

WA COLLEGE OF AGRICULTURE – NARROGIN
COLLEGE BOARD
Meeting minutes
Friday 10th November, 2017

ITEM	ACTION
<p>Meeting commenced: 9am.</p> <p>1. WELCOME AND APOLOGIES</p> <p>Present: Marc Sharman, Stephen Watt, Pauline Appelbee, Mitch Wray, Rowena Pugh, Geoff Jones, Martin Brooks, Michelle May, Mark Pascoe, Frank Haydock, Stephen Madson, Teresa Rafferty, Mary Kittow Year 10 Prefects -Peter Temby, Kynan Brooks.</p> <p>Marc Sharman welcomed all board members to the last meeting of the year and introduced and welcomed the two year 10 Prefects, Peter Temby and Kynan Brooks.</p> <ul style="list-style-type: none"> Confirmation of the Agenda 	<p><u>Apologies</u> Karen Agnew</p> <p>The Agenda was confirmed.</p>
<p>2. DISCLOSURE OF INTERESTS It is customary that members declare any potential conflict of interest.</p>	<p>Nil reported</p>
<p>3. MINUTES OF PREVIOUS MEETING The Chairperson, Marc presented to the Board members the minutes from the meeting held on 24th August for approval. The Board endorsed the minutes of the previous meeting as complete and accurate.</p> <p>BUSINESS ARISING</p> <ol style="list-style-type: none"> The College vehicles promotional stickers are still being sourced. The Bush Fire Training will be held in 2018 during week 8 of term 1. The National Police Screening for new board members has been completed by Michelle May, Martin Brooks has submitted his screening. A register of the members who have completed their screening is filed in the College Board meeting minutes file. The new rain jacket uniform item will be investigated by Stephen Watt and Mary Kittow. 	<p>Moved: Michelle May Seconded: Mark Pascoe Carried</p>
<p>4. CORRESPONDENCE Inwards – A letter from Sharyn O'Neill, Executive Director Department of Education has been addressed to Marc Sharman stating confirmation of the College Delivery and Performance Agreement.</p>	<p>Marc Sharman</p> <p>This letter has been filed in the minutes file.</p>

AGENDA ITEMS	ACTION
<p>5. Farm Manager presentation to Board (9 - 9.25am) – Stephen Madson The Farm Manager, Stephen Madson presented to the Board a report for each of the areas on farm.</p> <p><u>Sheep section</u> The farm section has had another excellent year with the sheep section having lambing percentages in the merinos and cross breeds above 100% again. The students were also thanked for their assistance in terms 1 and 4 with shearing and preparing the wool for sale. The excellent prices the college received for the wool was a testimony to the hard work of students and staff. Special thanks to Australian Wool Innovation (AWI) for their support in providing funding and three weeks training onsite for our students. This same funding and training will also be provided again in 2018. The stud sheep have had a great year with Farm Technical Officer Colin Batt working with students to prepare sheep for a range of shows and events. Stephen congratulated all the students and staff who supported this area this year preparing, caring for and showing the college livestock. It has been pleasing to see students and ex-students participating in the judging areas of the British breed shows across the state. In 2018 the sheep stud section looks forward again with increased genetic gain being targeted through another planned artificial insemination (AI) program.</p> <p><u>Cattle section</u> The cattle area has recently weaned its calves. There has been nearly a 10% increase in weaning weights from last year with the average weaning weight being over 289kg. Currently there are 62 mated Angus cows mated ready for next years calving in March. The planning for 2018 includes increasing the activity in the showing of cattle. The college will not be showing stud animals however intends competing in competitions suitable to commercially run livestock.</p> <p><u>Poultry section</u> The poultry section has had excellent eggs sales again this year. The college is looking to expand the free range operation in 2018. The farm staff have begun egg stamping of the sale eggs with the N↑G which is the college livestock brand. In 2018 it is planned to commence the process of purchasing an automated egg grading machine with a printer. This will be a large improvement of technology and efficiency for our egg sales. The college was also able to donate eggs this year to the Aus-harvest food bank. Aus-harvest provides food for homeless disadvantaged people.</p> <p><u>Horticulture</u> This year students undertook a project of aquaponics as part of their studies into environmentally sustainable work practices. The year 12 Certificate III students were required to make a project that could sustain fish and grow out plants utilising recycled materials. There were a few issues regarding over feeding and water pumping issues, overall results were successful with fish and plants growing adequately. In 2018 this section will do the same project with some changes to plant varieties. Saltbush and or trees / shrubs will be grown to plant out around the farm.</p>	<p>Stephen Madson, Farm Manager</p>

5. Farm Manager presentation to Board – Stephen Madson – *cont'd*

Workshop

There have been some changes in the Workshop staff this year with Alan Dewing moving from the farm mechanic position to the trades area as the automotive lecturer. Mr Marko Jaksic has commenced as the new farm mechanic in the Workshop.

