



BOARD OF DIRECTORS MEETING MINUTES

Monday 13th July 2015 – 5pm – 7pm

Director Attendees: Sally Davies (Executive Principal)
 Ann-Marie Briggs (Chair, Chair Thriftwood LGB)
 Steven Hile (Thriftwood)
 David Cottrell (Thriftwood)
 Michael Southgate (Thriftwood)
 Emma Paramor (Headteacher, Langham Oaks)
 John Revill (ESSET Representative)
 Andy Hunter (Member Director)
 David Baker (Chair, Langham Oaks LGB)

Others in Attendance: Jackie Harper (Academy Business Manager, Thriftwood)
 Sharan Sandhu (Secretary, SEAX Trust)

Presentation: N/A

Apologies:

Minutes

The meeting commenced at 5.02pm.

| Ref: | | Action |
|-------------|---|--------|
| STBOD 21 | <p><u>Attendance and Apologies for Absence:</u> The meeting was attended by Board of Directors named above. The Chair Ann-Marie Briggs opened the meeting. No apologies were given. Steve Hile had advised he was running late. Ann-Marie Briggs welcomed and introduced David Baker who is the newly appointed Director as Chair of Langham Oaks.</p> <p>Steven Hile joined the meeting 5.05 pm.</p> | |
| STBOD 22 | <p><u>Any Other Business:</u> Emma Paramor: would like permission in principle for use of school premises which would be covered in the Premises section later within the meeting. Jackie Harper: had requests for support for Langham Oaks which would be covered in the Finance section later within the meeting. Ann-Marie Briggs: requested a brief summary of the MWS Briefing that Jackie Harper sent earlier in the day.</p> | |
| STBOD 23 | <p><u>Declaration of Interests:</u> There were no new business interests declared nor potential conflict of interest, including personal connections arising from any of the published agenda items.</p> | |
| STBOD 24 | <p><u>Minutes of the previous meeting:</u> The minutes of the Board of Directors meeting held on 15.04.15 were confirmed and signed as a true record of the final meeting of Board of Directors of SEAX Trust. Andy Hunter had a few questions which would be covered in later points of today's meeting.</p> | |
| STBOD 25 | <p><u>Matters arising and review of action points:</u></p> | |

ACTION SUMMARY: 15.04.15 Board of Directors Meeting

| Ref | Detail | By Whom | Deadline | Completed | Notes |
|-----------|----------------------------|-----------|----------|-----------|---|
| Main 5 | EFA budgets for 2014-2015. | MWS to JH | 13.07.15 | Completed | Jackie Harper met with MWS accountants. We have submitted expenditure as of 31 st March. SEAX Trust was formed on 1 st April |



| | | | | | |
|-----|---|-----------|----------|-----------|--|
| | | | | | therefore Langham Oaks School did not have this to submit. Langham Oaks expenditure from April to August will be part of our forecast for the Trust which will be sent by 31 st July. David Cottrell questioned 14-15 year. Jackie Harper answered we have to put both together. |
| 3.5 | Create a Terms of Reference document. | SS/SD/AMB | Ongoing | Ongoing | Proposing to look later in the meeting. |
| 5 | Disclosures - inclusion of Members and the Directors. | JH | 13.07.15 | Completed | |
| 7 | Opening a SEAX Bank account. | JH | 13.07.15 | | Jackie Harper reported that this is not needed. Langham Oaks School should be receiving funding into its own bank account. Will be covered in Finance section later. David Cottrell suggested that this should be reviewed in the future and the SEAX Trust was to top-slice from both academies for shared costs. |
| 10 | Memo needs to be sent to the Members of the Trust regarding the appointment of the Executive Principal as a Director for their approval (article 57). | SS/SD | 13.07.15 | Completed | |
| 11 | Terms of Reference for Resources and Audit Committee & Curriculum and Standards Committee will need to be researched to make a SEAX version. | SD | Ongoing | Ongoing | |
| 13 | Board of Directors appointment letters to all personnel listed (Local Governors for Thriftwood and Langham Oaks) with the exception of Stephen Wiper. | SS/AB | 13.07.15 | Completed | Stephen Wiper's issue is resolved and has also been sent a letter too. |
| 13 | Local Governor Appointments check with DBS. | SS | 13.07.15 | | LGB Langham Oaks is waiting for two Governors. |
| 16 | Bank transfers stipulated in point 16. | JH | 13.07.15 | Completed | |
| 19 | Check with the properties company (Lambert Smith Hamilton), about the responsibility of Rabbits on the land. | EP | 13.07.15 | | Emma Paramor reported that they have gone ahead and 15 were dealt with to date. |
| 20 | Plan next year's meeting dates and events throughout the year. | SS/SD/EP | 13.07.15 | | All Board meetings, LGB meetings for both Academies have been planned. Need to plan committee meetings for the Board which will be discussed in "Any other business". |
| 20 | Set clear long term objectives and short target objectives. | All | 13.07.15 | | Cover in "Any other business". |
| 20 | Action plan for Development of Trust in immediate and medium term. | All | 13.07.15 | | Cover in "Any other business". |

