tr> <td>Mon 24 March 2025</td> <td>7pm</td> <td>9pm</td> </tr> <tr> <td>Monday 28th April</td> <td>2pm</td> <td>3pm</td> </tr> <tr> <td>Mon 19 May 2025</td> <td>7pm</td> <td>9pm</td> </tr> <tr> <td>Mon 30 Jun 2025</td> <td>7pm</td> <td>9pm</td> </tr> </tbody> </table> <p>The Monday 28th April meeting will an online Budget meeting led by GL</p>	Mon 30 Sep 2024	7pm	9pm	Mon 18 Nov 2024	7pm	9pm	Mon 27 Jan 2025	7pm	9pm	Mon 24 March 2025	7pm	9pm	Monday 28th April	2pm	3pm	Mon 19 May 2025	7pm	9pm	Mon 30 Jun 2025	7pm	9pm		
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20.	Reflection	<p>Colleagues felt that the meeting was well organised and chaired with colleagues having time to read and understand many documents before the meeting.</p>																							

