

Agreed Minutes

The Whitby Secondary Partnership Minutes from Full Governing Board Tuesday 21st September 2021 at 1.30pm

PRESENT:

Headteacher CCW: Jon Norden (JN)
Headteacher ESK: Andy Fyfe (AF)
Co-opted Governor: Pen Cruz (PC)
Co-opted Governor: Carolyn Watkinson (CW)
Co-opted Governor: Mark Taylor (MT)
Co-opted Governor: Andy Mitchell (AM)
Parent Governor: Su Crossland (SC)
Parent Governor: Christina Zanelli (CZ)
Staff Governor: Dave Rae (DR)
LA Governor: Jane Mortimer (JM)

ALSO IN ATTENDANCE:

Sarah Marshall (Clerk)

Item	Minute	Action
FGB21-22(1)1	<p><u>Welcome:</u> The Clerk opened the meeting with a formal welcome to the two new Parent Governors: Su Crossland and Christina Zanelli.</p> <p>The Governors were asked to formalise the appointment of staff member, Andy Mitchell as a Co-opted Governor. AM left the room. The Governors had previously discussed the merits of co-opting AM onto the board and agreed that he has a range of skills which would complement the strategic running of the school .</p> <p>The Governors unanimously agreed to appoint Andy Mitchell as a co-opted governor. Proposed: JM Seconded: CW</p>	
FGB21-22 (1)2	<p><u>Apologies for Absence:</u> There were no absences, AF and CZ had indicated that they would be late to the meeting due to prior commitments. This was consented to by the Governors.</p>	
	<p>CZ joined the meeting at 1.40pm</p>	
FGB21-22(1)3	<p><u>Election of Chair:</u> The clerk invited nominations for Chair. Pen Cruz was nominated by JM and seconded by MT. PC left the room and the governors present agreed unanimously that PC be appointed Chair for 2021/22.</p>	

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FGB21-22(1)4	<p><u>Election of Vice Chair:</u> The clerk asked for nominations for Vice-Chair. Carolyn Watkinson was nominated by PC and seconded by CZ. CW left the room and the governors present agreed unanimously that CW be appointed Vice-Chair for 2021/22.</p>	
FGB21-22(1)5	<p><u>Annual Register of Business and Personal Interests:</u> All Governors have been asked to complete and return the Register of Business and Personal Interests. At the date of the meeting one form remained outstanding.</p> <p>Action: Remaining Register of Business and Personal Interest Form to be completed and returned.</p>	JM
FGB21-22(1)6	<p><u>Register of Gifts and Hospitality:</u> Governors were reminded of the need to complete the Register of Gifts and Hospitality when appropriate.</p>	
FGB21-22(1)7	<p><u>Declaration of Interests</u> and reminder of governor protocol: Governors were reminded of the need to declare any interests relating to agenda items and of their duty of confidentiality around Governor meetings. No interests were declared.</p>	
FGB21-22(1)8	<p><u>Confidentiality:</u> It was agreed that any discussion related to agenda items 26 & 27 should be recorded as confidential. Confidential minutes were also noted in agenda items 20 & 24.</p>	
FGB21-22(1)9	<p><u>Confirmation of Minutes:</u> The Governors discussed item 8.1. It was agreed that this should be amended to read "it may also be worth reviewing the systems around SEND transition from the Primary schools to the Federation"</p> <p>The Governors approved and accepted the minutes with the above amendment as a true and accurate record of the meeting of the 15th July 2021.</p> <p>Action: Chair to sign and minutes to be filed in school</p>	Chair
FGB21-22(1)10	<p><u>Matters Arising from the Minutes:</u> 8.1: JN confirmed that a bid had been submitted at the end of summer term for additional TMP funding to offer enhanced provision for pupils with communication and interaction difficulties. The outcome of the bid was still awaited. JN advised that staffing provision across the Federation for students with SEND was stretched. Governors agreed that this should be an agenda item for the next FGB meeting.</p> <p>Action: Clerk to add SEND provision across the Federation to the agenda for the next meeting.</p>	Clerk
FGB21-22(1)11	<p><u>Standing Orders:</u></p>	