| | | |
|-------------|--|--|
| STBOD 26 | <p>Chairs Report: Ann-Marie Briggs has been busy attending LGB Langham Oaks School and supporting Sharan Sandhu. She reported that Langham Oaks LGB is making huge progress. Sally Davies commented that even though the LGB at Langham Oaks is small, it has great effectiveness. Governors are making visits and very involved. Emma Paramor mentioned that it is already better than any of her previous experiences.</p> | |
|-------------|--|--|



| | | |
|---------------------|---|------------------------|
| | <p>system, which Michael Southgate didn't know much about. Ann Allen seemed, on behalf of the staff, very pleased that there was a significant reduction in the number of physical interventions compared to previous reports. Michael Southgate was reassured that all staff were being trained in 'Step up' and 'Step off'. Emma Paramor stated that staff had in house training and these trainers are part of the ESSET training schemes and 'Essex Steps'. He questioned if Thriftwood had adopted this.</p> <p>Sally Davies answered that we provided our own in-house training on de-escalation and appropriate support for pupils, there is not a need for physical intervention. Staff felt secure with the training they have received, this is updated annually.</p> <p>Michael Southgate stated that interventions are all recorded and the right procedures are there for Langham Oaks. Sally Davies pointed out that Thriftwood had the same recording procedures. David Baker explained that the photos around the school also demonstrate the holding and escorting so students know what to expect. Michael Southgate commented that Team Teach is unrealistic at times. Emma Paramor pointed that it was also extremely expensive.</p> <p>Michael Southgate was impressed by the staff support and he found it to be a useful visit. Proposal of a more formal meeting with the person responsible for Safeguarding especially after looking at the new Ofsted framework.</p> <p>Sally Davies advised that a variety of training should be made available to all staff:</p> <ol style="list-style-type: none"> 1) Refresher training on safeguarding especially with the new Ofsted framework. 2) "Prevent" training course. It is part of the Government counter-terrorism strategy. It is designed to tackle the problem of terrorism at its roots, preventing people from supporting terrorism or becoming terrorists themselves. This is an Ofsted key focus from September onwards. 3) PSHE Programme <p>Emma Paramor explained that they have one person who is part of the RAP programme and they can then train other people.</p> <p>Ann-Marie Briggs questioned if the Directors could be confident that all policies and procedures were in place.</p> <p>Sally Davies answered that the current policies are up to date and they are on the websites for each school.</p> <p>Ann-Marie Briggs thanked Michael Southgate for his report.</p> <p>Emma Paramor asked if we need a safeguarding report from the LGB lead governor, and Ann-Marie Briggs agreed that Michael Southgate as Safeguarding Officer needs an overview from each school. These should be published for the Directors.</p> | <p>MS/EP</p> <p>SD</p> |
| <p>STBOD 29</p> | <p>Local Governing Body Updates:</p> <p>Ann-Marie Briggs expressed that future agendas will include a section for each so asked the LGB for updates.</p> <p>David Baker reported for Langham Oaks: the Governors are very interested, asking pertinent questions, coming prepared to the meeting, making visits, they all have plans and visiting the schools and getting involved. They are really positive and everyone is signed up for Governors basic training as a group.</p> <p>David Cottrell reported for Thriftwood: Most Governors have been around a while now. Steven Hile being the 'youngest'. They have one vacancy and one governor on sabbatical. The Governors talked about training at their last meeting. They need to recruit a parent Governor.</p> <p>David Baker advised that Langham Oaks parent Governor resigned after first meeting so they are lacking a parent Governor.</p> <p>Ann-Marie Briggs said Thriftwood LGB need to re-visit training especially to update on standards, current issues, and new frameworks as there are ongoing changes.</p> <p>Sally Davies reported that Thriftwood Clerk to the LGB resigned however they have already made an appointment to replace her in September.</p> <p>Ann-Marie Briggs commented that the Clerk would be sadly missed.</p> | <p>AMB/SD</p> |



