



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657
Headteacher: Claire Wilson

Minutes of the Meeting of the Full Governing Body held on Wednesday 22nd May 2013 6pm at the School

Present :	Mrs A Williams (AW)	Chair, Parent Governor
	Mr P Bleckly (PB)	Authority Governor
	Ms C Wilson (HT)	Headteacher
	Mrs D Searle (DS)	Community Governor
	Mrs R Williams (RW)	Parent Governor
	Mrs L Martin (LM)	Staff Governor
	Mrs E Steele (ES)	Staff Governor
	Mrs S Faichen (SF)	Authority Governor
In attendance :	Mrs J Dunn (Clerk)	Local Authority Clerk
	Mrs M Leask (ML)	School Business Manager(left 6.30pm)
Apologies:	None	
Absent:	Mrs M Adams(MA)	Parent Governor
	Mr P Kilner (PK)	Parent Governor
Quorum:	Present	

Agenda Number		Action Points
1.a	Welcome. The meeting opened at 6.05pm and the chair welcomed everyone to the meeting. The chair introduced governors to Mr. Philip Bleckly the newly appointed authority governor and officially welcomed him to the governing board. The governors introduced themselves and P Bleckly gave a brief introduction of his background and experience.	
1.b	Apologies. No apologies had been received, however it was noted that P Kilner and M Adams were not present. The clerk agreed to contact both governors.	Contact MA & PK re absence (chair)
1.c	Declaration of Pecuniary Interests. The clerk confirmed that P Bleckly had completed an annual declaration. S Faichen confirmed an interest under budgets regarding the nursery.	
2.	Minutes of FGB Meeting 27th March 2013: The minutes had been previously circulated; the confidential minutes were tabled for governors.	
2.a	Approval: No amendments were requested and all minutes were approved as an accurate record and signed by the chair.	



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657
Headteacher: Claire Wilson

2.b	Matters arising/action update: Agenda item 2.b previous action 3.b: The chair confirmed that she was drafting flyers to send around local businesses to try and gain a community governor. The clerk confirmed that identification had been checked for P Bleckly. The chair informed the governors that Kim was sorting out the launch of this year's Haselworth handful and would bring everything along to the parents evening. As the date had changed she would need to ensure everything was still ok with the library. All the books and leaflets are ready. Agenda item 2.b previous action 5.b: The chair confirmed that A Williams and R Williams had been booked on a special education needs (SEN) course. Agenda item 2.b previous action point 10: The clerk confirmed that D Searle and P Bleckly had now signed the governor code of conduct. M Adams as a new governor would also need to sign. The chair confirmed she had received the governor skills form from P Kilner. P Bleckly would be completed in September. Agenda item 2.b previous action 7: R Williams confirmed she had sent the SEN procedure guide to P Kilner and C Wilson. Agenda item 3.b: The chair confirmed the SEN policy was on today's agenda for approval. The chair confirmed that the link governor template had been amended to include the looked after children (LAC) governor. The headteacher confirmed that she had put the lone worker policy on the staff notice board and asked teachers to review. She had shared it with the home school link worker in particular as the changes were most relevant to her. Agenda item 6.c: The clerk confirmed she had delivered the training booklets to governors as requested. Agenda item 11: M Leask confirmed that monies from the growing schools initiative had been received and put into the budget for 2012/13 and tabled a report to show this to governors. £38,238 (thirty eight thousand two hundred and thirty eight pounds) had been received and allocated in addition to the money received for lap tops. The clerk confirmed that link governor updates for SEN, LAC and child protection are now a standing item on the FGB agenda. Agenda item 12: The chair informed the governors that she had not completed the summer term governor news letter and this action point is to be carried forward. There were no more matters arising.	Governor summer term newsletter (chair)
3. 3.a	Committee Reports and Minutes: Resource committee meeting 13th May 2013: the minutes and budget reports had been previously circulated. The chair checked	