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	<p>The Governors reviewed the Standing Orders and agreed that no 1: ‘ Meetings of the Governing Body’ should be amended to reflect ten meetings per year.</p> <p>Action: Clerk to amend Standing Orders</p>	Clerk
FGB21-22(1)12	<p><u>Code of Conduct:</u> The Governors have adopted the standard NGA Code of Conduct</p>	
FGB21-22(1)13	<p><u>Instrument of Government:</u> The Governors reviewed the instrument of Government. The Governing Body currently consists of sixteen governors, ten of whom should be co-opted Governors. The Governing Body is currently carrying six co-opted vacancies. The Governors discussed a reconstitution of the Governing Body to reduce the total number of co-opted Governors to eight. It was agreed that a decision should be deferred and reviewed again when the appointment of an EHT had been completed and the new senior leadership structure of the Federation was in place.</p>	
FGB21-22(1)14	<p><u>To Consider Committees/Panel Membership, Chairs and Reference:</u></p>	
FGB21-22(1)14.1	<p>Headteachers’ Performance Management Agreed as: PC, CW & MT – The Chair also informed the Governors that Julie Pattinson had been appointed as the Federation’s new External Advisor.</p>	
FGB21-22(1)14.2	<p>Committees Governors confirmed the proposal made at their pre-cycle meeting of 7th September to conduct all their business at full governing body meetings.</p>	
FGB21-22(1)14.3	<p>Pay To be revisited at the next meeting.</p>	
FGB21-22(1)14.4	<p>Panels: Governors agreed to appoint a Disciplinary Appeals Panel to hear an appeal from a member of staff. SC, JM & CZ were appointed as members of the panel.</p>	
FGB21-22(1)14.5	<p>Appointment of EHT Selection Committee Agreed as: CW, PC & MT - Selection Committee to meet on the 29th September with a Recruitment Panel to be appointed at October’s FGB meeting.</p> <p>Action: Clerk to add appointment of Recruitment Panel to next FGB Agenda.</p>	Clerk
FGB21-22(1)15	<p>To appoint Governors with Specific Responsibilities and Link Governors: The following link responsibilities have been agreed:</p>	
FGB21-22(1)15.1	<ul style="list-style-type: none"> • Safeguarding – Su Crossland 	
FGB21-22(1)15.2	<ul style="list-style-type: none"> • SEND – Jane Mortimer & Christina Zanelli 	
FGB21-22(1)15.3	<ul style="list-style-type: none"> • Health and Safety – Mark Taylor 	
FGB21-22(1)15.4	<ul style="list-style-type: none"> • Disadvantage – Carolyn Watkinson 	

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<p>FGB21-22(1)15.5</p>	<ul style="list-style-type: none"> ● Health and Well-being – Pen Cruz <p>CW also referred Governors to the document she had previously shared with them detailing how Governors would be linked with specific Key Stages and Year Groups across the Federation. Governors are encouraged to meet with both staff and students. Governors are then asked to submit a brief report under key headings from which CW will provide a full report. Governors agreed that it is important to stress that the intention of the link visits is to support staff and NOT to monitor them as individuals. Staff will also be encouraged to contact their Link Governor should there be anything specific they wish to discuss.</p> <p>ESK: Y7 – CZ Y8 – PC Y9 – CW Y10 – MT Y11 – SC</p> <p>CCW: KS3 – MT KS4 – JM</p> <p>Sixth form: CW</p>	
<p>FGB21-22(1)16 FGB21-22(1)16.1</p>	<p>Headteachers’ Reports:</p> <p>Summary of National Test Results</p> <p>CCW: JN had shared a series of reports with Governors prior to the meeting. JN reminded Governors that, as in 2020, results are based on teacher assessment (TAGs) rather than exams and that there is no national data from which progress can be calculated. School has made its own comparisons based on 2019 national data which was the last time formal examinations took place.</p> <p>The forecasting was well underway by June and, to ensure consistency across the school, it was reviewed regularly in subject areas where there were concerns about the potential accuracy. JN is confident that the results are an accurate reflection of students’ achievements and that the school’s TAG progress is thorough.</p> <p>KS4:</p> <ul style="list-style-type: none"> ● Progress 8 for the cohort was measured at 0.20 (0.09 in 2020) (0.05 in 2019). ● Maths Progress 8 was 0.17, English was 0.0, EBacc was 0.19 ● Pupil Premium (PP) students have made progress in every measure with Progress 8 measured at -0.3, (-0.5 in 2020). This has continued a recent trend of improving progress, although still some distance below the ‘national other’ figure. ● SEND Progress 8 was -0.09 ● JN acknowledged that despite an improving picture, attainment of PP and SEND Students still remained an area for concern and will be a focus on the school’s SIP/SEF 	

