



## CORPORATION

**FINAL SIGNED Minutes of the Meeting held on Tuesday 10 October 2017 at 5.30pm**

**in 02.03 Osprey House, Redditch**

### **Present**

#### **Governors:**

Neill Bucktin	Chair
David Ash	
Steve Bolton	
Vikki Greenfield	
Peter Heath	
Lucy Hodgson	
Stuart Laverick	Principal
Karen Lowe	
Paul McCunn	
Denis Miles	Vice Chair
Debbie Morris	
Robert Pearce	
Angela Snow	

#### **By Skype:**

Fiona Hellowell

#### **In Attendance:**

Kelvin Nash	Vice Principal Curriculum & Quality
Nicki Williams	Vice Principal Corporate & Resources
Cherie Clements	Director of Finance
Peter Robinson	Assistant Principal Higher Education & Standards
Sue Frost	Clerk to the Corporation

### **Action**

#### **24.1**

#### **Apologies**

- i) Apologies were received from Kevin Gaffney, Louise Gresty and Gary Woodman. Lucy Hodgson and Karen Lowe would join the meeting later on. All present introduced themselves.

*Members agreed that the Chair should proceed with a new Member appointment, recommended by the Governance and Search Committee. David Ash left the meeting at this point.*

#### **ii)**

#### **Appointment**

The Corporation **APPOINTED** David Ash to the Corporation as a Governor and as a Member of the Governance and Search Committee and the Remuneration Committee for a four year Term of Office concluding on 31 July 2021. The Clerk to the Corporation reported that Human Resources had confirmed that David Ash's DBS check was clear.

*David Ash rejoined the meeting at this point.*

**24.2 Declarations of Interest**

- i) Members were asked to declare any Interests, financial or otherwise, which they may have in any Agenda Item and Paul McCunn declared that his wife is a College employee. Other Members confirmed that they had no interests to declare.

**24.3 Minutes of the Last Meeting**

- i) The Clerk to the Corporation read a replacement line in the Minutes for signing as requested by a Member. The Corporation **APPROVED** the revised Minutes of the meeting held on 18 July 2017 as a true record for signature by the Chair.

**24.4 Matters Arising**

- i) The Corporation reviewed the Action Points report and noted progress. Twelve actions would be completed by the end of the meeting, two had been superseded and eight carried forward. Two would be considered at the end of the meeting.
- ii) The Corporation **MONITORED** action taken and remaining to be taken in respect of Matters Arising from the Minutes of previous meetings and Notes of workshops.

**24.5 Determination of Any Other Urgent Business**

- i) There was no other urgent business.

**24.6 PRINCIPAL'S REPORT****i) Principal's Update for Governors**

The Principal's Report provided updates with regard to the following:

- **Loans and Skills Gaps.** Nationally, only 42% of advanced learner loan funding had been spent between 2013 and 2017 with a 40% fall in learners at Level 3 and Level 4.
- **DfE Institute of Technology.** (IoT) The Principal explained that the initial proposals for the IoTs had changed to a partnership between Higher Education, Further Education and Employers. The limited capital funding implied that there would be 10 -15 nationally and there were three bids from Colleges in the West Midlands Combined Authority. The Principal had contacted the Open University to invite consideration of an ILT led bid, but the timing was not right for them. Interested parties were asked to return a short form by the 31 October 2017.

*Karen Lowe joined the meeting at this point.*

The Principal asked Members for a formal "steer" and Members commented that operating a separate entity as a Joint Venture or similar would be quite an undertaking. The Principal said that Worcestershire LEP had provided funding for Engineering investment in the College but would not be a partner in an IoT. The timescale for implementation was felt to be unrealistic.

The Corporation **AGREED** that the Principal should submit an expression of interest from the College and feed back further developments to the Corporation.

- **FE Commissioner.** The College had been selected as one of a number of colleges for the "Pilot of Further Education Commissioner Diagnostic

Assessments". The Principal felt that the College should contribute to this important development. The report would be for College use.

ii) **Curriculum and Quality Key Performance Indicators**

The Vice Principal Curriculum & Quality presented the 2016/17 KPI report which included RAG rated indicators for attendance, FE classroom based retention, FE pass rates, Apprenticeship success rates, lesson observation grades, (internal progression - to be confirmed), external destinations and key survey questions for learners.