Maintenance of machinery for seasonal work has been completed. The small McCormick used for the garden tractor is currently having major repairs completed on its gearbox. Students have also helped fit a new roll tarp to the Freightliner truck that will be great with the impending harvest.

Butchershop

Natasha Reynolds has had a busy year with the students assisting her preparing 10 cattle, 28 pigs and 90 sheep for the kitchen so far this year. The slaughter house is needing ongoing maintenance. The butchershop had some minor improvements completed early in 2017. The students have been assisted with their driving assessment by Natasha. To assist students to improve their driving skills Natasha has also assisted with after hours tuition.

Fencing

Farm technical officer Vince Donaldson has worked with students to successfully create stage 1 of the new laneway system. This new laneway will run through the property past the new silo bank to allow for a more accessible and safe laneway system and road crossing to the western block.

A highlight this year was Vince with the college fencing team students - Bryce Lansdell, Thomas Price, James Batterbee, Billy May and Daniel Schilling winning the 2017 Dowerin Field Day Fencing Competition.

Equine

Farm technical officer Graham Mills and Equine teacher Louise Eastwood have been very busy again this year successfully mentoring and training the Equine students. The equine area is part way through stage 1 of the brand new equine yards for student horses. The strainer assemblies have been concreted in with the internal fencing being the next stage. Stephen thanked teacher John Ryan for his engineering and welding of these strainer assemblies. Thanks also to farm staff Wayne Gill and Garry Patterson for their efforts to get the strainer assemblies marked out and concreted in.

The college has purchased a new stock horse "Lightlee Blazing" commonly called "Bliss". She is a very well bred, 7 year old, approximately 16hh, Buckskin Quarter horse mare. The college is planning to breed coloured quarter horses and "Bliss" will be a very good asset for the college and it is guaranteed that all her foals will be coloured. Bliss is the only buckskin by the famous Quarter horse Stallion, "Chip Hot N Blazing". She tested negative by parentage to the five panel test set by Australian Quarter Horse Association (AQHA), meaning she has no genetic faults at all. Bliss was mated with "Absolution" who is Australia's only Smoky Cream quarter horse stallion. Bliss gave birth to her foal "Eso" in October, both mother and foal are doing well.

5. Farm Manager presentation to Board – Stephen Madson – *cont'd*

Cropping

This year's cropping program includes 301 ha oats, 172 ha canola and 11 ha of reseeded clover for pasture. Canola was planted again this year as a strategy to deal with significant grass weeds in cropping paddocks. The college has purchased a new Hardie Navigator 5000 litre boomspray unit that works very well. The cropping section has made significant inroads into pasture manipulation preparing paddocks for the 2018 cropping rotations with some pasture topping needing to be done twice due to the late seasonal rain. Hay making has commenced and so far 55 hectares has been cut. The farm is hoping to produce 600 round bales and 600 small squares. Recent crop inspections have highlighted some of the college crops have received some frost and water logging damage. Some areas in the canola crop may have sustained up to 50% damage. An insurance claim will be made. Desiccation of the canola crop has taken place by a local contractor with a self-propelled (SP) sprayer to minimize damage driving through the crop.

The high functioning Ag Advisory committee with Elders providing agronomists has contributed to improvements over the last two years on farm. Stephen displayed on the overhead projector information from Agworld showing the farm map and all the different areas and various crops.

Silo Complex

The college purchased another four, 2700 bushel silos late last year and we should be able to buy another two later this month to complete our first bank of 10 silos. The college will commence selling off the older silo bank to refinance the second stage.

Farm activities

1. Case New Holland workshops.

Twice this year the Case New Holland group have utilised the college facilities for training their staff focussing on auto steer and satellite technologies. It was interesting to see some of the participants being ex-students from Ag Colleges across the state.