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657
Headteacher: Claire Wilson

	that all governors had had the opportunity to read through the minutes prior to the meeting. 1. <u>Budget outturn approval 2012/13</u> Total Income £738,294.09 (seven hundred and thirty eight thousand, two hundred and ninety four pounds and nine pence). Total expenditure £725,978.93 (seven hundred and twenty five thousand, nine hundred and seventy eight pounds and ninety three pence). Surplus in year £12,315.16 (twelve thousand, three hundred and fifteen pounds and sixteen pence). Balance brought forward £22,198.33 (twenty two thousand, one hundred and ninety eight pounds and thirty three pence). Surplus carried forward £34,513.49 (thirty four thousand, five hundred and thirteen pounds and forty nine pence). M Leask confirmed that whole governing body (WGB) training had been booked on finance for the 19th June at 6pm. P Bleckly confirmed he was not available that day and the chair would book a separate finance course for him. There were no questions from the governors and they unanimously approved the budget outturn for 2012/13. 2. <u>Planned Budget Approval 2013/14</u> M Leask tabled the budget share document 2013/14. The budget plan for 2013/14 had been previously circulated. Budget Share total £690,210 (six hundred and ninety thousand, two hundred and ten pounds). Pupil premium £60,600 (sixty thousand, six hundred pounds). M Leask explained the planned budget plan. Points noted included: • Income would be received to cover services in the Nursery. • The site manager had yet to give estimates for proposed works and the planned expenditure may rise. • The costs of gas and oil last year was exceptionally high due to the adverse weather, £15,000 had therefore been budgeted this year. • There was a late charge for the children's centre photocopier, but this account is now closed and no more unexpected bills will come through. • The plan will change throughout the year. • Governors to note that the pupil premium monies included under income, need to be set aside for spending on these children.	
--	--	--



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657
Headteacher: Claire Wilson

	Total income (including balance b/f) £839,980.94 (eight hundred and thirty nine thousand, nine hundred and eighty pounds and ninety four pence). Total expenditure £ 760,017.68 (seven hundred and sixty thousand, seventeen pounds and sixty eight pence). Cumulative Surplus £79,963.26 (seventy nine thousand, nine hundred and sixty three pounds and twenty six pence). The governors unanimously approved the 2013/14 budget. 3. <u>Approve capital spend:</u> M Leask asked for this item to be placed on the July FGB agenda. 4. <u>Approve 3 year financial plan:</u> The 3 year plan had been previously circulated. 2013/14: Total Income £805,468 (eight hundred and five thousand, four hundred and sixty eight pounds). Total expenditure £760,532 (seven hundred and sixty thousand, five hundred and thirty two pounds). In Year surplus £44,936 (forty four thousand, nine hundred and thirty six pounds). 2014/15: Total income £799,685 (seven hundred and ninety nine thousand, six hundred and eighty five pounds). Total expenditure £805,554 (eight hundred and five thousand, five hundred and fifty four pounds). In year deficit £5,869 (five thousand, eight hundred and sixty nine pounds). 2015/16: Total income £810,143 (eight hundred and ten thousand, one hundred and forty three pounds). Total expenditure £822,829 (eight hundred and twenty two thousand, eight hundred and twenty nine pounds). In year deficit £12,686 (twelve thousand, six hundred and eighty six pounds). Cumulative surplus c/f £60,895 (sixty thousand, eight hundred and ninety five pounds). There were no questions and the governors unanimously approved the 3 year financial plan, which was signed by the headteacher and chair. The headteacher informed governors that as E Steele had been appointed as the deputy headteacher and was already in place, it had been agreed for the position to be made permanent with immediate effect. As there was no difference in salary there was no	Capital spend FGB agenda (clerk)
--	--	--



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657
Headteacher: Claire Wilson