Attendance figures continued below the targets, which were known to be aspirational, but with main qualification attendance similar to 2015/16 and English and maths continuing to show improvement compared with the prior year. Retention was at or above target in all areas. Pass rates appeared positive (albeit with some records still to go on the system) except for the pass rate for GCSE maths, which was well below target. Success rates for Apprenticeships were predicted to be above the target for timely achievement and just under the target for overall achievement. Targets for lesson observations had been exceeded as had positive external destinations for 2015/16 leavers. Learner Voice feedback was above target for key questions apart from one, "I would recommend the College to others".

The Vice Principal Curriculum & Quality proposed targets for approval which were consistent with the previous year's targets with the exception of higher targets for timely completion of Apprenticeships and some key learner questions.

*Lucy Hodgson joined the meeting at this point.*

Members challenged the Vice Principal Curriculum & Quality about the maths and English GCSE results. He explained that IGCSE English results were strong which meant that the maths and English target had been met overall. However, IGCSE English was being withdrawn. The maths result was disappointing, but the College had clear evidence that students had progressed in their learning. The Student Governor asked if the results were a reflection on the teaching (not her experience) or due to low baselines and the Vice Principal Curriculum & Quality stated that the College assessment tools showed that many students with D grades arrived with knowledge below this level, but had to retake the GCSE as a condition of funding.

Members also questioned whether the targets were stretching enough and after some discussion, agreed with the Vice Principal Curriculum & Quality's assertion that these were appropriately stretching and challenging. The Corporation **APPROVED** the targets proposed for 2017/18.

iii) **Attendance**

Matters Arising included a request for additional information about attendance including an analysis of the success of students with poor attendance who were given extra support. An additional paper had been provided to address this issue which included Attendance on Main qualification for Access Care, Service Industries and Sport, Inclusive Learning and Technology Business and Skills and for English and Maths Functional skills and GCSEs; an example of an attendance report from the Staff Advantage system and an attendance report card. Members noted that the targets approved were appropriate in the context of the highest and lowest pupil attendances.

Statistics were included for 124 students with poor attendance who had been put on attendance cards. Attendance improved for 78% of those, achieving a pass rate in line with the College. The 27 whose attendance did not improve had a similar pass rate, but the Principal pointed out that other strategies were also used as part of a “recovery strategy” so these results also showed the impact of intervention. The Vice Principal Curriculum & Quality confirmed that the use of attendance cards (brought in with the Unit E software in March) would continue. Governors asked whether the College should provide differentiated targets but the Vice Principal Curriculum & Quality felt that the single target was aspirational and that the data could be interrogated and explained where necessary.

A Governor requested a report showing attendance excluding the data from the persistent offenders to show how far that cohort had affected the attendance percentage overall.

**iv) Financial Key Performance Indicators**

The Director of Finance presented the 2016/17 RAG rated data (final, subject to the final Individual Learner Return results and audit) which included student numbers and funding (4 amber), financial outturn (2 red), financial health (1 green, 1 amber, 1 red) and bank covenants (1 green, 1 red) and an actual against budgeted cash forecast for 2016/17. The current projection for the year end was a £981k operating deficit against a budgeted £163k surplus. (July Corporation meeting year end forecast £1,146k deficit.) Financial health was good, reflecting the Santander loan repayment. Nat West would discuss loan covenant terms when they had the audited Financial Statements.

**v) Health and Safety Update – Term 3 2016/17**

The Vice Principal Corporate & Resources reminded Members that a more detailed report was available on the Governor Portal. The report showed that there had been 37 reported incidents, including 19 accidents (Term 3 2015/16: 51 accidents and incidents). There were no accidents or incidents reportable under RIDDOR and nothing provided cause for concern. Hettle Andrews had produced a report with 68 recommendations, few of which were high risks, which were being acted upon. There had been a focus on First Aid training, Human Resource health surveillance checks had been logged in individual records and Fire Service audits had been carried out at some sites with fire certificates being retained.