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	<p><i>A Governor asked if there was a large overlap between PP and SEND students.</i> JN confirmed that there was.</p> <p>JN drew Governors' attention to the Residual figures but suggested that these should be interpreted with caution due to the varying size of the cohorts and also differences in departmental TAG processes.</p> <ul style="list-style-type: none">• Vocational Subjects had performed very well – Health & Social Care was noted as particularly successful with a residual of 0.51• Students did less well in French, German, Comb Science, History and Chemistry. History, in particular, has a legacy of underachievement <p>Governors agreed, as part of their monitoring role, to track the progress and impact of interventions in a number of subjects throughout the year. JN highlighted History, German and French as being potential candidates.</p> <p><i>Governors asked if there was an explanation for the higher residuals in vocational subjects. A Governor queried whether generally, higher ability students would be expected to choose subjects such as History, Germany and French and would have anticipated that these students would have performed well.</i></p> <p>JN explained that this would be difficult to comment on as data is incomplete in many subjects areas and Heads of Depts do not have the information they would normally have at this stage of the year. However, Learning Walks have now recommenced and would be building back up this term.</p> <p>A Governor suggested that, in the longer term, it may be useful to consider staff and students moving between schools, therefore offering a wider pool of expertise to draw on and students potentially benefiting from a broader curriculum. This may also improve recruitment for 6th Form. Governors agreed that this was something for the heads to consider, but acknowledged it was important to avoid resources and facilities becoming specialised in each school and it would have to be introduced in a way that was manageable for staff, students and parents.</p> <p>KS5</p> <p>JN referred Governors to the KS5 data which had previously been shared with them.</p> <ul style="list-style-type: none">• There is no value added information offered for KS5 due to the lack of national data.• Residual information is useful for comparing achievement, but again must be interpreted with caution due to the very small cohorts in a number of subjects.• There is a more even split between academic and vocational courses.• The average grade at A level was B-• The average result in vocational subjects was Distinction-• The average result in Tech level subjects was Distinction• Particularly strong residuals were noted in English Literature and Physics• Lowest residuals were in Psychology, Business and BTEC Biology	
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<p>FGB21-22(1)16.2</p>	<ul style="list-style-type: none"> • Three students have gone to Oxbridge, mainly to study Science based subjects. <p><i>A Governor asked about the 37 students for whom no post KS5 destination was recorded. The Governors queried what had happened with these students, what were their original aspirations? Had remote learning affected them negatively? Has there been a way in which their needs have not been met?</i></p> <p>JN agreed to provide information about the destinations of these students for the next meeting.</p> <p>Action: JN to provide further information re KS5 destinations at next meeting</p> <p>AF joined the meeting at 2.50pm</p> <p>ESK: AF referred Governors to the reports he had shared prior to the meeting. Again, School has made its own comparisons based on 2019 national data which was the last time formal examinations took place. Quality Assurance has taken place throughout the TAG process and school is confident that its assessments are accurate.</p> <ul style="list-style-type: none"> • Progress 8 for the cohort was measured at 0.2 (0.2 in 2020) (-0.02 in 2019) • Attainment 8 average was 48.43 points overall (46 in 2020). This compares to a national figure of 50.67 points. AF pointed out that there was arguably an overinflation in the national figures. • Attainment 8 average for pupil premium students was 33.80 points. The progress of disadvantaged students is a concern and the gap has increased from the previous year. • English results in particular were very pleasing – coursework has been submitted for external moderation and no concerns were flagged. <p>AF also informed Governors that the current Y11 cohort is academically weaker but is making pleasing progress. School is currently predicting a Progress 8 figure of 0.15.</p> <p>Governors suggested identifying subjects where it would be helpful for them to track progress throughout the year. AF highlighted that Maths had underperformed this year in comparison to English, although there had now been a recent restructure within the faculty. Humanities subjects (French, Geography and History) are also a concern, although he stressed that this can often depend on the cohort each year.</p> <p>Pupil Premium CCW</p> <ul style="list-style-type: none"> • JN anticipates that PP allocation for this year will be £136,000 but is still awaiting confirmation of this. • Attendance will be a focus for this year as it is lower in PP students. 	<p>JN</p>
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<p>FGB21-22(1)16.3</p> <p>FGB21-22(1)16.4</p> <p>FGB21-22(1)16.5</p>	<ul style="list-style-type: none"> • Focus will also be on supporting PP students to choose appropriate subjects at KS4 – courses need to be aspirational but also successful for the students. • Disciplinary literacy continues across the curriculum to promote students’ literacy in all subject areas. • ‘Platinum Package’ is in place for additional support for all PP students where staff are encouraged to focus on disadvantaged students in lessons. This is to be developed further with additional intervention planned to enhance progress. <p>ESK</p> <ul style="list-style-type: none"> • AF is anticipating a £105,000 allocation for PP for this year. • There will be a specific focus on disadvantaged students and up-skilling support staff to meet the needs of these students. • Additional literacy and numeracy interventions are planned for identified students. • Teaching staff with higher level qualifications in other subject areas will be delivering small group interventions. • Students’ needs will be addressed holistically, looking at wellbeing, uniform and nutrition needs alongside academic interventions. • School is planning to make use of the National Tutoring Programme at a cost of £50 per student. Y7 students are currently being assessed to identify an appropriate cohort. • The current Y11 cohort forecasts improvement of the performance of disadvantaged students of 0.4. <p>Catch-up Funding Reports are still in development and will be shared in due course.</p> <p>Sports Premium N/A</p> <p>School Development Plan – update An update on the SDP has already been shared with Governors. Governors acknowledged that having the SDP on the same pro-forma was very useful. The heads confirmed that this is something they continue to work towards for other documentation. No questions were raised and it was agreed that these could be discussed further at the October meeting.</p> <p>Action: Clerk to add to agenda for the next meeting.</p> <p>Both heads noted that attendance in general is a concern for this year. AF informed the Governors that attendance at ESK is currently 94.6%. This is due to the school having 14 positive Covid cases in the last few weeks, and also families taking students out of school for holidays now that international travel has opened up. AF is confident that attendance will not improve beyond 95% for the academic year. JN advised that some Y7’s were not attending school and suggested that the Pandemic and remote learning had exacerbated the challenges for students who struggled to attend school regularly.</p>	<p>Clerk</p>
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	<p>A Governor stressed that it was important to note that Covid absences were not counted in attendance figures last year but this no longer applies for this academic year.</p> <p><i>A Governor asked if the school was able to calculate what the attendance figure would be if Covid absences were stripped out and, if so, would this potentially offer a more realistic picture of attendance and help to clarify what the actual issues were?</i></p> <p>AF explained that it was possible to calculate this, but it had to be accepted that Covid will continue to affect attendance negatively and attendance figures will inevitably reflect that.</p> <p><i>A Governor asked whether the two schools were working together to tackle attendance concerns.</i></p> <p>AF explained that £10,000 has been allocated for attendance officer work. This would fund 3hrs work per day for the remainder of the academic year. This could potentially be used to support both schools with attendance issues.</p> <p>AF also informed Governors that a Locality Board bid has also been submitted for £150,000 to provide wellbeing support from the Mental Health Team.</p> <p>A governor suggested that support may not need to be sustainable in the longer term at such a focussed level. Hopefully any SEMH difficulties which had been exacerbated by Covid restrictions would be short term and time limited as the pandemic eases.</p> <p>A governor also stressed that both schools in the Federation should reflect each other in terms of the support provided, to ensure equity to students across both settings.</p>	
<p>FGB21-22(1)17</p> <p>FGB21-22(1)17.1</p> <p>FGB21-22(1)17.2</p>	<p>Finance:</p> <p>Start Budget The start budgets had been provided for information purposes. These had been approved by Governors in the Spring and are now out of date.</p> <p>Tracker The tracker had also been shared with Governors for information purposes. More up-to-date information will be provided for the October meeting.</p> <p>Governors agreed that Finance be deferred to the next FGB meeting when the Federation Recovery Plan would be reviewed.</p> <p>Action: Clerk to add Federation Recovery Plan to the agenda for the next meeting.</p>	<p>Clerk</p>
<p>FGB21-22(1)18</p>	<p>Federation Operational Plan Both heads are working on the Federation Operational Plan. It is a live document which has been shared with Governors and feedback is welcomed.</p>	

