



The Henley College Corporation

MINUTES of the Meeting of the Corporation Committee held on Thursday 8th October 2015

Members present:

Louise Adams (LA)
Stephen Forward (SF)
Nieema Hassan (NH)
Keith Heron (KH)
Rick Holroyd (RH)
Sam Juthani (SJ)
Jasminder Love (Chair)
Ian McGaw (IMG)
Norbert Nemcsik (NN)
Simon White (SW)
Jeni Wood (JWo)

In attendance

Julian Brinsford – Quality Manager/Head of School of Study
Simon Cuthbert - Deputy Principal (SCut)
Beryl Richardson – Director of HR & Professional Development (BRic)
Kulbir Sethi – Director of Finance
Claire Harris – Corporation Secretary

Tom Godfrey (TG)
Martin Unsworth (MU)

Agenda item	Minute	Action by:
1.1	<u>Opening of meeting</u> The meeting opened at 6.08 pm. The Chair welcomed Tom Godfrey and Martin Unsworth to the meeting.	
1.2	<u>Apologies for absence</u> Apologies for absence were received from Jayne Davis, Robyn Vitty and Peter Le Conte.	
1.3	<u>Declaration of interests</u> No interests were declared.	
1.4	<u>Minutes of the meeting of 29th June 2015</u> Rick Holroyd offered apologies for not attending the previous meeting, and for not sending apologies.	

The minutes were proposed by Simon White and seconded by Keith Heron.

There were no changes and the committee agreed that the minutes were an accurate record of the meeting of 29th June 2015 and the minutes were signed by the Chair.

1.5 MATTERS ARISING

There were no matters arising.

1.6 NOMINATIONS FOR APPOINTMENT TO THE CORPORATION

The Corporation Secretary recommended for approval, the appointment of two Independent Governors (formerly External Governors) and a Teaching Staff Governor.

Stephen Forward was proposed by Jeni Wood and Keith Heron. The appointment was voted for unanimously

Tom Godfrey was proposed by Simon White and seconded by Louise Adams. The appointment was voted for unanimously.

Martin Unsworth had been nominated as the new Teaching Staff Governor. This appointment was endorsed by the committee.

1.7 STUDENT VOICE

Nieema Hassan and Norbert Nemcsik reported on recent activities the Students Union had been undertaking. The Enrolment Week had gone well, NUS cards had sold out. Students were knocking on the door throughout the term to find out more about the Students Union.

Candy canes will be sold at Christmas and a raffle will be held, with all proceeds going to Young Minds and Air Ambulance.

The Student Union had also held a Macmillan cake sale and raised £70.76, which was combined with the staff fundraising.

The first Tutor Rep meeting was due to take place shortly.

The possibility of a sponsored walk was being investigated.

SW noted that the Student Union (SU) activity varied from year to year and asked, as the current team was very active, did they have any ideas on how to hand over to the next NUS students. NH suggested staying in contact with students who have expressed an interest so far and discussing potential plans. The SU is now dealing with marketing and this should improve the overall profile within the College.

NN reported that as President and Vice-President, they were now accessing the Student Governor Induction Programme run by the NUS. The Corporation Secretary added that this is the first year the programme has run, and the Student Governors were pioneers on the programme. NN was also booked in to attend the regional Student Governor induction event, run by AOSEC and the NUS, in November.

MK asked about other support available for student via the SU. NH reported that the SU will pay for counselling if the College provision was busy. MK also asked what happened if students came to them with serious concerns. Bric confirmed that the SU know to disclose information through the appropriate channels.

SF commented that the SU was quite rich and would encourage money to be spent. NH confirmed there was around £31,000 in the funds. A suggestion had been made to have a "petting room" at exam time, to help relieve stress, and this will be explored further.

Bric noted that there was a drive for students to attend "Ambassador" training, so the SU would be receiving requests for assistance shortly.

JWo asked if there were any student welfare activities. NN felt the SU was more focussed on fundraising. Bric added there were some additional counselling hours for students who were stressed at exam time. JWo felt it was sometimes beneficial to have students your own age to talk to. JL commented that some students at Oxford University had put together a Wellbeing Programme, to encourage nutritional diets and less coffee drinking. The Health Shop in Henley may be a source of help. Bric added that mindfulness support was available on Wednesdays. KH speculated whether students were interested or aware in mindfulness. NN suggested that 40% of students understood mindfulness, and 60% were not so interested and drinking coffee.