3.b	impact on the budget. The governors congratulated E Steele on her appointment. Unofficial Fund: M Leask asked governors to review and approve the terms of reference (TOR) for the unofficial fund, which had been previously circulated. The governors discussed the TOR and unanimously agreed that the fund be allowed to make a profit, on condition that all funds are spent on the children. Under paragraph 4, it was unanimously agreed that the headteacher be given delegated authority to spend up to the value of £200 (two hundred pounds) on any item and £200 (two hundred pounds) per annum on gifts. With these amendments the TOR were unanimously approved. M Leask to amend and get the chair and headteacher to sign. It was agreed for P Bleckly and L Martin to audit the fund, as they are not on the finance committee or signatories to the fund. An official audit document is required and the governors must ensure they discharge their responsibilities for public accountability. This was agreed. M Leask will give guidance to the auditors and will agree a date before the 23rd July 2013. 5. Policy to be ratified – Freedom of Information Publication Scheme The policy had been approved in the resources committee and previously circulated. There were no questions from the governors and the policy was unanimously ratified. The chair thanked M Leask for her reports and information. M Leask left the meeting at 6.30pm. Curriculum and Data (C&D) committee meeting 3rd May 2013: The minutes had been previously circulated and the chair checked all governors had reviewed them. Governor questions: How much do you think the prospectus will cost? The headteacher explained that she had requested two quotes: one from Hampshire printers and one from the company who had built the school's web site. Hampshire printer's quote was lower but of a much lower quality and would have extra costs associated with artwork and finishes. The other quote was for around £917 for 500 folders and would allow for updated leaflets to be added easily in the future. By taking a larger number of folders the costs per folder actually worked out cheaper in the long term and would not date. Would they be ready for the new term? Yes, the committee is working on the paperwork to go in the folders and they could be	Amend TOR unofficial fund (ML)
-----	--	--------------------------------



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657
Headteacher: Claire Wilson

3.c	ready in 1-2 weeks. Does the local authority/council have a printer we could use at less cost? Hampshire printers are the ones they recommend, but they would be very plain and basic. We have already paid for the artwork with the web design company, so that would not be an extra cost. Are they local? No. The headteacher explained she would like to have good quality folders as this would promote the school well with both existing and potential parents and stand the test of time. It would be a one off payment and not need to be renewed for a long period of time. She recommended the additional cost to the governors. The governors unanimously approved the purchase of the folders from the web design company. Policies to be ratified: • Sex Education Policy: The chair confirmed that the sex education policy had not been approved at the committee yet it would be ratified at the next FGB meeting. • SEN Policy: the governors unanimously ratified the policy. • Data Protection Policy: the governors unanimously ratified the policy. • Confidentiality Policy: the governors unanimously ratified the policy. • Learning and Leadership Policy: E Steele informed the governors that this policy had been created following an action point within the Ofsted inspection. The policy sets out expectations and had been shared with all staff. The governors unanimously ratified the policy. The chair informed the governors that with the clerk and headteacher a full review of school policies had been set up, together with a schedule for review within committees. Committee programmes of work and delegated authorities will require updating to cover policy review. The clerk was asked to update the schedule with approved and ratified policies from today's meeting; the chair will then place on the governor zone. Signed policies are held securely in the school office. Governor question to the headteacher: Are staff asked to sign as having seen the policies? The headteacher confirmed that policies are made available to all staff for review. In the new academic year a system will be set up for staff to sign as having reviewed. Building and Site Committee Meeting 14th May 2013 to include	Update policy review planner and send to chair (clerk)
-----	--	--



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657
Headteacher: Claire Wilson