2. Countryman Invitation Bull Sale.

The College hosted the Countryman Invitation Bull Sale in late February and was a successful event with over 50 bulls from a number of different studs being presented and auctioned. Students assisted preparing for the sale in the yards as well as fundraising through catering. Classes of students were taken to view the auction.

3. CSBP trial site.

This year the college was privileged to have one of CSBP's trials sited on the college property.

4. South Regional TAFE Wool Classing and Advanced Wool Handling.

Year 11 and 12 students participated in Certificate III in Advanced Wool Handling and Certificate III in Wool Clip Preparation programs.

5. Cattle Artificial Insemination (AI) program.

Farm technical officer Ray Batt has taken students through the process of AI selecting animals, synchronising and watching the AI process.

<p>5. Farm Manager presentation to Board – Stephen Madson – <i>cont'd</i></p> <p><u>Farm activities - <i>cont'd</i></u></p> <p>6. Harvey Beef - "Gate to Plate" The college entered a team of three animals into this competition to give us data and allow us to benchmark our livestock against those from around the state.</p> <p>7. National Merino Challenge 2017 Students participated in a national competition that is an excellent training program for students to learn about breeding, selecting, managing and presenting merinos to industry best practice.</p> <p>Shows and other competitions students and staff attended in 2017: Wagin Woolorama, Katanning Sheep Expo, Northam Sheep Show, Corrigin Shears, Beverley Show, Newdegate Field Day, Dowerin Field Day, Royal Show, Narrogin Show, Dinninup Show, Albany Show.</p> <p>Data regarding the student competency training was displayed on the overhead projector and explained to the Board. Students participate in a wide range of competences for Certificate II, 17 units are required to be completed, Certificate III, 16 units are required to be completed. The local Narrogin TAFE have assisted with some training on site.</p>	
<p>6. Open Day review</p> <p>This year had the highest number of attendees for many years. The increase in numbers was attributed to the invitations that were sent out to ex-students inviting them to attend and see the official opening of the new museum. Some ex-students had attended the college 50 years ago. Marc commented the college was very well presented. Other Board members commented on the very positive atmosphere around all areas. Discussion was held regarding the best day to have Open Day ie: Friday or Saturday. Stephen Watt explained it has been trialled previously on Saturdays and has been difficult to manage from a staffing perspective. Having Open Day on a Friday makes it possible for other schools to attend and if people are serious enough about investigating the option for their son/daughter to attend the college they will come along on a Friday. It is planned for 2018 to engage more schools and send out invitations to Primary Schools and District High Schools that are within a commutable distance.</p>	<p>Marc Sharman</p>

7. 2017 Finances.

The Asset Replacement and Reserve Allocations 2013 - 2017 figures are also indicated on the Comparative Budget Reports under the Reserve Accounts figures. Teresa explained the college is obliged to have Reserve funding for specific reasons ie: Housing reserve. The Department provides funding support for four houses, the college actually has six houses on site and therefore must allocate money to the Housing Reserve (N1110) for future maintenance requirements. The college must ensure enough finances are allocated to the various reserve accounts and that it is spent in a timely manner. The Department will review the college finances to ensure we have the appropriate amount of funding for reserves according to policy guidelines.

The roll over of finances at the end of 2017 will be more than the current budget due to increased receipts from farm line items for cattle, wool and cropping sales to still be finalised. The completion of the new piggery is still to be planned, therefore the expected forecast income has been adjusted for this line item. Insurance claims for frost damaged crops is also being processed and when finalised this budget will also be adjusted. In 2017, \$100,000 was transferred from salary funding to use to progress projects around the college that assisted building fabric and infrastructure (BFI). Teresa explained BFI is for any works that adds or makes improvements to grounds or walls or structures etc.

Rowena explained to year 10 Prefects, Kynan and Peter, these financial figures sound like a lot of money however \$6,000,000 is required to run the college yearly. Marc also invited the students at anytime to ask questions during the meeting as we all understand there is a lot of information to absorb. The students enquired to the progress of the oval improvements, Stephen explained it has had the old surface removed, new soil top dressed and a mobile irrigator will be purchased.

Stephen explained all schools are going through the process of having reduced funding in 2018 due to the new Student Centred Funding Model (SCFM) and how funding is allocated to schools on the number of students and the specific nature (special needs funding) of each student enrolled. Previously the Department funded schools for the types of programs they used to educate students and now it allocates funding per number of students enrolled. Funding was received separately for the School Grant, School utilities, School Salaries, Disability and Independent Public School (IPS) funding. This funding is now included in the one line budget for SCFM.