NH commented that she was unsure how helpful it was for the library to be open until 7.00 pm on Wednesdays. As it is a half day in college, it would be more useful if it could stay late on a different day. Bric reported that it was open at this time to because of adult education courses.

JL suggested that the SU carried out some research, to ask students what time they would like the library to be open until. The response could be reported back to Governors.

SU

NH reported that there had been several complaints about the new price of chicken nuggets – from £1, to £1.20. NN also asked if there could be more vegetarian choice. NN also asked if it would be possible to sell food in the canteen. Bric confirmed this would only be possible in the D5 foyer and Reception area. Scut added as the service isn't subsidised, we cannot be in competition with it.

JL thanked the Student Governors for updating the Corporation and informed them they could always ask any questions of the Governors and they could even send in questions in advance and responses would be given.

1.8 ENROLMENT FIGURES

The Deputy Principal circulated up to date figures, comparing October 2015, with October 2014, 2013 and 2012. Further figures would be available on 1st November, December and so on.

The overall total was almost identical to the previous year, but significantly lower than the previous three years, when the figures had been at their highest.

Overall there were more vocational students – almost as many as A-level students, for the first time ever. Scut felt it was very positive that these figures were increasing, as parents were starting to realise that good universities could still be accessed via vocational courses. There were lower AS numbers enrolling, but a higher percentage from last year had progressed to year 2. The growth target of 50 had not been achieved.

To summarise, there were 1700 full-time students, and many 19plus and apprenticeship students, giving a total of around 2,500 students.

RH commented that it was tremendous that vocational studies were increasing. However, Year 1 A-level students were 100 down in number. If that became a trend it would be a concern that the nature of the organisation could change.

Scut agreed and commented that the Principal had taken a significant grip of the marketing and the next two-three years could really focus on increasing A-level student numbers. The Marketing section had just produced a film and there was a level of creativity not previously seen in the marketing approach.

LA noted that the competition for A-Level students was huge. Many private schools had been turning up at Gillots for example.

TG expressed concern that numbers over the next two years could change significantly. Scut confirmed that 1891 was the highest number ever achieved. Years do fluctuate in numbers and there was more competition now, for example from the new UTC in Reading and Didcot.

KH asked if the College had been over-optimistic with its target. Scut reported that the targets had been discussed previously by the Corporation and felt the College always needed a stretching target. KH asked if the market was being diluted, why keep the targets the

same. SF asked what the rationale had been behind the decreasing target number – why not recruit as many as possible.

Scut reported that the College needs a three-year financial forecast that is reasonable. JL reminded Governors that the Principal had set the targets with the Corporation. LA commented that it was impressive that that many students had applied. Scut said that the response to the GCSE results day had been more effective. There were staff to answer phones, and to go out to schools. JBri reported that 80 enquiries on the day turned into 30 enrolments. RH agreed it had been excellent to have a college representative at Langtree School.

Scut felt that the figures were at the beginning of the year, so students would change to vocational programmes, which would mean a change of programme, not loss of students. If students join an Apprenticeship programme, the college loses them as a figure to be counted in full time enrolments but not as a student.

KH asked if when there was an increase in student numbers, whether there was a drop in results. Scut commented that it generally felt more relaxed when less students were in College. JL asked that as a Corporation what was the optimum amount of students in College? To be explored as part of material for Area Reviews.

1.9 2015 RESULTS SUMMARY

A table of results by course type, with further analysis was provided. Scut informed Governors that some exams were being re-marked and the final figures would be available at the QSP meeting after half term.

Overall, the success rates for the year would be over 85%, but this was still lower than the Six Form Colleges (SFC) benchmark of 87%. Scut summarised each result as follows:

A2 – should be better.

AS – had improved but only by 2%

Extended Diplomas – above the SFC benchmark

GCSEs – good results in English, Maths is still low but higher than available national benchmarks.

There is an improved success rate for full time students, but some significant areas of weakness in A2 had been identified, such as Environmental Studies. Photography had a larger dropout rate than usual caused by students who had been studying the BTEC as well. In AS there were significant concerns, particularly Philosophy.

Extended Diploma courses were doing very well. Only Art was lower than the benchmark and this course has now been changed.