	• Health and Safety: The minutes had been previously circulated and the chair checked all governors had reviewed them. The headteacher brought the governor's attention to the non annual contract maintenance and development plan on the last page. The site manager had prepared this list in order to bring clarity and order to the works that needed completion in the school. The list is an ongoing document and will be considered at each building and site committee meeting. Any requests for spending will be sent to the resource committee for consideration. The site manager is currently obtaining quotes for urgent works. Governor questions to headteacher: Will the cost come out of the school budget? They will come out of the revenue budget in the main although some may come from the capital budget. Repairs usually come out of revenue and new buildings etc. out of capital. There is a service level agreement (SLA) with the local authority and they would pay for those items. Do you have a back up budget, or sum of money you can use? The local authority have as they tend not to insure school buildings, we have the SLA's to protect us. The chair confirmed that the committee would be reviewing risk assessments/audits at alternate meetings, together with lone worker and accident reports. The headteacher informed the governors that she had just been told that the new lodge building planned for the summer, would not be going ahead. The school has approximately £40,000 (forty thousand pounds) in the capital budget as the lodge was expected by the local authority to cost around £35,000 (thirty five thousand pounds). The quote that had come in after going to tender was £90,000 (ninety thousand pounds), which was considered too expensive. The authority had apologised but after checking the cost of materials had realised that costs had steeply risen and even if the specification of the build was scaled back, it would still cost around £70,000 (seventy thousand pounds), which was still too much. Governor questions to headteacher: Didn't Hampshire county council (HCC) agree the new building as they asked you to take more children? Yes and we are bursting at the seams. We do need more space and I will be discussing the issue further with HCC. Was the lodge going to be an extra classroom? It was going to be used for up to 16 children holding small group lessons such as music, transition week for nursery etc.	
--	---	--



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657
Headteacher: Claire Wilson

3.d	What will happen to the money we have been allocated from the Children's Centre fund? It will need to be paid back. The photocopier money will have to come out first. The positives are that we will still have some money over in the capital fund but we have to build some more space somewhere. It is a real shame and back to the drawing board. Could we build upwards? Unfortunately I think the building is too old and would not be able to support such an extension. Strategic Planning and Evaluation Committee (SPEC) meeting 15th April 2013: The minutes had been previously circulated and the chair checked all governors had reviewed them. 1. Committee restructuring The chair referred governors to item 12 of the minutes. Resource committee: The chair informed governors that the chair to the resource committee had previously been the headteacher, but as this was not good practice, the committee had elected A Williams as chair. M Adams had been invited to join the committee and these changes were unanimously approved by the governors. Building and site committee: A Williams has joined the building and site committee as support to P Kilner as chair. P Bleckly was invited to join this committee and these changes were unanimously approved by the governors. Curriculum and data committee: A Williams has joined the curriculum and data committee as she is also part of the curriculum working party. This was unanimously approved by the governors. There were no more questions from the governors and the chair thanked all committee chairs for their reports and information.	
4. 4.a	Headteacher's report: Getting to Good School Improvement Plan: The headteacher informed governors that the school had received an HMI monitoring visit since the last FGB. The result had been "successfully taking effective action". This was the best result we could get which was excellent. The governors congratulated the headteacher on this. Area for improvement identified by the headteacher and confirmed by the inspection are: • Focus on teaching and learning and developing a golden thread of learning in planning. • The cycle of observations is being used to identify areas of teaching and learning to be improved, then provide support which is followed up on.	



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657
Headteacher: Claire Wilson

4.b	• Pupil progress meetings to continue as robust and help with planning and pitch of learning. • Engagement of parents to continue improving through the website, coffee morning and newsletters. • Governors to continue to provide effective support and challenge, they have a sound understanding of what needs to be done. • Good use to continue of external support particularly from Pioneer teaching alliance. Recommendations included: • Continued LA support. • Continue working on speaking, reading and writing. • Ensure a greater proportion of lessons are at least good. • Strengthen accountability at all levels. • Write a case study to show the impact of initiatives on a pupil premium child/group of children. HMI are likely to visit again in the autumn term and will look at: • Speaking, reading and writing through lesson observations and work scrutiny. • The impact of middle leadership in raising attainment. • Sharing good practice of pupil premium use. In the meantime the headteacher has been encouraged to keep HMI informed and up to date with progress. Governor questions to the headteacher: Will visits be notified or on spec? We will be given 4-5 days notice. We were aware of a visit being due. When are the SAT's tests being published? On the 9th July 2013. Review Attendance and Punctuality: The headteacher explained that pupil premium was partly funding the home school worker and there had been a marked improvement. • Autumn term 92.5% • Spring term 95.3% • Current term 95.6% Governor questions to the headteacher: Why was the autumn term attendance so poor? This was mainly due to the sickness bug that affected all schools and part time children in Reception. Is the home school worker a member of staff? Yes. Persistent absentees (<85%) had also been looked into further with the home school worker and again there had been a marked	
-----	--	--