The impact of this shift to SCFM means that this college will have a permanent reduction in finances at around \$230,000. Current modelling of 2018 projected student numbers indicate around \$500,000 less funding due to reduced entitlement and the new funding model.

Steve W, Principal
Teresa, Manager
Corporate Services

A copy of the following documents were given to the Board members and filed with the minutes;

- Comparing 2017 with 2018
- Asset Replacement Plans and reserve Allocations 2013 - 2017
- Comparative Budget Report dated 9 November 2017.

<p>7. 2017 Finances – cont'd</p> <p>Under SCFM these monies will be allocated in one amount for the college to manage as required. If the number of student enrolments increases between now and the commencement of 2018 the funding allocated to the college will be increased. The cut off date for the final student numbers is when the Department conducts a census on 16 February 2018 when all schools must confirm their final student numbers for 2018.</p> <p>It's hoped to be able to cap the 2018, year 10 student enrolment numbers at 32. Stephen explained the student numbers and economy of scale student numbers to staff numbers employed at the college. The college is not going to accept any and all students wishing to enrol.</p> <p>Rowena enquired about the funding for relief teachers. Stephen explained when a staff member is on sick leave this is covered by entitlements of Department of Education. However if we replace that staff member the college pays from its funds. If the college does not replace that staff member we can save that money. If a staff member was away for only a few hours it can be an internal relief and therefore we only pay for possibly two hours of relief work rather than a whole day. Stephen also explained the college needs to be careful with utilities ensuring lights and taps are turned off as much as possible.</p>	<p>Steve W, Teresa</p>
<p>8. 2018 Fees and Charges</p> <p>Teresa explained there were changes to Government funding and the Boarding Away from Home Allowance (BAHA) amount paid to parents would be reduced in 2018. The four trades courses costings would be increased in 2018 as the college now also delivers Certificate II and therefore more materials are required for students to complete competencies/projects. The college is also planning to add Material Design and Technology to the class program for year 11 General stream students.</p> <p>The Other Optional Charges information tried to cover all anticipated expenses ie: Tasmania Tour with comment "<i>not more than \$5000.</i>" With the final cost of the tour given to parents closer to the event once costings were finalised. The college is obligated to ensure the cost will not go over the \$5000 figure.</p> <p>On occasion if unavoidable, parents would be notified of the extra cost of an event. The college may assist by allowing parents a fees payment plan to enable students to participate in an event.</p> <p>Stephen asked if the Board members found the information within this document easy to understand. Board members responded with positive feedback indicating this document was thorough and informative.</p> <p>Marc checked with Kynan and Peter that they understand this information and explained that as students they will be involved over the next coming years within these meetings and any information or feedback they can provide is valued.</p> <p>Marc formally acknowledged that the 2018 College Charges and Contributions and Allowance document was received and asked for any objections from the members. General expectation that fees would increase over time.</p>	<p>Teresa R.</p> <p>A copy of the 2018 College Charges and Contributions and Allowances was given to the Board members and filed with the minutes.</p> <p>Motion – 2018 College charges received and endorsed by Board Moved: Stephen Watt Seconded: Martin Brooks Carried</p>