| | | |
|---------------------|--|----------------------|
| | <p>David Cottrell questioned when going forward, will the minutes of LGB be sent to Directors. Ann-Marie Briggs replied that these should be on the website or a central place for all to view.</p> | |
| <p>STBOD 30</p> | <p>Finance: MWS Briefing Appendix 2 – sent prior to the meeting. Jackie Harper stated that there are significant changes this year. Returns have all been sent to MWS. A ‘Value for Money’ statement should be written by the Board and needs to be submitted with the final accounts. They used to go on our website but now it has to be part of our end of year accounts so it should be ready considerably early i.e. by end of Autumn term. We need at least 3 brief examples where we did or did not achieve best value. Jackie Harper’s viewpoint is the term ‘what we can do better’ should be used. This then implies we looked at it, see we can do it better and make a plan. Need to discuss this at next meeting. Jackie Harper commented that all Governors need to complete a Skills Audit every year. David Baker asked Louise Whitfield about this and Jackie Harper mentioned that this is on the Essex Clerks and NGA websites. David Cottrell questioned where this requirement came from and Sally Davies responded it was from the EFA. Jackie Harper advised that the Audit committee should consider the risk register for both academies each year. The end of year accounts needs to be on SEAX Trust website and the deadline for submission to Companies House has changed to 31st January. David Cottrell pointed out that we need to submit to EFA by December so January will be fine. Decision: Jackie Harper meets MWS once a term and will send her briefing notes to the Directors each time, similar to this one. <u>Approval of Budgets for 2015-2106</u> Budgets – Appendix 3, 4, 5 sent prior to the meeting. Jackie Harper advised that these were discussed at length at both LGB meetings. They are positive budgets. We have made an allowance for 2% increase for pay rises but in the Budget, the Government mentioned 1% even with the change of national min wage, we have sufficient allowance. John Revill questioned the £90k in year deficit as all balanced budgets in year was ok. Jackie Harper answered that all revenue costs for 15/16 had been met from within the 15/16 EFA and ECC allocations. The difference arose due to the carrying forward of ECC and EFA grants for the establishment of the trust and Langham Oaks Academy. It is not Thriftwood funding, but SEAX Trust funding, and was scheduled to be fully spent within the next financial year. John Revill mentioned that technically it has been bought in. In year income on expenditure - £34k in year reserves. Listed on expenditure pages. Andy Hunter mentioned that some revenue in 2015-2016 is in the wrong year. Sally Davies said that the start-up costs for the SEAX Trust has come from Thriftwood account. This is a one off and will not have that money again. David Cottrell queried Langham Oaks Aug 2015 figure is £19k contingency but at start of Sept 2015 the balance bought forward is £40k. Emma Paramor explained that Ramsden Hall operated on two sites with one budget. She put in a formal request for a share of the final carry forward in line with the Langham site’s estimated year end position at 31.03.15. She also requested funding to cover costs of a Ramsden Hall member of staff who was leaving. Since the April/August budget had been drafted she had received advice that the final figure would be nearer £40,000, however this would not be paid until September 2015. Emma Paramor commented that it was important that the students at the Langham site received a fair proportion of the funds available to Ramsden Hall at 31.03.15. Jackie Harper advised that this is a gift to Langham Oaks as it cannot be income or a grant as Ramsden Hall still exists as a school. Sally Davies commented that if we haven’t heard by end of September about the final figure of this carried forward balance, a letter from the Trust to the IEB should be sent.</p> | <p>ALL</p> <p>SD</p> |



Ann-Marie Briggs asked if each LGB was satisfied with these budgets. **Jackie Harper** responded that both LGBs are happy that they are sent for approval. We only have the spreadsheets which needs to be signed off. Unfortunately Thriftwood is still waiting for the finance software, although Langham Oaks have theirs already. **John Revill** commented that the cleaning costs seemed inexpensive to which **Emma Paramor** responded that this is completed by site staff so is cheaper than a contract.

Decision: **John Revill** proposed the approval of these budgets and **David Cottrell** second the approval.

Finance Regulations: parallel for each LGB –Appendix 6 sent prior to the meeting.

