



**BOARD OF GOVERNORS**

School name:	Priestlands	Board Meeting 10:	This meeting was held remotely via Google Meet due to Covid-19/school closure		
Date/time:	Monday 22 <sup>nd</sup> June 2020 at 8.00am	Governors present:	Beth Bray; Paul Cox; Mark Dichlian; Claire Elford; Kevin Harriman (CoG); Jo Hillier; Becky Hollowbread; Pete Main (HT); Ruth Owen; Claire Renshaw (VCoG); Ben Williams		
Apologies:	Tim Fry	SLT in attendance:	Julia Emmel (DH); Sam Fuell (BM); Richard Glenny (DH); Kerrie McAdam (AHT); Tom Ritchie (AHT); Hayley Yates (AHT)		
		Others in attendance:	Caroline Clitherow (Clerk)		
Recording this meeting:	Approved by governors at remote test session on Thursday 23 <sup>rd</sup> April but not used on this occasion	Quorum:	7/13	Quorum met:	All connected -yes

**ACTION GRID**

Min	Subject	Action Point	Action by Whom	Action by When
5.5	Covid-19 Risk Assessment	Agreed as a working document but headlines to be made clearer at next update	PGM/SJF	Ongoing
12.	Budget 2020-21	Full budget will be ready for approval at next meeting	SJF	15 <sup>th</sup> July
15.	Educational Visits	Policy will be ratified at the next meeting	All	15 <sup>th</sup> July
18.	Staffing Report	Full report detailing part time variations to contracts at next meeting	PGM	15 <sup>th</sup> July
19.	Student Attendance	Policy will be ratified at the next meeting	All	15 <sup>th</sup> July
23.	Skills Audit	Skills audit for governors will be done in early autumn	BW/KH/PGM	October
24.	Next Board meeting	15 <sup>th</sup> July - potentially to hold it in school	PGM/KH/Clerk	TBC w/c 6 <sup>th</sup> July

**Action**

8.03AM– MEETING OPENED

Agenda item	Action by Whom & When
<b>1. General Business</b>	
<b>1. Welcome and Apologies</b>	
<p>The CoG welcomed everyone to the meeting and hoped everybody was well. He asked that everyone to switch off their microphones to allow one person to present at a time. However, in order to make the meeting as interactive as possible questions, governors should feel free to unmute themselves to ask a question or type a question or comment into the chat box. In addition, there is a spreadsheet with questions and answers based on the agenda which can be viewed in the meeting folder on Google Drive. Thanks to everyone for asking questions and to SLT for replying.</p> <p>On behalf of the board the CoG thanked everybody who has been working in the school during lockdown. Apologies received and accepted from TF.</p> <p>1.1 <b>Confirmation of Quorum</b> – the meeting was confirmed as quorate. The CoG confirmed that 19 people, including members of the SLT, had logged into the meeting.</p> <p>1.2 <b>Approve ‘alternative arrangements’ for remote meetings</b> (as set out in articles 123 &amp; 134 of the school’s Articles of Association) – approved at April meeting for all future remote meetings.</p>	
<b>2. Board Meeting 9</b>	
2.1 Approve minutes of 20 <sup>th</sup> May	
2.2 Matters arising from the action grid:	
<ul style="list-style-type: none"> <li>• The BM confirmed that a date had been arranged for the Internal Scrutineer to undertake the summer internal audit report. It will be done on 9<sup>th</sup> July via Zoom.</li> </ul> <p>All other action points will be discussed in this meeting. <b>Minutes approved.</b></p>	

Signed by Chair of Governors: .....

Date: .....