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657
Headteacher: Claire Wilson

	improvement. • Autumn term 16% • Spring term 11% • Current term 6% The headteacher explained that the home school worker had had targeted particular parents and given them six weeks to turn it around, supported by initiatives such as the breakfast club and incentives. There were still some parents to work on and lateness had also been a factor, so the breakfast club was being used to help get these children into school earlier.	
4.c	Review Home School Agreement: The headteacher tabled the revised agreement. The headteacher explained that the previous agreement was sent out at the beginning of the year and she was seeking approval for this new agreement to be ready for the new reception year parents. Governor questions to the headteacher: Will you be having an agreement for internet safety? When we change the ICT policy perhaps, it may be better to have a separate contract for families and the appropriate use of social networking and the internet. Does it work? The agreements make a huge difference, because they are signed by the parents and children we can remind them that they have agreed to homework being in on time for instance. It can be difficult to enforce, but it does set the expectation. The new agreement was unanimously approved by the governors.	
4.d	Receive report – performance management: The headteacher confirmed that the interim meetings for teaching staff are underway and support staff will be next. M Leask has attended training on support staff appraisals and will feed learning points back to the senior leadership team. It all links to the pay changes coming in. The headteacher confirmed that as a new headteacher, she would be having a review on the 12th July 2013 with Clare Williams the learning and leadership partner (LLP), based on the key tasks set out by governors on her appointment. The chair of governors would be invited back for the last half hour of feedback. A report will be prepared by the LLP which will feed in performance targets from September.	
4.e	Transition Arrangements: The headteacher confirmed there will be a parents meeting on the 3rd June 2013 at 3.30pm, with four stay and play sessions in June. 16 pupils are due to start in Year R in September; one of these is	



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657
Headteacher: Claire Wilson

	an accepted child as a mistake was made (not by the school). Numbers will hopefully be managed down to 15 over the academic year, in the meantime we will have 31 children in that class. We may have two SEN children coming into that class and we should have confirmation over the holidays. Governor questions to the headteacher: Have there been any appeals? No I believe all have been accepted. How will the classes be made up next year? Yr R/1, Yr 1/2, Yr 3/4, Yr 4/5 and a dedicated Yr 6. The headteacher explained that each class will have a learning support assistant (LSA) in the mornings. Three children have significant SEN and I will trial 1:1 support in the mornings, there may in addition be a need for all day support in Year R. Another child who may arrive has specific special needs and I will have to look at staffing when I know definitely. The staff is having additional training on sign language which will help. Is our funding sufficient? At the moment yes, we can cope with the current system. However if we take any statemented children, or those with specific needs, we may get more funding and we would need to look again. There were no more questions for the headteacher and the chair thanked her for her report.	
5. 5.a	Chair Update: Link Governor Update: 1. SEN Governor: R Williams confirmed the transition of three children to Baycroft school is going well and the school was very impressed with their independence. The Year 6 SEN children are going to be allowed to attend the Fairthorne Manor residential trip on a daily basis, which is very positive and beneficial to these children. 2. Looked After Children (LAC) Governor: The chair informed the governors that there was nothing new to report, she would be having a meeting with Lucie on the 6th June to look at this. 3. Child Protection Governor: L Martin confirmed that child protection is on the curriculum and data committee agenda, should this be placed on the FGB agenda instead as the CP update is now a standing item? The chair confirmed this would fit better and the governors unanimously agreed. The governors asked if there had been any referrals. The headteacher confirmed that some referrals made by the school were not being pursued by the local authority;	