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	Governors noted that there is less detail in Years 2 and 3 as the plan may change on the appointment of an EHT.	
FGB21-22(1)19	<p><u>Governing Body Objectives</u></p> <p>The Governors' Action Plan has been reviewed and was accepted by all Governors. The wording of Priority Three was amended to 'Adjust ESK's and CCW's pupil admission numbers'.</p>	
FGB21-22(1)20	<p><u>Health & Safety and Safeguarding</u></p> <p>JN advised that staff are becoming increasingly frustrated with locking and unlocking the gate. Planning permission is in place for electric gates, intercom and camera and the school is waiting for more details from the contractor (BHD).</p> <p>Governors empathised with the frustrations the gate is causing, but agreed that, in the meantime, the gate needs to remain locked due to the safeguarding risks from an open gate.</p> <p>All Secondary schools are to get a date for Covid vaccinations for 12-15 year olds where parental consent is in place. The vaccinations will take in place in school, but will be carried out by NHS staff. The heads have some concern that there may be protests outside the school.</p> <p>Governors agreed that both schools should use the same letter to parents in relation to the vaccines.</p> <p>JN advised that there has been a recent safeguarding incident when two students failed to arrive at school. The police were involved and the students were missing for nine hours before eventually being picked up in Scarborough.</p> <p>Governors were pleased to note that the safeguarding systems in place worked successful across both schools as the incident unfolded.</p> <p>A further safeguarding incident was reported by JN at the end of the meeting after staff members AM & DR had left the meeting. This has been recorded as a confidential minute.</p>	
FGB21-22(1)21	<p><u>Governing Body Membership, Training and Development:</u></p> <p>Update on Governing Body Vacancies</p> <p>The Chair advised that discussions are currently ongoing with a prospective Co-opted Governor.</p>	
FGB21-22(1)21.1		
FGB21-22(1)21.2	<p>National Leader of Governance</p> <p>Paul Brennan has been working with both Heads since 2019 on the strategic vision of the Federation. The Chair advised that his advisory role within the Federation has now come to a close.</p> <p>Nick Horn has been working with middle leadership on a range of issues. He can offer the Federation a further ten sessions free of charge. The Chair suggested that some of these sessions could potentially be used to deliver OFSTED training to the Governing Body. AF felt that this time could be</p>	