SW asked whether the areas for concern were being fed in to QSP. JL confirmed that QSP had met the previous day, and drilled down with real detail on the interventions taking place for each under-performing subject area.

Scut went on to report that one Level 2 certificate completed by nine students had not been released and the College was still waiting for the qualifications to be awarded. Some schools run these Level 2 certificates as a two-year course, which the Henley College runs as a one-year course. There were delays in the verification process and the College was in contact with the parents. Jbri reported he had sent out very extensive instructions to tutors for future reference on how to manage this process. There was a new qualification and verification framework, which is complete after students have left.

Value Added Data

RH noted that for A-levels, the College was only one point above the lower quartile. Ofsted is all about progress and A* to B scores are usually reported by other schools, why not the College?

Scut commented that the most disappointing part of the results was the low 'Value Added' total. Two out of three students should be achieving or exceeding their target grades.

RH commented he was hearing the language of "minimum" and "aspirational". Scut said the ALPs grade is set at 75% of the centile and they describe it as aspirational. The College does need to encourage pupils to be even more aspirational.

SF commented that as a parent looking at top grades, he would have no idea how the College performed.

JL reported that the next meeting of QSP would be looking at grades. RH reported that Wallingford School was claiming 60% A-C success rates. That was a very powerful marketing tool.

LA acknowledged the success, but noted that the high performing classes were small classes. Scut concurred that some of the larger subjects were poor performers. LA commented that some subjects had been under-performing for too long. JL agreed and felt the Governors were finally getting a better understanding, through QSP of what was going on.

LA asked if Governors would receive minutes and JL confirmed these could be circulated to all Governors. LA also asked if it would be advantageous for SAR Governors of underperforming subjects to attend. BRic reported that a Lead Manager had been allocated to each subject requiring intervention, eg BRic had been allocated Psychology and suggested it would be more helpful to meet with the Lead Manager than attend QSP, to which LA agreed.

**Corporation
Secretary**

SW asked who had been allocated a Lead Manager for each subject.

LA asked that results be emailed to Governors as they used to be. Also, could there be a comparison with the College's competitors? Lots of schools publish results and the College does not feature in these lists, which puts the College at a disadvantage.

Deputy
Principal

1.10 STRATEGIC PLAN UPDATED AMENDMENTS

The Principal had reviewed the College's Strategic Overview 2014/15 – 2016/17 and had added comments to be incorporated into the document. Governors were asked to approve the updated version.

SW sought clarification on how the Plan fitted in with other documents. JL confirmed that the Plan or Overview, led on from the Vision and Mission. SF commented that some of the targets were set very low, and would be off-putting to prospective parents. Scut confirmed that it was not a public document. SJ reported that Ofsted inspectors would prefer to see a realistic target. SW asked who would see the document and Scut confirmed it would be available to Governors and staff.

Under 'Outcomes for learners' (a) RH speculated whether there was something contextual informing the target for current Year 1 learners. Was it an arbitrary figure or was there cold science behind it? JL recalled the Principal explaining that her impact would take time to have an affect on the success rates. SF countered that an aspirational goal would be better. JL explained that the College would have to justify the targets and be accountable to Ofsted. BRic reported it was a 'SMART' target – the College could not go from a '7' to a '4' in nine months. TG asked if it would not be staggered for AS and A2. BRic proposed that the figures were separated out for AS and A2, as they may show different results.

Under (b) change the wording to "...at least 5, or better."

Under (d) the meaning of significant was queried. SCut reported this would typically be more than 5%. SJ explained it would depend on the size of the group, which could vary. 'Significant' means something different to different groups and was an appropriate word to use. RH commented that as a rule of thumb, he used 10%. Bric commented that some EDI groups are only three in total, so a set percentage might be difficult to apply.

Under 'Resources' (a) SJ suggested this section should be updated as the enrolment figures were now available. Under (b) JL stated this target would need to reflect the three-year financial plan and be realistic. SJ agreed it was a stretching target to reach the balance in three years-time. JWo commented it was good to show realistic targets, as these have to be justified. JL reported that three colleges had received a low grading due to a lack of knowledge shown by their Governors.

SW stated he would like the Principal to explain how everything fits together. SCut suggested it would be better to say we have a plan. JL agreed stating it could be 'tweaked' and suggested it was approved and the Principal be asked to make the suggested amendments.