Governors had received Health and Safety training from Smita Jamdar, Partner with Shakespeare Martineau, on 21 September 2017 and spoke highly of it. The recording would be made available to all Members, who would be asked to confirm they have studied it or provide alternative accreditation to the Clerk to the Corporation

**CC/  
Members**

**vi)** The Corporation **RECEIVED** the Principal’s Report and **MONITORED** progress against targets.

**STRATEGIC FOCUS**

**24.7 College Self Assessment**

**i) Draft Self Assessment Report**

The Vice Principal Curriculum & Quality reminded Governors that the annual Self Assessment Report (SAR) was the culmination of a number of lower

## Action

level assessments, working up through course reviews and programme area reviews to directorate reviews. The draft SAR provided was incomplete, needing final outcome information (provided in draft) and completion of the adult section. The Leadership and Management section had been revised to incorporate text from the Corporation Self Assessment considered by the Governance and Search Committee – the Chair reminded Members that they needed to be comfortable with how their role was represented.

Governor challenged the Vice Principal Curriculum & Quality, asking:

- How vigorous had the debate been over the proposed grades? All areas had improved by a grade. This was a result of the work carried out throughout the past eighteen months. There had been considerable debate over the Grade 1 proposed for the provision for learners with high needs but this was felt appropriate given the success of the area, the excellent new facilities and advice from Russell Jordan HMI to be ambitious for the area.
- Governors asked for the introduction to be revised in line with advice from the visit to Solihull College to bring to the fore the changes made to address previous weaknesses, for instance, with behavioural issues. Reference to the Local Enterprise Partnerships should also be made more visible.

## VPCQ

Members had been invited to attend the formal SAR validation event on 20 October 2017, where the individual aspects of the SAR report and grading would be presented and considered in depth.

## Members

The Corporation:

- **CONSIDERED** the draft College Self Assessment Report for 2016/17
- **APPROVED** the draft College Self Assessment Report as a document for development
- **NOTED** that Members should send any comments on the content to the Vice Principal Curriculum & Quality
- **NOTED** that a final version would return to the Corporation on 5 December 2017 for approval

## Members

## CC/VPCQ

### ii) College Improvement Plan - 2016/17

The Vice Principal Curriculum & Quality reported that, of the 44 actions being monitored at the close down of the academic year, 26 were RAG rated green (22 as at June 2017), 8 amber (16 as at June 2017), and 10 red (6 as at June 2017). The assessment was felt to be somewhat harsh as 3 of the 10 reds related to attendance and those and many of the amber areas had shown in year improvement, but not to target levels. The Vice Principal Curriculum & Quality outlined the red and amber areas and confirmed that they would carry forward into the 2017/18 College Improvement Plan. A Staff Governor drew Members' attention to the need for differentiated classroom environments in the Inclusive Learning Area as some students struggled with over stimulating classrooms.

The Corporation **MONITORED** progress against the College Improvement Plan for 2016/17.

### iii) College Improvement Themes for 2017/18

The Assistant Principal Higher Education and Standards presented the themes for the 2017/18 College Improvement Plan which was the next stage in the Self Assessment process. The terminology showed growth and development from the previous year (Eg Maintain/Continue to build).

## Action

Governors asked how the plan would be developed and the Assistant Principal Higher Education and Standards stated that this would flow in part from the SAR validation event but that the themes were already being reflected in staff Personal Development Review objectives.

Governors requested clarification of the wording in relation to reducing all achievement gaps and asked where development of staff was made explicit. (In the Strategic Plan and in individual objectives.)

The Corporation:

- **CONSIDERED and APPROVED** the College Improvement themes for 2017/18
- **REQUESTED** that the Vice Principal Curriculum & Quality, Assistant Principal Higher Education and Standards and Clerk to the Corporation consider cross referencing the College Improvement Plan to the Corporation Improvement Plan.
- **NOTED** that the College Improvement Plan for 2017/18 would return to the Corporation on 5 December 2017 for approval

VPCQ/  
APHES/  
CC

VPCQ

## TEACHING LEARNING AND ASSESSMENT

### 24.8 College Strategic Plan 2017 – 20

i) The Strategic Plan had been discussed and developed over the year, including at the Workshops in September 2016, November 2016 and April 2017 and reviewed in depth at the Corporation meeting on 18 July 2017. The Vice Principal Curriculum & Quality explained that the Mission, Values and Vision had not yet been revised in the draft in the papers, because there were timing issues as the College prospectus and other branding materials in use in College still carried the original version. Members accepted that use of the new Mission, Values and Vision would need to be phased in over the year for practical reasons, but wished these to be changed in the Strategic Plan. The Strategic Plan was not a public document, because of its commercial sensitivity, but the Statement of Strategic Intent would be a reduced version for public use. Members discussed the high level risks and the Vice Principal Corporate & Resources confirmed that these were in the College Risk Register which was monitored by the Audit Committee.