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	<p>put to better use within school. The Chair asked the heads to consider how and where they would want to use these sessions.</p> <p>A Governor suggested enquiring whether the School Improvement Network could offer some OFSTED training as an alternative.</p> <p>Action: Clerk to contact Governor Support to enquire about OFSTED training for GB's.</p> <p>The Chair advised Governors that, in response to the feedback received from Amanda Newbold, the Chair has been investigating the recruitment of a National Leader of Governance to support the Governing Body to develop and improve its governance procedures and processes. The Chair has identified Jane Lewis, a director of the Hope Trust, Governor at Archbishop Holgate, York and Chair of Governors at a primary school, who offers coaching and leadership development at a cost of £500 per day. The Chair asked Governors to consider whether they wanted to commission Jane's services for this term to review and offer advice on their governance systems.</p> <p><i>A Governor asked that as this is a significant financial commitment for the Federation, should the Governing Body further investigate other options including offering the service out to tender?</i></p> <p>The Governors were also concerned that they were still not in receipt of Amanda Newbold's written report and recommendations following the meeting of 19th July. The Chair informed Governors that she had written about this to Amanda Newbold during the holidays and would do so again following the meeting.</p> <p>Governors agreed that although some brief verbal feedback had been received on the day of the meeting, it would be appropriate to wait until they have had an opportunity to read and discuss Amanda's report and recommendations in full before recruiting external advice and support. This would enable them to clearly identify which areas of focus should be a priority for them.</p> <p>Action: Chair to contact Amanda Newbold regarding timescales for her report.</p>	<p>Clerk</p> <p>Chair</p>
FGB21-22(1)21.3	<p>Governor Skills Audit and Training Needs Matrix</p> <p>Governors were reminded to complete and return any outstanding skills audits.</p>	
FGB21-22(1)21.4	<p>Safeguarding Training</p> <p>Governors have received links to GDPR, Safeguarding and Prevent Training.</p>	
FGB21-22(1)21.5	<p>KCSIE</p> <p>To be carried forward to the next meeting.</p> <p>Action: Clerk to add to the agenda for the next meeting.</p>	<p>Clerk</p>