- **Jackie Harper** stated that these were written for us, taking requirements from EFA finance regulations using a standard format and our estimated income for the Trust. The Finance Regulations were discussed at length and the decisions/amendments needed to be made as follows:
- Governor expenses; 3 policies. SEAX to have one and the individual LGB.
- Virement's levels; we need to decide whether we continue with them or not. **Andy Hunter** felt we should abandon them and he does not understand why we have the procedure. **David Cottrell** also was in favour of this **Michael Southgate** mentioned it was a historical item. **Emma Paramor** commented that it is still your money but as long as it is tracked for paper trail. **John Revill** as the Responsible officer commented that as long as there is an audit trail we can get rid of them. **Jackie Harper** stated that as we started this year with them, we have to keep it for now. **John Revill** stipulated that going forward as long as there is a budget plan and outcome, then happy for Virement to be removed.

Decision: It was agreed to abandon the Virement procedure.

Amendments to the document:

2.4 – **Sally Davies's** job description is to be updated. Also that for **Jackie Harper**.

2.8 – change title of Finance committee to Resources and Audit committee

2.9 – Virements have gone

3.6 – **Andy Hunter** questioned if we had approved a personnel establishment for the Trust. **Sally Davies** mentioned each LGB has a pay committee. We need to change the paragraph to stipulate "Delegated responsibilities to the LGB to approve the" and take out "changes".

6.2 – **David Cottrell** mentioned that the CFO should not do it. It should be done within the local school. **Sally Davies** commented that there are other staff members that can do it. Decided that the Leadership team of the school will check this. This check is completed before the end of the Summer term.

7.6 – **Andy Hunter** requested to take out the specific reference to BACS and change to 'electronic payments'.

7.5 – **Emma Paramour** requested a change in title "Manager of Residential and Extended Day Provision" and change under Thriftwood; Chair of "Board" to "Governors".

8.23 – **Andy Hunter** questioned that we have business cards so why will staff use personal credit cards. **Jackie Harper** stated that they might do if they were at a conference or training course.

Andy Hunter expressed that we should add "paid in exceptional circumstances".

8.35 – Everyone is happy with any two from the list

10.7 - Should state "filed securely".

11.16 – leave in

13.1 - change of title to "estates staff" and not site staff.

13.3 – same as 13.1

14.2 - Trust has agreed LGB make their own decisions and Board makes its own decisions within HMRC limits of mileage rates – staff governors, directors, members.

JH
JH/AMB



| | | |
|--|--|-----------|
| | <p>15.4 - Trust document. If not completed internally within the school it should go to the Company Secretary, then to the Responsible Officer and then a Trust Member and remove Virement form. <u>Delegation of funding direct to Langham Oaks Bank account: Proposal from Thriftwood LGB</u> David Cottrell pointed out that at their LGB it was a preference for Langham Oaks to receive their funding directly and outside of Thriftwood accounts. Jackie Harper added that logistically it has been a nightmare and to follow it has proved quite complicated. Decision: Mick Southgate proposed this and David Cottrell second this proposal; directors agreed. Steven Hile commented that the SEAX money is in Thriftwood accounts. Going forward we would need a separate bank account. This is not going to be the case but SEAX Trust will have a separate cost centre codes but not a separate account. <u>Payroll – Changing providers from Essex Payroll</u> Jackie Harper expressed the difficulties she has had with payroll. It has been wrong every month, in particular there have been significant issues with personal contributions on teachers pensions. Thriftwood paid in to teachers pensions and is now in process in clawing it back. There have been issues with tax not taken properly. We have taken the expenses element away from Essex and Thriftwood are currently processing all expenses. We have therefore asked for our fee back from them as they do not provide this service anymore. Other schools use other payroll providers so we can change however if we change providers, we need to give 3 months’ notice. Emma Paramor expressed that Langham Oaks are also unhappy with Essex payroll. They would be more than happy to look for alternative providers. We need to make a decision by 2nd December in order to go live in April. Decision: It was agreed that Jackie Harper will look at other payroll providers. <u>Virements</u> Two virements need to be approved; Virement 18 – increase ECC Grant to Langham Oaks (start-up) income and expenditure from £50,000 to £96,000. Virement 19 – increase ECC pupil funding from £127,053 to £177,053. ECC agreed to fund 5/12 of an extra 12 pupils for the summer term - £50,000, increase Development reserves £50,000. Action: Unanimous decision by Directors to approve. <u>Directors Expenses</u> Jackie Harper stated the Chair of the Board is the Chair of Thriftwood LGB. Thriftwood LGB do not claim expenses. Chair of Board (Ann-Marie Briggs) is travelling to and from Langham Oaks and she should be claiming mileage especially during the set up period. We need a SEAX policy on this. Ann-Marie Briggs added that this applies vice versa – if the Chair of Langham Oaks LGB travels to Thriftwood, they should be able to claim. Jackie Harper advised that next year a contribution from both schools is needed to cover this cost as at the moment this can be taken out of the start-up funds. Decision: It was agreed that Directors may claim reasonable expenses within the HMRC limits. The Chair of the Board, or if there is a conflict of interest, the Chair of the Resources and Audit committee, to sign this particular expense off. David Cottrell was concerned about the sign off for anything over £10k which is currently completed by the Chair of Governors It was agreed that the Vice Chair will sign off in the Chair’s absence.</p> | <p>JH</p> |
| | <p>Andy Hunter left the meeting at 6.32pm.</p> | |
| | <p>We also need a contingency for other sign offs. Decision: It was decided that the Lead Finance Governor should be the backup person in signing cheques. David Baker queried that additional people will have to become signatories. David Cottrell confirmed this. It was necessary to ensure that there was a sufficient pool of signatories to ensure that cheques/electronic payments could be signed in the absence of the Chair of Governors.</p> | <p>JH</p> |