ii) The Vice Principal Curriculum & Quality reminded Members of the top ten strategic priorities which had been agreed. Members discussed the implications of new achievement measures for schools which might lead to the release of more 14 – 16 year olds for a Virtual Pupil Referral Unit. The College was in contact with Gwen Fennel at Worcestershire County Council in this respect.

iii) The Corporation:

- **APPROVED** the Strategic Plan 2017 – 20 **SUBJECT TO:**
  - The use of the Mission and Values agreed on 18 July 2017
  - The addition of the final version of the Vision based on the Chair's draft from 18 July 2017 to be approved under delegated authority by the Chair, Vice Chair and Robert Pearce
  - The addition of more explicit reference to the challenge of working with Local Enterprise Partnerships and the Combined Authority ( for example, due to matched funding requirements) and linking of LEP funding for engineering to T levels
- **NOTED** that more detailed strategic objectives and the Statement of Strategic Intent would return to the Corporation on 5 December 2017

VPCQ  
CH/VCh/  
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VPCQ

VPCQ

## Action

### 24.9 Teaching, Learning and Assessment Strategy

i) The Teaching, Learning and Assessment (TLA) Strategy set out how TLA would be developed and improved across the College and captured the range of approaches used to enhance learning and maximise learner progress. It was supported by a range of protocols and practice including Lesson Observations, Quality Reviews and Assessment Guidelines. The Assistant Principal Higher Education & Standards talked through the key principles employed in the College to raise TLA and the range of measures that would be used to monitor achievement of the strategy. Governors would gain an overview and assurance of the rigour of the TLA strategy and actions through the Governor Insight Scheme. The Principal felt that the document perhaps made insufficient reference to the external networks the College contributed to and drew upon to inform target setting and standards and to drive continuous improvement.

ii) The Corporation **APPROVED** the Teaching, Learning and Assessment Strategy for 2017 – 19 **SUBJECT TO** the addition of reference to the College use of networking to learn from and share good practice.

**APHES**

### 24.10 Student Standards Policy

i) The Student Standards Policy had been revised taking into account changes in staffing and structure and focused on general conduct of students, including academic expectations and consequences of actions. The main amendment was that CRQ Leaders would now issue verbal warnings rather than Personal Tutors.

ii) The Corporation **APPROVED** the revised Student Standards Policy

## LEARNER EXPERIENCE

### 24.11 Employability and Work Experience

i) The Vice Principal Curriculum & Quality reminded members that work experience and the development of employability skills were key components of a full time student's study programme at Level 2 and Level 3 (year 1). To qualify, the 30 hours of work experience must be directly relevant to the student's study programme, be planned and explicit in the student's timetable or learning plan, be within the normal pattern of attendance at the institution and be supervised and/or organised by a member of staff. The College employed Work Placement Officers to track and monitor that students completed their 30 hours and this was also recorded on their individual Pro monitor record. (90% of eligible students undertook work experience in 2016/17 with 10% increasing employability skills.)

ii) Members understood how difficult it was to find suitable work experience placements and shared the College's concerns about the increased hours proposed for T levels. One of the Staff Governors reported that the College had won a National Association for Specialist Colleges (NatSpec) bid because of its success in placing Inclusive Learning students in supported internships.

iii) Governors asked how the Corporation could monitor achievement of work placement hours and how it could be reflected in Key Performance Indicators. The Vice Principal Curriculum & Quality agreed to report on this as a year end Key Performance Indicator.

**VPCQ**

- iv) The Corporation **RECEIVED** the report on Employability and Work Experience.

## PEOPLE

### 24.12 Equality and Diversity

#### i) Equality and Diversity Annual Report

The Vice Principal Corporate & Resources reported that Kevin Gaffney, Governor Champion, or a representative had attended the Equality and Diversity Strategic Group meetings which reviewed and monitored the objectives and action plan. The College had to publish an annual Equality and Diversity report in January each year to meet its statutory duty. The annual report highlighted the inclusive nature of the College, the way it interacted with partners and the local community. It included staffing and student profiles and the impact these had on the College and the local community. Governors praised the report which was clear and comprehensive and noted that responsibility for Equality and Diversity had passed from the Assistant Principal Information Systems and Student Experience to the Assistant Principal Higher Education and Standards.