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FGB21-22(1)22	<p><u>Policies and Policy Review</u></p> <p>The Policy Schedule has been shared with Governors. The Chair informed Governors that around 60% of Policies are now Federation Policies and the transition will continue into this academic year. There were no policies offered for review at this meeting.</p>	
FGB21-22(1)23	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>The Governors discussed the merits of this agenda item A Governor suggested that the question should refer to staff and pupils. A Governor agreed that it was helpful to have an evaluative question on the agenda but suggested it perhaps should relate more directly to the core functions of the Governing Body. Governors also discussed bringing staff comments and questions to Link Governors to be incorporated into this agenda item. To be discussed further at the next meeting.</p>	
FGB21-22(1)24	<p><u>Any other Urgent Business</u></p> <p>Governors agreed that there would be no changes to Pupil Admission Numbers in either school this year but that this would be addressed in September 2022.</p> <p>Other Urgent Business raised by JN and AF after staff members AM and DR had left the meeting has been recorded as a confidential minute.</p>	
FGB21-22(1)25	<p><u>Calendars of dates for CPD/School Events</u></p> <p>Calendars of date have been shared with Governors. There is an open agenda staff/Governor session planned for the 29th September. It was suggested that the Chair and Vice-Chair should not lead the meeting and it should instead be led by the Heads and Staff Governors. Governors agreed. Notes will be taken to enable a response to any concerns or ideas to be formulated and shared with staff.</p> <p>DR and AM (staff) left the meeting at 4.10pm</p>	
FGB21-22(1)26	<p><u>Confirmation of CONFIDENTIAL Minutes:</u></p> <p>The Governors approved and accepted the Confidential Minute as a true and accurate record of the meeting of the 15th July 2021</p> <p>Action: Chair to sign and confidential minute to be filed in school</p>	Chair
FGB21-22(1)27	<p><u>Matters Arising from the CONFIDENTIAL Minutes:</u></p> <p>None arising</p>	

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FGB21-22(1)28	Schedule of Meetings plus Date and Time of Next Meeting: The Schedule of Meetings for the 2021-22 Academic Year has already been agreed with Governors and will be shared again. Next Meeting: Tuesday 19th October at 1.30pm	
	The meeting closed at 4.25pm	

Pen Cruz

Chair of Governors

19th October 2021

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**The Whitby Secondary Partnership
Full Governing Board
Date 21st September 2021
Governor Actions**

Item	Agreed Action	Action by	To be completed by
FGB21-22(1)5	Register of Business and Personal Interest Form to be completed and returned	JM	Next meeting
FGB21-22(1)9	Clerk to amend minutes, Chair to sign and minutes to be filed in school	PC	Next Meeting
FGB21-22(1)10	Clerk to add SEND provision across the Federation to the agenda for the next meeting.	Clerk	Next Meeting
FGB21-22(1)11	Clerk to amend Standing Orders to reflect ten meetings per year	Clerk	Next Meeting
FGB21-22(1)14.5	Clerk to add Recruitment Panel to next FGB Agenda	Clerk	Next Meeting
FGB21-22(1)16.1	JN to provide further information re KS5 destinations at next meeting	JN	Next Meeting
FGB21-22(1)16.5	Clerk to add SDP to the agenda for the next meeting	Clerk	Next Meeting
FGB21-22(1)17	Clerk to add Federation Recovery Plan to the agenda for the next meeting.	Clerk	Next Meeting
FGB21-22(1)21.2	Chair to contact Amanda Newbold regarding timescales for her report.	Chair	Next Meeting
	Clerk to contact LA about training.	Clerk	Next Meeting
FGB21-22(1)21.5	Clerk to add KCSiE to the agenda for the next meeting.	Clerk	Next Meeting