2. Chair of Governors Portfolio	KH/CR/PGM
<p><b>3. Election of Chair of Governors</b></p> <p>The CoG said he was very happy to put his name forward to stand as CoG for a further 12 months but if any governor wished to take on the role at any time he would be happy to move aside. The clerk confirmed that no other nominations had been received and asked if anyone would like to nominate themselves at the meeting.</p> <p>The CoG was asked to 'leave the meeting' while a secret ballot took place via a show of hands using the layout function. The HT confirmed that 12 governors were eligible to vote. The clerk announced that KH had unanimously been elected as chair of governors for a further year until June 2021. The CoG returned to the room and governors extended thanks and congratulations to him.</p>	
<p><b>4. Coronavirus – update from Headteacher on the current situation including:</b></p> <p>The CoG invited the HT to give an update on the current situation in school and the plans for September.</p> <p><b>4.1 Most recent government, DfE guidance and LA</b></p> <p>The HT said that as clear direction from the government and DfE comes in plans are put in place and communicated to staff, parents and students at the earliest opportunity. In addition, the HT has weekly conversations with the LA. Risk assessments have been updated and procedures put in place round school to ensure the safety of all.</p> <p><b>4.2 Year 10 in school</b></p> <p>The Year 10 students started to come into school for lessons the week commencing 15<sup>th</sup> June. Government guidance has stipulated that only 25% of the year group can attend at a time and therefore careful planning and timetabling has been put in place. Students will be in school for two days once a fortnight which means that over the next four weeks of term every Year 10 student will have a minimum of half a day with each of his/her GCSE subjects. These will take the form of an extended seminar with a review of learning completed, identifying problems and setting students up for further learning.</p> <p>The students' attitude and behaviour has been excellent and the staff have enjoyed having them back in small groups for face-to-face, quality time. Class sizes are a maximum of 10 and students are in the same class for all core lessons and also for options where possible. Sometimes teaching groups will be very small (particularly in option subjects) and this will enable students to get personalised input.</p> <p>A bus service is running and students using this service are expected to observe distancing and respect for others. Students are also walking, cycling to school or being dropped off.</p> <p>Year 10 students who are not able to attend school are still having online lessons with an element of interactivity through zoom.</p> <p>All students and staff are expected to observe appropriate social distancing in school and systems have been created to help students to behave responsibly at all times. In order to minimize movement and social interactions around school students have one 50 minute break in the day at lunchtime. Lunch is staggered with grab and go food available from the school canteen or students can bring in their own packed lunches.</p> <p><b>4.3 Remote learning and laptops for vulnerable students</b></p> <p>Zoom seminars have been launched and feedback from staff is that students have conducted themselves superbly and staff have really enjoyed being able to interact with them. Feedback from parents has been positive and will be used to modify and enhance the student experience if possible. In addition, ShowMyHomework has been updated with a new function which means that parents are able to see when their child has been recognized by their teacher for a particularly good piece of work – a positive recognition pop up.</p> <p>Those vulnerable students who have no internet access at home or access to a computer have been provided with a laptop. These have been funded by the charity Olivia Inspires (6), a grant from the Governor Scheme run by ExxonMobil will be used to fund another laptop (thanks to the VCoG) and a further £300 from a local councillor. The laptops have gone to Pupil Premium students on a loan basis but if the students continue with a good attitude and work hard they will be able to keep them during their time at Priestlands. Who gets a laptop has been mostly decided by staff through their weekly phone calls home – there are about 29 students who would qualify for a laptop. Many of them already come into school on a daily basis as key worker/vulnerable students.</p> <p><b>4.4 Catch up/supporting students</b></p> <p>Following the government's announcement last week on catch up funding, further details are awaited and how the school can tap into the funding. This will be approximately £100k for the school which equates to</p>	

approximately £80 per student or 3 hours one-to-one tuition so will have to look at how this money can be used as smartly as possible. The Year 7 catch up premium funding will be absorbed into this new funding and there will be a focus around literacy and numeracy.

*Q: A governor asked if the money could be used to fund a summer school?* The HT said the funding will not be available until September and depending on the conditions of the funding it might not be possible to claim the money back. In addition, staffing would be costly, the children who might benefit from a summer school might not be ones who will attend and the programme could become full beyond capacity with other students.

Looking forward to September, the HT said that at present it will not be compulsory for parents to send their children back to school if they do not feel it is safe but the guidance might change and he would be surprised if the government expectation was not for all students to attend in September.

#### 4.5 COVID-19 policy addendums (continual working documents-latest updates)

- Child Protection & Safeguarding
- Behaviour

Both policies have been updated in line with recent changes. The DH said that 120 students were eligible to come into school as key worker children, 30 are coming in regularly with several more coming in on a few days. Of the vulnerable group 14 are coming in regularly.

Normal attendance coding for Year 10 is now required; section 10 is a reminder to staff to be alert and identify any safeguarding concerns.

Behaviour – COVID specific challenges as students come back have been added to the behavior list. Also there are things to be aware of with online learning (text updates are in red) such as inappropriate comments; remote learners who might act irresponsibly etc.