The Corporation **RECEIVED** the 2016/17 Equality and Diversity Annual Report.

#### ii) 2016/17 Equality and Diversity Objectives and Action Plan

The Vice Principal Corporate & Resources reported that of the 42 actions, 35 were RAG rated green and talked through the remaining 7 which were amber rated. The outstanding actions would be transferred into the 2017/18 action plan for completion.

The Corporation **MONITORED** progress against the Equality and Diversity Objectives and Action Plan for 2016/17.

#### iii) 2017/18 Equality and Diversity Objectives and Action Plan

The Assistant Principal Higher Education and Standards reported that the 2017/18 plan recognized progress made in the last year and ongoing priorities identified through the Self Assessment process. He and the Student Experience and Welfare Manager would lead on the achievement of the six key objectives which would be broken down into termly milestones for monitoring by the Equality and Diversity Strategy Group. The College would also investigate the requirements to achieve the Silver Award from Investors in Diversity.

The Assistant Principal Higher Education and Standards explained that the Corporation would also receive a report on the 'Equality and Diversity Impact Measurements' (EDIMs) which would identify and focus specifically on reducing achievement gaps between different groups of students and their respective protected characteristics.

The Corporation **APPROVED** the Equality and Diversity Objectives and Action Plan for 2017/18.

## GOVERNANCE

### 24.13 Governance and Search Committee

- i) The Governance and Search Committee Chair reported on the two recent meetings.



## Action

- ii) The Corporation **RECEIVED** the Minutes of the Governance and Search Committee meetings held on 19 July 2017 and 26 September 2017
- iii) In accordance with the Governance and Search Committee recommendations, the Corporation
- **APPOINTED:**
    - Angela Snow as a Member of the Quality Group
    - Fiona Hellowell as a Member of the Governance and Search Committee
    - Peter Heath as a Member of the Quality Group
    - Lucy Hodgson as Vice Chair of the Governance and Search Committee
  - **ACCEPTED** Fiona Hellowell's resignation from the Quality Group (notified after the Quality Group meeting)
  - **APPROVED** the following changes to the Terms of Reference, which would be placed on the Governor portal and the Governance website: **CC**
    - Annex 1 (Non Executives). Typographical correction of reference to the Instrument and Articles of Government
    - Annex 2 (Staff Governors). Replacement of "Head of HR" with "Human Resource Department"; Employment status of proposer and seconder to be confirmed by HR; Eligibility of voters changed to read: "Employment status and eligibility of voters will be determined by appropriate means including the Human Resource Department and the use of technology in electronic voting systems"; Deletion of "~~All eligible staff, as confirmed by the Head of HR, will be eligible to vote~~" and references to non-existent Appendices.
    - Annex 3 (Student Governors). The timing of the election has been changed to read "will usually take place during the ~~autumn~~ summer term".
  - **APPROVED** the Cycle of Business as a working document on a triennial basis.

### 24.14 Corporation Self Assessment

The Clerk to the Corporation reported that the supporting papers for this item had all been considered by the Governance and Search Committee which had used several tools for self assessment throughout the year.

#### i) 2016/17 Governor Attendance

Attendance in 2016/17 was 86% for Corporation meetings excluding workshops and 87% including workshops. The Corporation and committee attendance percentages were all above the benchmarks identified in RSM Bentley Jennison's 2009 thematic review. Combined attendance for the Corporation and all committees was 86.6% benchmarked against 80.5% based on 92 Colleges, as surveyed by Edgar Williams on the Clerks' Network for 2016/17.

The Corporation **MONITORED** Governor attendance in 2016/17 and **APPROVED** a target for combined attendance for the Corporation and all committees of 85% for 2017/18.

#### ii) 2016/17 Governance Improvement Plan

An updated RAG rated Governance Improvement Plan was provided for final

## Action

monitoring. Of the fourteen actions, ten had action in place, two required action and would be taken forward (considering the status of the Quality Group and improving Governor diversity), and two no longer required action.

The Corporation **MONITORED** progress against the Governance Improvement Plan for 2016/17.