<p>Marc stopped the meeting for a short break at 10.30am. The meeting recommenced 10.45am.</p> <p>9. 2017 Parent survey</p> <p>In October all parents were surveyed. The survey was sent out to the three separate parent groups being Years 10, 11 and 12. The number of parents to complete the survey were: From 37 Year 10 students, 14 parent surveys were completed. From 40 Year 11 students, 16 parent surveys were completed. From 35 year 12 students, 9 parent surveys were completed.</p> <p>Steve explained he was disappointed with the number of responses but must assume parents must be quite happy with the college so they did not feel the need to respond. It was also interesting to be able to compare this years year 12 parent survey with the previous survey they had completed in 2015 when they were then parents of the 2015, year 10 students. From the survey Steve celebrated the positive information obtained and from the negative survey data will use this to give the college an opportunity to improve. Future surveys will be compared with this years data to ensure improvements have been implemented. With such small numbers, percentages can be problematic. For example one very unsatisfied year 12 parent had a large impact.</p> <p>Martin Brooks suggested it may helpful to have a box to tick within the survey for parents to indicate whether they completed this survey as a couple or as an individual. Feedback from other members said once they clicked onto a link the second parent would not try to go onto the survey again.</p> <p>Steve is always interested in reading comments, to get specific details eg: does my child feels safe at the college? The response was 85%, Steve would have preferred the response to a question like to that to be 100%. From the information collated it is indicated that there are also further improvements required to the college menu and after school activities. It appears dinner is most in need of improvement. It is suggested that when information is given to students about school activities and opportunities this same information be sent through to parents via the College Chronicle.</p> <p>Both Peter and Kynan were asked about after school activities and stated the motorbike riding on Mondays and Thursdays was going well. The new basketball 1/2 court and common room at the Club were also working well. Mitch Wray explained that both Peter and Kynan were the sort of students who make the most of the facilities available to them. Frank Haydock commented some students do not have enough social skills and choose to stay in their rooms. Peter stated students need to make an effort and go out and try talking to their fellow students. Michelle commented if students were at home they would not necessarily get the same activity opportunities and we should not always be expected to entertain students. Marc commented people were positive in the survey regarding the improvements to college facilities.</p>	<p>Steve W.</p> <p>Board members were given a copy of the 2017 Parent survey and also filed in the minutes file. Steve also displayed it on the overhead projector screen.</p>
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9. 2017 Parent survey – cont'd

Steve W.

Kynan and Peter commented the evening dinner meals were at times "left overs" from previous meals and hoped the menu could be improved. Frank suggested a four week menu rotation may assist with more variety rather than the current two week menu rotation.

Both Kynan and Peter commented students from WACoA - Harvey had stated that the food at Narrogin was better than that of Harvey. Steve had also consulted a current student formally from Guildford Grammar (GG) and he commented that the college's food is better than GG.

Marc commented on the survey with regards to the Equine section.

Peter explained that when you are on farm section helping to build horse yards, people were not happy because its' equine and students feel equine students should be involved in this work also. At times it is felt that equine students have an attitude towards the motorbike riders as these bikes were noisy and frightened the horses. Steve explained people need to be considerate of each other and he had also spoken to students about their comments to each other. Some offensive overtones were not acceptable. All staff had been asked to be conscious of this type of attitude and talk and shut it down as soon as possible.

Geoff Jones commented when his son was at the college at times there were differences between the different areas however people need to realise things happen in the real world also.

Discussion was held regarding bullying at the college as Michelle overheard in a hair salon a person discussing her son being bullied at the college and they had transferred him back to the Narrogin Senior High School.

Steve explained the issue with bullying is ongoing behaviour that is different to experiencing a single incident.

When Steve returned from long service leave he contacted this ex-parent and in future when a student commences late in the year we will ensure plans are in place to give the student more assistance to settle in, possibly teaming them up with a "buddy" student/s.

Rowena asked Kynan and Peter is there any bullying at the college?

Kynan commented about the two new students who commenced late during this year. One student made the effort to mix with the other students and now he is part of the student group, the other student would not try to mix with students and chose to isolate himself. Unfortunately this student had also chosen this type of interaction at his previous school. Kynan and Peter commented fellow students can only do so much. Steve discussed concerns regarding the college reputation, the only story that gets out is that a student has been bullied and could not cope, the whole story is not communicated. Mitch explained the college does have students with social disabilities and living together helps build a bond with fellow students.

<p>10. Year 12 results - initial Steve displayed on the overhead projector screen the Year 12 performance against benchmark documents, 2017 OLN A progress and 2017 Year 12 Graduates OLN A progression information.</p> <p>On 7th December staff will be involved in reporting from each facility indicating bench marks achieved against the college Business Plan. The Business Plan includes targets and aspirational targets set at the start of each year. This data will also be included in the 2017 Annual Report.</p> <p>Steve explained 39, year 12 students are on the college roll however four students were unable to attend for various reasons and two students were ineligible for WACE due to a special program and this impacts on the overall percentage of results.</p> <p>Pauline enquired regarding students swapping within trades areas and did they opt to swap early enough during the year? Steve explained some students swapped permanently in term 1. During term four some students swapped around to provide them more time to finish off specific work where required. Class also provides extra assistance for students after school to ensure they end the year completing the required amount of competencies.</p>	<p>Steve W. A copy of these documents is filed with these minutes.</p> <p>Steve invited all Board members to attend the staff reporting meeting to be held on 7th December.</p>
<p>11. Principal's report Q& A Board members were emailed a copy of the Principal's report for term four on 7th November and a copy is filed with these minutes. Topics covered in this report include: Staffing, Student numbers, Student issues, Activities this term, Classroom, Farm, Trades, Infrastructure, Residence, College operating procedures, general issues, Reporting term four, student recruitment, planning for 2018.</p> <p>In 2018 Material Design and Technology will be added to the class program for year 11 General stream students. This course is made up of design making and appraising. There may be scope to add this to year 11 ATAR in 2019.</p> <p>Consultants were engaged to develop plans for the kitchen refurbishment. Steve is seeking support from Central office for funding.</p>	<p>Steve W.</p>