Principal

RH commented that he would like to look at how this sits with QIP and SCut confirmed the two documents correlate.

Approval of the plan was proposed by JWo and seconded by LA.

Governance and Search Minutes

The Chair had asked the Corporation Secretary to circulate minutes of the most recent Governance and Search meeting, as this meeting informed much of the rest of the agenda. These had been e-mailed to all Governors in advance of the meeting.

JL then selected various items, to bring some background information to the Corporation.

Governor attendance – attendance for the previous year 2014-15 to Corporation meetings totalled 80%. Overall attendance was 79% for the year, which exactly matched the national average for Sixth Form Colleges.

A representative of Eversheds had been met with and a revised Instrument and Articles was now being drafted.

Mohammed Khaliel was now the College's Prevent and Information Security Governor, and he would be presenting a brief report to Governors further down the agenda.

The revised committee schedule for 2015-16 was further on the agenda. SJ asked if Finance Committee could start at 6.30.

Streamlining agendas – JL commented that the Corporation meetings had been very long and there was a proposal to send information documents to be read in the future and not included in the reports at Corporation meetings. If Governors wanted to ask a question about an information report, they would need to contact the Corporation Secretary and it would be added to the agenda of the meeting.

Corporation Training – the Away Day was scheduled for 3rd November, where Teaching and Learning and questions raised by Governor assessment would be considered.

Ofsted A-Team – This team will now be made up of the Chair, Rick Holroyd, Sam Juthani, Louise Adams and Simon White. Mia Tritton will be on stand-by as well.

Neighbourhood Plan – JL informed the Board that over the summer the Neighbourhood Plan had been revised and did not state that the College wanted one site. South Oxfordshire District Council (SODC) had been written to, to correct this inclusion. Reference was made to community facilities at Deanfield and the College challenged this. The draft was sent out without consultation, so now has to be challenged.

JL went on to report that Julian Brookes had put himself forward as the Council representative. He had an expectation that he would be invited to attend the Community Relations Committee. LA expressed concern at this appointment, given the previous anti-College position taken, and whether it would be appropriate for information about the College to be accessible. JWo also agreed that the College should ask for a different Council representative.

It was agreed that an alternative from the Town Council be requested.

1.11 CHANGES TO COMMITTEE SCHEDULE 2015-16

The Corporation Secretary sought approval to the following changes to the Committee schedule and structure, for 2015-16.

Accommodation Strategy

LA commented that she did still feel that the College needed a committee for this purpose, but understood the time pressures everyone was under. LA will now report to the Finance Committee as the accommodation specialist.

The change was proposed by JWo and seconded by SF, carried by a majority vote.

Quality, Standards and Planning

The introductions of QSP had been approved in advance of the Corporation meeting, by Remote Decision on 23rd September 2015, with a majority voting in favour.

The Terms of Reference had been considered at the first meeting of QSP the previous evening, and an updated version was circulated for Governors' information.

It was suggested that under 'Membership', the term 'Co-opted external member' be changed. This followed the meeting with Eversheds, who had recommended dispensing with the terms 'External' and 'Co-opted'. In future Governors will be known as 'Independent' and 'committee member'. Change to 'invited experts'.

**Corporation
Secretary**

Committee schedule 2015-16

Approval of the schedule was proposed by SJ and seconded by LA.

New Projects task and Finish Group

JL explained that as a Corporation we need to remain ambitious for our Learners to have one site. There needs a strategy in place for this. Although new projects are technically on hold, JL felt there was still a need to progress a new build. A 'task and finish' group was suggested as there were so many other things going on.

Suggested tasks:

- Identify the present costs of running two sites – carry out a feasibility study for one site
- Increase income streams – Some suggestions have been made, including dormitories for foreign students
- Run our own coaching company
- Achieve big company sponsorship
- Develop business contacts

JL commented that as Governors had shown an interest in being involved in these tasks previously, she was proposing this work is developed via a new group.

This proposal was seconded by LA and voted for unanimously. Governors were asked to e-mail the Chair if they were interested in being involved.

All
governors

1.12 REVIEW OF GOVERNOR ATTENDANCE

The report had been noted earlier in the meeting.

The Chair informed Governors that Jacqui Williams was no longer a Parent Governor.

Mohammed Khaliel apologised for his attendance rate and explained there had been many calls on his time over the past year.