| | | |
|-------------|--|-------|
| | <p>Ann-Marie Briggs asked John Revill if he needed an agenda item to speak about Responsible Officer matters for the next meeting. John Revill agreed.</p> <p><u>Requests for Support at Langham Oaks:</u></p> <p>Jackie Harper mentioned that SBM cost per day £3,500 for the autumn term and Langham Oaks School would benefit from this support as they would be closing their first set of company accounts. David Cottrell asked if we have budget for this. Jackie Harper responded that it will come out of the start-up funds. Ann-Marie Briggs said this would be value for money. Emma Paramor would be happy for this. Jackie Harper also suggested that MWS accountants should visit Langham Oaks and assist in setting up necessary processes for academy finance. Louise Whitfield has been a valuable asset to Langham, but it would be useful for her to spend some time learning about the requirements of the Academies Financial Handbook. Jackie Harper would also like to attend.</p> <p>The Board approved both of these support costs for Langham Oaks.</p> | SS |
| STBOD 31 | <p>Premises:</p> <p>Emma Paramor requested permission in principle for use of school premises which had been noted earlier. The Friends of Langham Oaks suggested that they would like to host a one day festival with food and music. Principle that the school site can be used for that event. Ann-Marie Briggs questioned the insurance. Emma Paramor said the Friends of Langham have their own insurance and would be covered by that. David Cottrell stated that this is a community event too which is great. Michael Southgate asked if this was a Saturday event. Emma Paramor replied that they are looking at a Saturday and will be next year.</p> <p>There were no objections from the Board of Directors and this principle was approved.</p> <p><u>Update on PSP2 Building programme funding – Langham Oaks</u></p> <p>Emma Paramor updated everyone. Originally Langham Oaks was notified that it had got the funding and then that it didn't have however now it has been confirmed that we have the funding. But we do not know the fund amount. They could build a new school and then demolish the school as it is now. However this will probably cause upset to the Langham community.</p> <p>David Cottrell asked if the old house would stay. Emma Paramor said that this might be demolished but again there will planning issues due to the Parish Council who may object. Plans will be put together and sent by Christmas and this is being dealt with by the EFA. Building a school separately first and then demolishing the old building will mean there is less disruption to the school.</p> | |
| STBOD 32 | <p>Pay and Performance Management policies:</p> <p><u>Consultation queries sent on 9th June</u></p> <p>Sally Davies reported that the consultation was sent to staff and subsequently they have since had a Pay Committee meeting at Thriftwood. There were a couple of comments for the Pay policy. It was decided to delete 6.3 – “discretion will be applied etc.” as this would be open to miss-judgement, who and what discretion and this is covered by the paragraph before. However we cannot finalise the document now as the Secretary of State has only just confirmed the decision to accept the recommendations of the STPCD. Guidance on wording for consultation with staff has been issued, this will be sent to all staff as soon as possible.</p> <p>Ann-Marie Briggs asked if there was a deadline for this. Sally Davies mentioned that ECC only issued amendment today, therefore we can consult now with an early deadline in September. There would be no change to staff salaries until this has been agreed.</p> | SD/SS |
| | <p>David Cottrell left the meeting at 6.44pm.</p> | |
| | <p>Decision: It was agreed that the draft Pay and Performance Management policies were approved by the Board of Directors but there should be an amendment, regarding this new issue, to be sent to staff for consultation.</p> <p>Michael Southgate proposed this and Steven Hile seconded this proposal.</p> | |