**Both addendums ratified as working documents.**

*Q: A governor asked if any safeguarding concerns had arisen as a result of COVID?* DH replied that nothing had come up that was Covid specific but that the pastoral team has still been managing a number of cases through this period.

#### 4.6 Key Workers

As demand for places and numbers attending has increased significantly the groups have been restructured so students are now in a classroom with students from their own year group. They no longer mix with students from other year groups and have break and lunch and do their afternoon activity in their 'bubbles'. There are 2 x Year 7 classes, 2 x Year 8 classes and 2 x Year 9 classes and they are all housed in the main building. The HT said that there is a handful of students who have not had a break from school and been in almost every day since February half term. However, the staff are keeping them motivated to still do their work plus there is a good programme of sport in the afternoon. Numbers vary from day to day but has been up to 60.

#### 4.7 Additional support for HT/SLT need from board of governors as a critical friend

The CoG said he has spoken to members of the SLT and everyone seems to be coping well. He has also spoken to Heads of Department and the feedback was very positive.

**The HT thanked governors for approving the COVID-19 Risk Assessment; this will keep evolving and come back to the July meeting with further updates.**

### 5. Operational Plan / Plans for the future

#### 5.1 Staffing arrangements and attendance

Teaching staff are now in school in two days per week and working remotely at home three days per week. Support staff are in school two/three days per week depending on their roles.

#### 5.2 Timetables

The HT said key workers are doing two sessions of school work each morning including joining in the zoom lessons; Years 10s are still predominately having their work set through SMHWK; the Year 6 transition programme is in place. There is a Zoom seminar timetable on the website if governors would like to look at it <http://www.priestlands.hants.sch.uk/Timetable-for-Zoom-Seminars-starting-15th-June-2020?returnUrl=/Default>

#### 5.3/5.3 Anticipated number of students physically in school/curriculum plans for students in school and at home

The HT said that although the school had planned to cater for more Year 10s to be in school each week, the government guidance is very clear about how many students can be in at one time and at the moment is not exceeding 25% at a time. The timetable is going well and in the option subjects there are sessions where there are only 2 or 3 students in a class.

#### 5.5 Staff training including risk management, safeguarding and PPE

The COVID-19 risk assessment has been shared with staff, union reps, governors and H&S consultant.

*Q: A governor said he has a concern that the severity of risk to pupils is 'medium' on the risk assessment. Also, the chances of catching it with the 2 metre isolation is very low and he is worried that the stats show it is low and this is not reflected in the risk assessment.* The HT replied that the guidance is only 25% in school in order to maintain social distancing. If children are not social distancing outside school there is a higher risk level in school which is the cause for more caution. He also said that he felt if the risk level was low then the school would not be needing to put in place such stringent measures.

*Q: Another governor said there the overall national situation might have changed by September; the risk assessment has been written for this moment in time and has to be kept in context. In addition, it might go down to 1 metre.*

*Q: If it remains at medium a governor said that if he was a parent he would be concerned to send his child back to school in September. According to The Lancet the transmission rate is 2.6% over two metres which is not a high or medium number. There is a lot of emotion over this.* The HT said that if was a low risk none of the preventative measures would have to be put in place to protect the students so perhaps this could be explained on the risk assessment.

*Q: Perhaps in the next update two columns could be put in – one at the start which says 'if nothing is done this is the general risk' and 'with the mitigations in place this is the risk we are left so you can see how we have improved the risk situation by the measures we have in school'.* The HT said that Ray West said the risk assessment was thorough but all agreed that as a working document it has been done with the correct measures in place at this time and the headlines can be made clearer when it is next updated.

#### 5.6 Transport plans

The HT said more buses and coaches are running but with only a few students on board – all wear masks and sit apart.