### iii) Corporation Self Assessment – Self Assessment Report

The Corporation:

- **NOTED** that the draft Corporation Self Assessment wording has been incorporated into the Leadership and Management section of the College Self Assessment Report
- **REQUESTED** the opportunity to review the text and propose changes to the Clerk to the Corporation after the meeting
- **DELEGATED** authority to the Chair, Vice Chair and Robert Pearce to approve the final wording

Members  
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CH/VCh/  
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### iv) Corporation Self Assessment – Financial Statements

The Clerk to the Corporation reported that the 2016/17 Casterbridge College Model Accounts had extended the previous requirement to include a self assessment of the Corporation's performance with the addition of an Ofsted grade. The Clerk to the Corporation's suggested wording for this section had been revised from the draft words suggested at the Governance and Search Committee meeting.

The Corporation:

- **NOTED** that the Clerk to the Corporation proposed grading the Corporation's performance as 2, Good, and had drafted wording for inclusion in the College Financial Statements.
- **REQUESTED** the opportunity to review the text and propose changes to the Clerk to the Corporation after the meeting
- **DELEGATED** authority to the Chair, Vice Chair and Robert Pearce to approve the final wording

Members  
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### v) 2017/18 Corporation Improvement Plan

The potential Areas for Improvement highlighted in the various tools identified as sources for self assessment had been individually discussed at the Governance Planning Meeting of the Chair, Principal and Clerk to the Corporation on 19 September 2017. The resulting areas for improvement were then considered by the Governance and Search Committee on 26 September 2017 and by the Executive on 26 September 2017 and were incorporated into the draft Corporation Improvement Plan for 2017/18.

The Corporation:

- **NOTED** the draft Corporation Improvement Plan for 2017/18
- **REQUESTED** the opportunity to review the text and propose changes to the Clerk to the Corporation after the meeting
- **DELEGATED** authority to the Chair, Vice Chair and Robert Pearce to approve the final wording

Members  
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## 24.15 Corporation Away Event

- i) The Vice Principal Curriculum and Quality talked Members through the proposed Agendas, explaining that some 20 learners would rotate between tables where Governors would discuss one topic with multiple groups. Prompts would be provided and Governors with a strong topic preference

were invited to express that to the Vice Principal Curriculum and Quality. The event would be held at Osprey House with overnight hotel accommodation and would include a team building exercise with the Senior Leadership Team.

- ii) Members challenged management asking:
- Where Estates matters would be addressed? The Principal stated that this would be considered under “Capital implications of the Strategic Plan” as well as a student focus group. An Estates Strategy would then be developed for the Estates Task and Finish Group to consider.
  - How do we get Governors more involved with staff? Would it be possible to use the Focus Group approach with a cross section of staff members? The Principal acknowledged that this was a good idea but could not be fitted into the programme. A separate exercise would be carried out to build Governor engagement with staff.
  - A Member proposed that the Governance model considerations take place at the start of the day and the Principal’s address at the end of it.
- iii) The Corporation **CONSIDERED** the draft programme for 24 – 25 November 2017.

VPCQ

**24.16– CONFIDENTIAL ITEMS**

**24.20** These matters are recorded as Confidential Minutes 1 of 2.

**24.21 Any Other Urgent Business**

i) There was no other Urgent Business.

**24.22 Meeting Reflection**

i) Members confirmed that they were happy that the Matters Arising had been satisfied (Workshop 3 iii): Governors should come to the meetings, having read the papers, armed with questions, challenge, support and praise as appropriate. Presenting managers should assume that this is the case and should not need to repeat information from the papers.)

ii) The papers for the meeting had separated the Executive cover papers from all supporting documents. Members were asked to use the new Meeting Evaluation form and comment on the balance of the papers across the packs.

iii) The Corporation **REVIEWED** the meeting and **CONSIDERED** Governor “impact”.

**24.23 Date and Time of Next Meeting**

i) Tuesday 7 November 2017, 5pm for 5.30pm, The Source, All Saints Building, Worcester.

ii) Away Event 9.45 for 10am Friday 24 and 8.45 for 9am Saturday 25 November 2017, Osprey House, Redditch.

*The Principal, Staff and Student Governors and attendees left the meeting at this point.*

**24.24 RESTRICTED CONFIDENTIAL ITEMS**

**- 25** These matters are recorded as Confidential Minutes 2 of 2.

**Action**

The meeting closed at 8.10pm.

**Signed:**

**Date:**

Sue Frost  
Clerk to the Corporation  
11 October 2017