1.13 COMMITTEE MEMBERSHIP 2015-16

A report setting out current and proposed membership of committees for 2015-16 was considered.

The table of committees and members was revised. Table as appendix to minutes.

Special roles

JL added that as there were several specialist governors now (see bottom of above table) it would be appropriate to have these roles assessed, as part of the governor assessment in the summer. A conversation on how people would know what these roles entailed followed. JL explained it would be good governance to have these roles assessed. SW felt it was a three-way process, in that he would

report to other Governors as appropriate and relevant, and Governors should be expected to ask questions if there were areas they did not know about.

JL suggested the assessment was approved in principle, to take place next summer.

Proposed by KH, seconded by LA.

Curriculum Links

An updated list of programme areas, and programme leaders was reviewed. Governors were asked to confirm that they were happy with the areas they assigned to. The Corporation Secretary noted that there would be a need to fill a Curriculum Link Governor for Sport, when Ian McGaw's term expired.

1.14 REMINDER OF THE COLLEGE SELF-ASSESSMENT REVIEW (SAR)

The Deputy Principal had provided a guide on the SAR process for information. Governors were asked to set a date and meet with the Programme Leader by the end of November. It was good to talk about Programme Leaders' favourite topics, and Governors would learn from this, but there were some crucial questions to be asked. Governors would need to act as a critical friend in this process.

By the Christmas holidays, Governors should send a report to the Corporation Secretary.

**All
Governors**

Following QSP, it may be helpful to have Heads of Service present at SAR meetings, as they would hold a different, more strategic role. This would be especially beneficial for subject areas under intervention.

Also included was a guide to Apprenticeships, ages and levels. There were around 450 students undertaking apprenticeships. JL asked to be kept up to date with the apprenticeship numbers, as this information was needed for Area Reviews.

**Deputy
Principal**

1.15 UPDATE TO STUDENT DISCIPLINARY PROCESS

SCut circulated a revised Disciplinary Process, which included minor changes to the appeal process. For example, Pro-monitor was now included to record disciplinary conversations.

The draft policy had been brought to Committee by the Principal, earlier in the

MK asked if the statistics could be made available to Governors at the next meeting.

As the report was missing from the committee papers, Governors had only had an opportunity to read the document at the meeting. Some Governors felt unhappy at approving the changes without having time to consider them, and so a proposal was made for approval to be sought via Remote Decision.

**Corporation
Secretary**

1.16 STREAMLINING CORPORATION AGENDAS

This item had been covered earlier in the meeting.

1.17 AREA REVIEWS

The Chair had been informed of Area Reviews in the summer and had sent information on to Governors to appraise them of the development. She had also met with the local MP three times and discussed Area Reviews. JL had attended meetings with Sixth Form Colleges Association (SFCA) and Association of Colleges (AOC).

Currently, Manchester, Sheffield and Birmingham were being put through these reviews. The College would be put into a review, but not before April. However, it was unknown which area we would be assigned to.

There were many things to consider. The radius for students to travel between colleges in Suffolk and Norfolk were set at 30 miles. If this radius was applied to Henley, the area under review could overlap with our competitors, for example, Reading and Abingdon. One-site technical colleges seem to be favoured currently.

Big projects like mergers and building development were on standstill.

JL felt the College needed to be pro-active. Some colleges have employed companies to carry out information gathering. If the College was forced to merge, it would be at the College's own cost. It seemed that there was a move towards STEM oriented colleges, with A-levels restricted to schools.

KH commented that this was essentially enforcing the Government policy of academies.

SJ asked how performance featured in this. How you are doing financially seemed more important than results. MK commented that from having been involved in academies, the change allowed latitude but eroded employment rights.

RH agreed it was a huge issue. He opined that academies in themselves were not an issue, but the financial implications, the ethic that competition drives up standards, causes huge turbulence to the sector. It was about saving money, not young people.

SF asked what the disadvantages were to becoming an academy. JL offered to forward on documentation from the SFCA.

Chair

JWo asked why if it was a money saving exercise, were new schools being built? RH replied it was to create competition and raise standards. JL felt the intention was to only have one institution in the area.

SW asked if there would be a specific meeting to discuss Area Reviews further. JL agreed it would require a special meeting. The College could be in a vulnerable position, as its intake is from three counties.