#### 5.7 September and wider opening

According to the weekend reports, the government is hoping to have all schools open by September. The HT said that scenarios are being prepared at this school as follows:

- **Timetable** – one is being written for September and keen to run as close as possible to a full normal timetable. If 1 metre social distancing exists it is possible that not all of the students can be in and it will be a one week on/one week off timetable with conditions in place but a normal timetable for students when they are in school together with home learning.
- **Site Team** – the HT acknowledged the brilliant work of the Site Team in the seamless work in preparing signage, markings, systems in place, lines and blue crossings for the Year 10s and key workers on the front field and Wardens Piece; automatic hand dispensers; engaged sliders on the toilet doors etc. This all makes a huge difference to the smooth running of the school. This will be continued and if bubbles are required this will have to be managed in terms of tutor and teaching groups.
- **Curriculum** – all of those students who have engaged with home learning have developed skills and understanding and produced some brilliant pieces of work. There will have to be some more baseline assessment primarily around numeracy and literacy to identify those students who might have fallen behind. There might also be some knowledge gaps for Year 10 students in particular and these will be addressed. HoDs are planning for September, particularly where there might have to be some adjustments in the curriculum.

*Q: A governor asked what the rationale was for moving away from setting in English?* The HT replied that English setting wasn't making any difference in terms of enhancing the outcomes for students and mixed ability classes have had a positive impact rather than a negative due to sharing of answers. However, maths and triple sciences do benefit from setting as the content is harder to teach the whole spectrum across mixed abilities. However, there might have to be some intensive intervention in English and Maths next year and this could be done through bonus staffing who will work more intensively with specific groups. CAT testing, reading and base line assessments will be done by October half term for the new Year 7s, Years 8 to 10 will have weekly testing to identify gaps and for Year 11 there will a detailed full mock exam schedule.

SJF/PGM Ongoing

<p><i>Q: A governor asked how the GCSE classes could be taught in a bubble? HT said it would be very difficult to deliver the whole curriculum in a small bubble but we will have to wait on government guidance.</i></p> <p><i>Q: A governor said that as a board of governors whatever steps are taken in September, the most important thing is for students to return in school to continue their learning experience and progress in front of a teacher and the board must take whatever steps are necessary to support the SLT in making this happen. Overall, the board must try and work out logistically how many students can come in, whether it's 75% or 80%. The HT agreed said his ideal scenario would be for each class to move to the Microsoft Teams platform so all students can see the teacher, access all the content and all do the same work. All agreed it is worth looking at as it could make teaching more efficient.</i></p> <p>Referring to intervention, the HT said that it must be carefully balanced to ensure that not all the same students are targeted for intervention in several subjects as that could mean individuals are targeted for a lot of sessions and it adds considerable pressure for them.</p> <p><i>Q: A governor asked if anything more could be done in school to make it safer to get more students in – temperature testing for instance? The HT replied that this has been discussed but there is a time factor and the 2 metre distance rule to consider. In addition, it seems to be that children are often asystematic so not sure if it would make a big difference in terms of reducing risk. However, the government is running a trial in Southampton of swabbing people and if a mass programme of swabbing children in schools evolves this could make a bigger difference. Watch this space.</i></p> <p>Drawing the discussion to a close, the CoG thanked the HT for his comprehensive overview. It is a strange situation to be in but he hoped everyone was comfortable with the fluid situation and the focus for everyone now is September.</p>	
<p><b>6. Food Deliveries</b></p> <p>The HT thanked the food parcel delivery team – kitchen and support staff and governors – for all their efforts over the past 14 weeks; almost 1000 parcels have been delivered. A further donation was received last week and this will go towards an extra large summer holiday food box on the last delivery day on 14<sup>th</sup> July.</p>	
<p><b>7. Open Letter – Black Lives Matter</b></p> <p>This open letter from an ex-head girl has been shared with governors together with the HT's response. The school has already been developing further resources in subjects such as history, RE and PSHCE to make sure the campaign is responded to in the right way.</p>	
<p><b>3. Premises, Health &amp; Safety Portfolio</b></p>	CE/SJF
<p><b>8. Covid-19 Risk Assessment – latest updates including cleaning, site &amp; personal hygiene, social distancing measures, fire safety, students with EHCPs, site management.</b></p> <p>The portfolio leader said this was the main agenda item at the recent PH&amp;S Forum meeting. Following on from the HT's comments earlier in the meeting, she just wanted to formally acknowledge the outstanding work of the Site Team in preparing the site for students and staff.</p>	
<p><b>9. PH&amp;S Forum</b></p> <p><b>9.1 Minutes of meeting held on 10<sup>th</sup> June</b> (paperwork provided for governors)</p> <p>Headlines:</p> <ul style="list-style-type: none"> <li>• Now reverse park only in front of the tennis courts and new signage will be put up soon.</li> <li>• Would the one way system around school be used properly by staff and students (this was a concern by members of the Forum). The BM said a document has been sent to all staff together with a site map showing the one way systems, occupied rooms, location of hand sanitizers etc. PPE packs have been given to staff who requested one.</li> <li>• Cleaning – the BM has worked hard with the cleaning contractor to get a targeted plan in place. This includes only cleaning the rooms which are in use. In addition, there is a floating cleaner who does all the touch points, hand rails, door handles etc and all the desks on curriculum days. Screens have been installed around the tills in the canteen; there is now a grab &amp; go service; screens in the front office; available/engaged sliders have been fixed to all staff and student toilet doors with hand gel droppers outside (<i>a governor asked if the sliders are good idea if people have to touch them</i>; BM said that only one person is allowed in at a time and they can use the hand dropper before and after (elbows are also an effective tool if people would prefer not to touch them). Whenever there are touch points, such as these, hand gel droppers are placed nearby.</li> </ul>	