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657
Headteacher: Claire Wilson

	however the school was keeping their own eye on these children. A file was kept on any referrals made.	
5.b	Governor Training: The chair confirmed that WGB training on finance was booked for the 19th June 2013 at 6pm. She had also contacted governor services to look at WGB training on improving attainment for vulnerable children in the autumn term.	
5.c	Governor Vacancies, Recruitment and Induction: P Bleckly confirmed he had attended induction training on the 21st May 2013. The chair confirmed that the SPEC committee will review governor training going forward and that she had already outlined for governors the leaflets she was preparing for local businesses to try and recruit a community governor.	
5.d	Governor Service Quality of Service Questionnaire: The governors discussed the questionnaire for governor services. Points raised included: • The shared practice section was out of date and poor quality • Suggested governor role profiles are not available and this would be particularly useful • Information on the pay changes was good and a best practice policy document was being prepared • Training is generally good although there has been an issue with locality • Support to governing bodies was not seen as strong • Induction training was good although other than that there seemed to be little support for new governors • Overall the grading was "dissatisfied" The chair would complete the questionnaire on line and send to governor services by the 24th May 2013. The chair thanked the governors who had arrived earlier to review the PowerPoint for the link governor day on the 3rd June 2013. Unfortunately they had not been able to see the PowerPoint and the chair wanted to discuss the day in more detail. Areas/ideas discussed included: • What will governors get out of the day? • Introducing governors to children in the assembly • Moving the assembly time to the afternoon at 2.30pm to allow feedback on what governors had seen and done throughout the day • Judging the completion for designing the governor badges • Prizes for the winners of the badge design completion and all who had participated • Recognising children working in their own time not just in	Complete and send gov. services quest. By 24/5/13 (chair)



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657
Headteacher: Claire Wilson

	class • Would a “stand up and take applause” be enough of a prize? • Linking the day to the school improvement plan • Looking at the day to day running of the school • Governors can come and go as they like during the day but it would be good to all be there for the assembly The governors decided to: 1. Governors to sit in with the children’s lunches 12pm 2. Assembly to be at 2.30pm 3. Governor visit forms to go to the headteacher, who will keep these as confidential items 4. All governors to review the badge designs and pick their favorite The chair informed governors of changes to committee meeting dates for the rest of this year: • SPEC: 3rd June 4.15pm • Buildings & Site: 17th June 3.30pm • Curriculum & Data: 19th June 5pm • FGB: 3rd July 6pm • Resources: 14th June 10am The chair asked all committees to review the terms of reference (TOR) in their next meetings and to prepare their programmes of work to include policies for renewal. The clerk would send the policy review planner to committee chairs. The chair confirmed the skills audit forms would be collated in the SPEC committee. As P Bleckly had just started as a governor, his skills audit form would be completed in the next academic year. The chair informed governors that she had passed her 1st chair accreditation unit and submitted her 2nd unit which was based on reviewing the work of and engaging with the clerk. The clerk and herself had as a result agreed to meet three weeks prior to each FGB to go through things. The chair referred governors to the new Governor’s Handbook which had been sent to them by the clerk. This replaces the Governor’s Guide to the Law and had been reduced to 99 pages. Governors should ensure they have read through the document and a copy would be placed on the governor zone. The chair confirmed that the new schools data dashboard was out now.	Review TOR all committees (chairs) Send policy review planner to chairs (clerk)
6.	Headteacher Performance Management:	



Haselworth Primary School

Haselworth Primary School, Stone Lane, Gosport, PO12 1SQ Tel: 02392 583657
Headteacher: Claire Wilson

	The guidance book had been previously circulated. The chair confirmed that the management and pay committee will be using this as guidance for the HT performance review in autumn 2013. It was seen as good practice to invite an external advisor to the meeting and she would be asking the LLP as she knew the headteacher and the school well.	
7.	Correspondence: The clerk recommended governors to the termly Governor and Clerk newsletter, previously circulated. Schools communication SC009603 was tabled together with DfE guidance notes. Governor services will be preparing a policy document for governing boards. The clerk confirmed she continues to send the chair weekly correspondence and school communications.	
8.	AOB – Items for next Meeting: No items were presented.	
9.	Date of Next Meeting: The date of the next FGB was confirmed as Wednesday 3rd July 2013 at 6pm. P Bleckly sent apologies in advance for this meeting. There being no other business the chair thanked everyone for attending and closed the meeting at 7.55pm Governors are reminded to send apologies for absence to the chair and clerk as soon as possible before the meeting.	