MK commented that with the academy, a Parent-Child relationship had to be adopted with another academy. JL reported that the merges have currently been put on hold.

TG asked if the whole college would go, or some subjects. JL felt Henley pupils would be dispersed to several counties. BRic commented that this would entail major staff redundancy costs.

JL said it could be changed to one big FE or an academy. The College will be included in a review whether it agreed to one or not. TG asked if there would be opportunities for specialist colleges. JL replied that we would need to work with LEPs (put in full) and the College does have time to put together why we exist. The College comes under three LEPs.

JL suggested that a meeting be devoted to discussing Area Reviews and that someone is brought in further down the line, to carry out research on behalf of the College.

1.18 PREVENT INFORMATION SECURITY GOVERNOR ROLE AND PREVENT BOARD

Mohammed Khaliel presented further information on the College's Prevent Duty.

He began by explaining that there was a statutory duty to focus on Prevent – there were a number of children in education subject to, or at risk of radicalisation.

Prevent 1 was brought in by the Labour Government and Prevent 2 by the Coalition Government. MK has been involved by working with the Police and Counter Terrorism.

MK stressed that the issue must be taken very seriously and press involvement was to be avoided, as reputations can be tarnished from unscrupulous media coverage. MK was working with the

Director of HR and will be checking with the Corporation who has undertaken the training.

MK felt it would be possible to develop training in Prevent as a potential income stream. If the College is looking to be a leader in the field, it would be necessary to set up a Board, with the Principal, the Chair and other members. MK had carried out research into information security. This was a work in progress and he had recently met with the Head of IT to explore the issue.

MK stressed that it was important not to spread fear, and reminded Governors that extremism is not restricted to Muslims; there are many extremist groups and organisations.

SW suggested that as more work is carried out around Prevent, a framework or template could be adopted. MK agreed, stating that the Prevent Programme is being used for other areas such as sexual exploitation.

SF asked whether the College had a media plan for a particular controversy and BRic confirmed the College has various media plans in place.

1.19 RESULTS OF 2014-15 PERFORMANCE SURVEYS

The Chair thanked Governors who had completed the three surveys over the summer. Any queries and areas of uncertainty would be dealt with in greater detail at the Governor Away Day.

LA then gave a summary of responses for the assessment of the Chair. 10 out of 14 surveys had been returned. It was acknowledged that the working relationship between the Chair, Principal and Clerk were at an early stage. 50% of returns acknowledged that the Chair ensures the appropriate issues are brought to the Board and there was strong support for the Chair, in allowing debate, facilitating involvement and having an effective working relationship with the Principal.

There were some queries over the term of office for the Chair, succession planning and the most relevant questions to be asked in the survey.

LA finished by thanking the Chair for the energy and time she dedicates to the position.

1.20 BRIEF UPDATE ON UPDATING INSTRUMENT AND ARTICLES

As mentioned in the agenda earlier, a meeting had taken place with Eversheds and a revised draft of the Instrument and Articles was now in progress. Changes to be incorporated would increase flexibility to the College, update terminology where appropriate

and amend operational matters such as length of office. The draft will be brought to Corporation when ready.

1.21 CODE OF GOOD GOVERNANCE

Code of Governance to be discussed in detail after I and As and Standing Orders finalised.

1.22 CONFIDENTIAL ITEM

Confidential items are noted separately.

1.23 ANY OTHER BUSINESS

LA passed on her thanks the Estates Team for finishing the renovation of Rotherfield Reception on time and under budget. JL agreed and recommended Governors view the alterations.

**All
Governors**

SF commented that an email from the Corporation Secretary had been diverted as SPAM. SF suggested that an acknowledgement request was sent with emails.

JL mentioned that she had been advised that Governors should help develop an IT strategy or vision for the College. This was work for a future time.

**Chair and
Corp Sec**

MK asked that his thanks be passed on to the Property and Estates Manager, for giving him a tour of the college by car.

1.24 DATE AND TIME OF NEXT MEETING

- Governor Away Day – Tuesday 3rd November, Badgemore Golf Club 2.00 pm
- Corporation Meeting Thursday 10th December at 6.00 pm

1.25 MEETING CLOSURE

The meeting closed at 10.15 pm

MINUTES of the meeting held on 8th October 2015 were agreed and accepted as a true and accurate record and signed by the Chair

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