<ul style="list-style-type: none"> <li>• Graffiti – following graffiti being sprayed onto the leisure centre last weekend, the Nichols was targeted a few days ago. Every effort will be made to track the culprits through CCTV so they can contribute towards the contractor’s cleaning bill.</li> <li>• School Site – the Site Team has been kept the site very clean, tidy and well maintained despite all the extra Covid work. They have also made time to help the local infant school to solve a rat problem which was much appreciated.</li> </ul> <p>The CoG said he visits a lot of schools in his job and this school stands out in how it has been prepared. The work of the Site Team has been outstanding and it is much appreciated. The portfolio holder also thanked the BM and her team for all their work.</p>	
<p><b>10. Policy for Ratification: Security &amp; Safety</b></p> <p>In answer to a question from a governor, the HT confirmed that the ATP will become the responsibility of the leisure centre and the Sports Hall will be the school’s under the new management agreement.</p> <p>The HT also said that cloud based back up was being investigated.</p> <p><b>Policy ratified via the chat function.</b></p>	
<p><b>4. Finance Portfolio</b></p>	MD/SJF
<p><b>11. Management Accounts, Balance Sheet and Cash Flow</b></p> <p>These papers are available for governors to view.</p> <p>As the HT said earlier, another £5,000 has been received for food parcels so this initiative has not cost the school any money and since the deliveries will stop at the end of term, any funds left will go back to zero. The families who rely on the food parcels will be contacted regarding the FSM vouchers scheme. Thanks also to a parent who has donated all the money from her Zoom yoga lessons to the food project.</p>	
<p><b>12. Budget 2020-21 – first draft</b></p> <p><b>Therefore, this draft is for governor’s information and a full update will be available for approval at the next meeting.</b> The BM pointed out that the budget would normally be ready for approval now but due to the pandemic submissions for the government have been delayed until September which in turn has meant that information for the budget has not been released in the usual way.</p>	July meeting
<p><b>13. Spend update and outcome of CIF bid/preparation for future projects</b></p> <p>The BM said that some items on the spend project have turned from amber to green. There is no news yet on the outcome of the CIF bid but the BM has asked the auditors if the money can be ringfenced.</p> <p>Quotes for the Nichols toilet refurbishment and astrofurf are very slow at coming in.</p> <p>Pension return – this is very complex and has been returned with no errors. <b>The HT would like congratulations to be extended to the HR Admin Officer for her excellent work.</b></p>	
<p><b>5. Audit/Internal Scrutineer Portfolio</b></p>	PC/SJF
<p>The internal audit will be done remotely by the IS on 9<sup>th</sup> July and will be conducted in just the same way as if she was in school; it will therefore not be a lesser internal audit.</p>	
<p><b>6. Teaching &amp; Learning Portfolio</b></p> <p>The portfolio holder said that it has been tremendous how teachers have changed three times over the past three months how they teach and deliver lessons.</p> <p>The DH said that Zoom lessons are going very well and staff have been outstanding.</p> <p><b>14. Spring/Summer Subject Link and Portfolio Reports</b></p> <ul style="list-style-type: none"> <li>• IT/Business/Media &amp; Computing (BW)</li> <li>• Drama (DG)</li> </ul> <p>These are available for governors to read.</p>	DG/JWE
<p><b>15. Policy for Consideration: Educational Visits</b></p> <p>This is available for governors’ comments. The BM said the main changes relate to residential visits which includes a behaviour contract for students to sign. There is also a medical form for staff and a tightening up on the medical declaration that parents sign.</p> <p><b>The policy will be ratified at the next meeting.</b></p>	July meeting

<p><b>16. Policy for Ratification: Whole School Literary Policy</b>  <b>Policy ratified via the chat function.</b></p>	
<p><b>7. Human Resources Portfolio</b></p>	CR/JWE
<p>The portfolio holder extended thanks to all staff for their hard work in these challenging times.  <b>17. Staff Wellbeing – any comments from staff via staff governors</b>  On behalf of the board of governors, the CoG thanked all staff for their work – it is recognised and much appreciated.</p>	
<p><b>18. Staffing Report – verbal update</b>  The HT said that two strong teachers have been recruited for Geography and RE in September; a PE one year maternity has also been appointed. Interviews for DT technician and cover supervisor/PE teacher will take place shortly and at least three ASAs are needed to support the seven EHCPs joining the school in September.  <b>A full staffing report detailing the part time variations of contracts will be available at the next meeting.</b></p>	July meeting
<p><b>8. Safeguarding &amp; Welfare and SEN Portfolios</b></p>	JH/TF/RG
<p>The portfolio holder extended a big thank you to the DH for all his hard work during the school closure.</p>	
<p><b>19. Policy for Consideration: Student Attendance</b>  The DH talked through the additions and amendments to the policy which include rewards to recognized good attendance; parental responsibility about contacting the school on the first day of absence and absence notes; punctuality and the role of various staff members and elective home education and removal from the school roll.  Thanks to those governors who have made comments/asked questions which the DH has answered. <b>The policy will be ratified at the next meeting.</b></p>	July meeting
<p><b>9. Data Portfolio</b></p>	PC/TWR
<p><b>20. GCSE grading and ranking – verbal update on progress</b>  The AHT said the grades have now been moderated and submitted. The process has been quite lengthy as it was important not to inflate grades and risk being moderated down but in the end everyone was happy that the grades were broadly in line with previous data achieved last year.  The upload for each exam board was different so it took a couple of days for the Exams Officer and the Assessment Manager to input the data and then the AHT checked each entry line by line before it was finally submitted on 12<sup>th</sup> June.  <i>Q: A governor asked if there will be capacity for retakes.</i> The AHT said this is not clear as there has been a lack of guidance about who is expected to do it - the 6<sup>th</sup> form providers would be preferable as the school will not have the physical space at that time of the year to resit exams and the colleges are already geared up for English and maths resits. The HT said this could be case where ‘Nightingdale Schools’ are set up in town halls or marquees.</p>	
<p><b>21. Year 11 follow up and intended destinations</b>  The DH said Year 11 will soon be off role but a new date for the Prom has been set for 12<sup>th</sup> November and they will receive their hoodies and year books shortly.  The AHT said that the school has a list of intended destinations for every Year 11 in terms of where they are planning or hoping to go. This information is sent to the LA who will then do the chasing and come back to the school if there are any problems. However, the AHT said she is confident that all the students will have a place somewhere and will be able to be easily traced if not.</p>	
<p><b>10. Careers &amp; Enterprise Portfolio</b></p>	BB/KM
<p>The Careers portfolio holder thanked the school for keeping in touch with the Year 11s and getting the transition information out early as this has stopped them from drifting and made them focus on their intended destinations and future.  In addition, apprenticeship videos will be created to show in assembly next term to help fill the gap until firms are recruiting again.</p>	

<b>11. Training Liaison/Website Portoflio</b>	BW/JWE
22. Skills audit for governors will be postponed until the early autumn and will probably be done as an online Google form/survey.	All/next term
<b>12. Date of Next Remote Meeting</b>	KH/PGM
<b><u>Wednesday 15<sup>th</sup> July 2020, 10.00am-12.00pm</u></b> The HT said it is hoped that this meeting will be held in school, probably in the Sports Hall so that social distancing rules can be observed. The clerk will confirm the details shortly. If any governor would rather not come in or is unable to, a system will be set up where they will be able to join in remotely.	Clerk/TBC
Before closing the meeting the CoG thanked everybody for their contributions and updates and reminded everyone that they can ask questions at any time, not just at meetings.	
10.19AM – MEETING CLOSED.	