<p>Discussion was held regarding activities for students to be involved with volunteering within the community. This type of activity could be incorporated into the English class setting and residence. Each student will be tracked to look at what they are already doing and how we can engage them in the local community. As part of the college promotion it will be helpful to have photos of students involved in various volunteering activities. Planning is underway to prepare students for industry and what we can do to assist them ie: resume preparation, interview skills.</p> <p>Mitch displayed photos on the overhead projector of students working at the Narrogin Day Care Centre constructing new decking. This photo and an article were published in the Narrogin Observer for college promotion.</p> <p>Mitch recently attended a Career Resources information day, "The World of Work is Changing." Information was received regarding young people needing skills and experience for jobs of the future, not the past. Australia is undergoing the most significant disruption in the world of work since the industrial revolution, and how we respond has huge implications for the next generation. Mitch displayed on the overhead projector what sections can become automated and what could not. This information showed areas less susceptible to automation and therefore students will be encouraged to aim for that type of role.</p>	<p>Mitch Wray</p>
<p>12. Student report</p> <p>Marc invited Kynan and Peter to make any comments they would like to include for their report. Marc explained Board members have parents representing parents, staff representing staff and Kynan and Peter represented the students.</p> <p>Kynan reported he was enjoying the college and Peter reported he enjoyed the variety of activities on offer and also the variety of certificate qualifications available. Steve asked Kynan and Peter "do you feel like you are part of the family of the Narrogin Ag College?"</p> <p>Peter responded "yes we do," there is a good mix of different people at the college and despite the differences between students who like motor bikes and the equine area most issues are handled well. The Prefect camp was very enjoyable and having WACoA - Harvey attend helped with exchanging of ideas. All Ag Colleges are part of one large family. Kynan recommended all students get to experience this type of camp. Mitch said it would be helpful for the Prefects to inform the year 10 students in 2018 how much fun can be had by attending these types of camps. It would also be helpful encouraging students to join in attending the annual WACoA Carnival held at Harvey in term 1. This would hopefully eliminate the problem experienced this year when students withdrew from attending this event with little notice.</p> <p>Rowena thanked the students for their contribution to the meeting and it was helpful having them inform the Board what is going well and also areas requiring improvements.</p>	<p>Year 10 Prefects, Kynan Brooks and Peter Temby</p>

<p>14. 2018 membership – outgoing and incoming members categories</p> <p>The current board members whose tenure is to expire at end of 2017 are Geoff Jones and Rowena Pugh. Pauline agreed to carry on into 2018 as an ex-parent. The staff member position filled by Mark Pascoe will need to be refilled in 2018. Steve will ask the new year 10 parents for 2018 if anyone would like to nominate for the two positions available on the Board. Martin Brooks is able to continue on as a member for 2018 as a year 11 parent representative. Marc will check with Karen Agnew if she is happy to continue on next year as a year 11/12 parent representative.</p> <p>Marc thanked Rowena, Geoff and Mark Pascoe for the assistance they provided as Board members.</p>	<p>Marc. S.</p>
<p>15. Date for first meeting 2018</p> <p>The date suggested for the first meeting in 2018 is Friday 2nd March commencing at 9am.</p> <p>Marc thanked everyone for their attendance this year and wished everyone a safe and happy Christmas.</p> <p>Steve thanked Marc for his work as the Board Chairperson.</p>	<p>Next meeting 2nd March 2018.</p>
<p>Meeting closed at 11.50am</p>	

THIS IS A TRUE AND CORRECT COPY OF THE MEETING MINUTES

SIGNED _____ **DATE** _____

SIGNED _____ **DATE** _____