**ACTION SUMMARY: 13.07.15 Board of Directors Meeting**

| Date | Item | Detail | By Whom | Deadline |
|----------|----------|---|-----------|----------|
| 15.04.15 | 20 | Set clear long term objectives and short target objectives. | SD/EP/AMB | 21.10.15 |
| 15.04.15 | 20 | Action plan for development of Trust in immediate and medium term. | SD/EP/AMB | 21.10.15 |
| 13.07.15 | STBOD 27 | Meet to discuss next steps for staff to work together across the Autumn term. | SD/EP | 07.09.15 |
| 13.07.15 | STBOD 27 | To obtain a charity number from HMRC. | JH | 21.10.15 |
| 13.07.15 | STBOD 28 | To meet formally with the staff responsible for Safeguarding at Langham Oaks in line with new Ofsted framework. | MS/EP | 21.10.15 |
| 13.07.15 | STBOD 28 | Staff training – Refresher training Safeguarding, PREVENT, PSHE Programme | SD | 21.10.15 |
| 13.07.15 | STBOD 29 | LGB to re-visit training as i.e. familiarisation on standards, issues, frameworks etc. | AMB/SD | 21.10.15 |
| 13.07.15 | STBOD 30 | Creation of Value for Money Statement. | ALL | 21.10.15 |
| 13.07.15 | STBOD 30 | Final figure from IEB for the carried forward balance. If not received a letter needs to be devised by Trust to chase up. | SD | 30.09.15 |
| 13.07.15 | STBOD 30 | Various amendments to Finance Regulations document completed | JH | 21.10.15 |
| 13.07.15 | STBOD 30 | Update Sally Davies and Jackie Harpers job descriptions for the finance regulations document. | JH/AMB | 21.10.15 |
| 13.07.15 | STBOD 30 | Look at other payroll providers for a decision by 2 nd December to go live in April. | JH | 21.10.15 |
| 13.07.15 | STBOD 30 | Adding Vice Chairs of LGB and lead finance governor to signatures for cheques. | JH | 21.10.15 |
| 13.07.15 | STBOD 30 | Adding a section in the Agenda for Board meetings for Responsible Officer. | SS | 21.10.15 |
| 13.07.15 | STBOD 32 | Consult staff on the amendment to Pay policy re pay rise of 1% for teachers. | SD/SS | 11.09.15 |
| 13.07.15 | STBOD 32 | Terms of Reference to be seen by other Directors with their comments. | AMB/SS | 16.09.15 |
| 13.07.15 | STBOD 33 | All to look at newsletter template for comments/suggestions. | ALL | 21.10.15 |
| 13.07.15 | STBOD 34 | To check if the SEAX website can have a secure element to it. | SS/IT | 21.10.15 |
| 13.07.15 | STBOD 34 | Set Directors up on dropbox and use this to share files/documents. | SS | 21.10.15 |
| 13.07.15 | STBOD 34 | Collate bios to put on website and arrange photos of Directors. | SS | 21.10.15 |
| 13.07.15 | STBOD 34 | Review content of SEAX Website. | ALL | 21.10.15 |
| 13.07.15 | STBOD 35 | Arrange Resources and Audit committee meeting in October. | SS | 21.10.15 |
| 13.07.15 | STBOD 35 | Confirm future dates for the two committees of the Board. | ALL | 21.10.15 |
| 13.07.15 | STBOD 35 | Inform Members of the sign off reports and accounts meeting on 2 nd Dec. | SS | 21.10.15 |

DATE AND TIME OF FUTURE MEETINGS: 2015-2016:

| Meeting | Date | Time | Topic |
|--------------------|---|-------|---------|
| Board of Directors | Wednesday 21 st October 2015 | 5-7pm | |
| Board of Directors | Wednesday 2 nd December 2015 | 5-7pm | Finance |
| Board of Directors | Wednesday 16 th March 2016 | 5-7pm | |
| Board of Directors | Wednesday 13 th July 2016 | 5-7pm | |

Signed

(Chair of Board of Directors)

Date: