

SEVENOAKS PRIMARY SCHOOL
MINUTES OF THE FULL GOVERNING BODY/ MEETING
HELD ON THURSDAY 26th MARCH 2015 AT 7.45PM

PRESENT

Steven Collins – Chairman

Virginia Al-Rais, Lizzie Bourne, Elaine Bracken, Peter Davies (until 9pm), Alan Duffy, Ian Harby, Natalie Fitzgerald ,
Ian Harby, Victoria Kerton, Anja Lehmann, Simon Leigh, Amanda Manuel, Melanie McInerney, Rod McLay,
Trevor Thake, Jo Wildman, Bri Wood and Kath Baillache (Clerk)

ACTION

1. **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

All members of the governing body were present. No changes in business interests were declared.

Membership - Post meeting, it was noted that Jo Wildman's term of office ended. Her reappointment as a community governor for a further 4 year term was agreed to by the full governing body via email. Clerk agreed to organise reappointment paperwork.

2. **MINUTES OF THE PREVIOUS FGB MEETING ON 11th DECEMBER 2014**

Outstanding actions:

SEN policy - clerk to email Special Educational Needs Coordinator and see if there any further required changes to the policy following the parent consultation. *Post meeting confirmed that the policy has just been placed on the website.*

KB

Fischer Family Trust - Link and password to be forwarded to governors. Bri agreed to follow up with Karl Newman. A governor asked why this had taken so long. Bri responded that the FFT has been very slow.

BW

Governor Guidelines for phase group monitoring - Jo to prepare for discussion at next L & D committee.

JW

Previous minutes agreed without amendments as a true record and signed by the Chair.

3. **REVIEW OF MINUTES OF COMMITTEE MEETINGS**

Learning & Development Team meeting (9th March 2015)

A change to the wording on pages 1, 4 and 5 was requested for the clerk to amend.

KB

Secondary school places – a governor noted that the data provided on secondary school places did not tally to full number of pupils in the year group and asked why this might be. Although the figures were not yet finalised and independent school places had not been confirmed, agreed that a complete tally would be provided for the next meeting.

AD

Residential Trip - update provided by Bri. This year the school has budgeted for a £1,200 net cost on the residential trip. The current shortfall is £1,435 but the expected shortfall is likely to be £1,040. A governor asked if any Pupil Premium money was being used to fund this activity. It was confirmed that pupil premium monies had been utilised where possible. As a result of the subsidy, all year 6 students are attending the residential trip.

Staff Grievance Procedure - governors had concerns that this policy was very brief and incomplete. Victoria Kerton agreed to check the procedures held online by Schools' Personnel Services. It was also suggested that as staff welfare had now been moved to the Resources Team that this policy fitted better with their remit. Agreed to review at the next Resources meeting.

VK/Res

The FGB noted that the following key points were discussed; updates on the spotlights to date, feedback from the February inset and contributions to the new build questions document.

Resources Team meeting (11th March 2015)

No changes were requested to the circulated minutes and matters arising were revisited.

Financial accounts - monitoring report as at end February 2015 showed a surplus rollover of £63,427. School Bursar confirmed that everything was in order to close the accounts for year end at the end of March.

Post meeting policy updates provided by Victoria Kerton on policies due for their annual review:

Capability Policy - confirmed that the policy was in line with most recent guidance. Governors agreed to approve for review in a years' time.

Appraisal policy - it was confirmed that that policy was in accordance with guidance with a number of minor prescriptive omissions. It was agreed that it was approved in its current form and marked forward a year.

Pay and Reward policy - two items arose for discussion at the meeting relating to this policy.

- i. *As a school do we continue to make support staff awards in line with KCC recommendations or set schools own awards?* This was discussed in depth at the Resources meeting with a view to the school setting its own award levels. However, post meeting, it was established that the current policy would not currently allow this.
- ii. *Alignment of support staff reviews and pay decisions with teacher reviews and the academic year.* This had been previously discussed, staff consulted with, and the change was supported by the support staff. If this is applied this year it will mean that the period covered for the current pay award would be 17 months. Bursar confirmed that the majority of local schools have retained KCC guidance awards. KCC percentages have just been announced, although governors considered these high considering current low inflation rates. (Outstanding 6%, Exceeding - 3.5% and Achieving - 2%) The financial impact for this year if the KCC suggested percentages are applied has been calculated at a £9K increase. A governor asked if National Insurance and pension changes had been factored in to budget calculations, and the Bursar confirmed they had. Bursar also confirmed that pay increases only have to be paid if allowed for within the school's finances, although the governors noted that SPS distribution to performance and hence awards, was notably higher than KCC's assumed distribution.

The GB discussed the issues relating to performance related pay, and that the school has an outstanding collection of support staff whose hard work should be rewarded. Following questions raised by a number of governors, the headteacher confirmed that performance judgements are set against a clear set of prescriptive measures and include 9 different measures to ensure that judgements are robust. External validation is also received for this, in the same way as it was for the recent positive health and safety audit.

Governors agreed to adhere to the policy this year, although from September 2015 the school would look at moving away from Kent range and detailing this within the pay policy. This will enable the school to use discretion in future to make agreed pay awards. A number of governors were concerned that this might require a further staff consultation. Victoria agreed to get confirmation from Schools Personnel Services as to whether a change to the pay policy would require this.

VK

Actions:

Alan is currently preparing a paper on how to effectively deploy support staff given the views discussed at Learning and development regarding the 1:1 Learning Support Role.

Roles of Teaching Assistants (TAs) is due for discussion at the next L & D meeting

Revisit at next FGB with above updates and information.

AD

Schools' Financial Value Standard (SFVS) - prior to the meeting Natalie had amended the previous years' return and circulated to all governors for approval. Only amendment made was to point 23, relating to the asset register details, which should state completed in 'full'. Following this amendment, the SFVS was signed by the Chair of governors and given to the school Bursar for submission to KCC.

In addition to these items the FGB noted that the following key points were discussed; the learning support role in school, changes to staffing for the next academic year to improve the smooth running of the school. cleaning contract and governor communication.

4. HEADTEACHERS REPORT

Detailed report circulated. Issued highlighted:

Fair Access policy - as a partnership there have been a number of recent issues relating to the growing number of children with significant needs requiring places within the partnership, with schools being forced to take a child even if they do not have the resources to meet the need. The headteacher felt the governors should be made aware of the situation as it remains a significant concern. Some children have significant behavioural problems which have led to their exclusion from other schools. If a child has complex needs, there is a risk that supporting them will pull in a lot of individuals and have a big impact on the whole school. Appropriate support therefore needs to be provided. There is increasingly a move away from placing such children in special schools to providing inclusive education in mainstream schools. However, there are already substantial difficulties in several parts in Kent.

Currently a Fair Access Policy exists between members of the Sevenoaks partnership and this means that in the event that such a child needs a place, the schools will collectively decide which school will take the child, in order to ensure that there is a fair distribution among local schools. However, a school has a legal duty to take a child if asked and several local schools have had such a pupil forced on them recently. If Sevenoaks is to be a truly collaborative partnership, the partnership needs to look proactively for solutions to this growing problem. Sevenoaks currently falls outside existing specialist provision in other parts of the county and the headteacher wants

the partnership to be proactive in providing the necessary support in order to prevent a student joining the school and then ending up being excluded some weeks later. He is therefore exploring alternative provision. Local Inclusion Forum (LIFT) enables schools to access specialist teaching services. However pupils from Sevenoaks do not have access to specialist units that exist elsewhere e.g.:

- Swanley - has a pupil referral unit
- Tonbridge and Tunbridge Wells - have nurture group (Challenger Group and Tracks) - these are sessions for children in danger of permanent exclusion. This 6 week programme is called Tracks (child attends Track 4 days per week and is reintegrated for one day over a 6 week period). If a child's behaviour is unmanageable this may provide evidence that a mainstream education is not the best option

The headteacher has spoken to Maxine Gamidge of the inclusion team who was supportive of developing Sevenoaks partnership provision along with the Area Education Officer, who has stated that there is £75K available for provision in the cluster. The headteacher is investigating further and agreed to provide an update at the next meeting. A governor asked how likely it was that SPS would be asked to accept a student that would require such support. The Headteacher confirmed that this was a real possibility and the impact of this was that he and other members of staff would have to invest considerable time managing such a student to ensure they do not present a negative impact on the education of other children.

AD

Staffing -support staff Performance reviews have been completed. In order to prepare his review of TAs Alan is looking at how other outstanding schools utilise teaching assistants.

'Life without levels' - Alan and Karl Newman recently attended a training session. The new parameters for assessment are no further forward. Alan explained that it was difficult to envisage the change as the structures currently in place are understood by staff, and work well, allowing moderation between local partnership schools which the partnership would like to retain. The new system will still need to continue to provide an ability to track pupil progress for accountability and identify problems early. When the new testing arrangements are introduced at end of Key Stage 2 it was thought the next steps in the process would be easier to identify. A governor noted that at a recent governor training session, it was confirmed that RaiseOnline would no longer exist after this year SATS.

5. POLICY REVIEW

Website updates - these are still being worked on. The pupil premium addition to the website are currently being worked on and Simon agreed to forward five good examples he had found online. A governor asked if the sports legacy funding details were on the website – it was confirmed that this is ready to upload to the site.

Clerk agreed to check that governor information on the website was also up to date.

KB

Governors section - to move governor section in line with staff on the website asked that each governor provide a photo and some information about themselves and their role in less than 100 words by the end of the Easter holidays to the Chair. Amanda stated that she had photos of some governors taken previously if these were required.

ALL

6. GOVERNING BODY RECONSTITUTION

Consensus was reached previously on the proposed structure of the reconstituted governing body at the full governing body meeting held on the 16th October 2014. At that time, the skills audit was issued for completion by governors. A recap was given on the previous discussions for the benefit of all governors in particular those newly appointed. See addendum on page 8 of these minutes which includes the relevant extract from these minutes. Updated documents showing the changes were prepared by the Chair and circulated.

The governing body is required to reconstitute to become a more effective unit, the new constitution coming into force before September 2015. Since the October meeting a skills audit has just been completed and the majority returned to the Chair who agreed to circulate the full results in due course.

SC

Since the October meeting a gap was identified for Special Educational Needs expertise (following the departure of Michelle Nash), which has already been advertised and filled by the recent appointment of Lizzie Bourne. A governor asked if the completed skills audit raised any other gaps. Another possible gap highlighted by the audit was the lack of a lawyer, although it was noted that some governors had some expertise and legal understanding from their jobs. The Chair confirmed that there were no other obvious gaps and that governing body was fortunate to have a wide range of committed individuals with diverse skills base including expertise in teaching and learning, finance, personnel and communications.

The discussions in October included the desire to retain the governing body at the same size given the volume of work undertaken for the school, the increasing demands on the voluntary role and professional expertise required. A governor who had recently attended training, shared that the role of the governor is no longer a 'critical friend' and is now the 'unpaid professional'. The agreed decision was to have a total of 6 permanent co-opted governors with 2 spaces available for special requirements such as projects or specific skills gaps. This was a particular

consideration in view of specialist skills that could be required for the new build project. It was agreed that the term for each co-opted role for specific requirements would be decided upon individually. It was agreed that all other terms of office would be set at 4 years including staff who currently serve for a shorter 2 year term.

The Chair had prepared a document detailing current and proposed composition of the governing body. This will be forwarded to Governor services with a request to issue a new Instrument of Government on the basis outlined below:

Position	Number	Names	End of term of office
Parent governors	7/9 in post	Peter Davies Amanda Manuel Anja Lehman Simon Leigh Rod McLay Natalie Fitz-Gerald Virginia Al-Rais Vacant Vacant	22.10.18 09.10.15 03.06.17 05.12.17 26.03.17 05.12.17 10.11.18
Headteacher	1	Alan Duffy	
Staff	1	Elaine Bracken	10.11.16
LA	1	Trevor Thake	26.06.18
Co-opted	7/8 in post	Lizzie Bourne Steve Collins (Chair) Ian Harby Victoria Kerton Melanie McInerney Jo Wildman Briony Wood (staff) Vacant	New position. Co-opted governors will be officially appointed after the issue of the Instrument of Government. All governors currently community, local authority or staff.
Total of posts Currently filled	17		
Total Number of governors proposed	20		

Governors agreed to the reconstituted structure. Clerk to action required paperwork and forward to governor services at KCC.

KB

Peter Davies left the meeting at 9pm

7. NEW BUILD UPDATE

Prior to this meeting some governors met with members of the SPSA and Parent Council to discuss fundraising and the upcoming event on Saturday evening. In addition to the SPSA Chair (Pui Jellett) a number of governors were thanked for their significant efforts and support so far including, Melanie, Simon, Bri Alan and Jo.

New Build information evening - this took place as planned on the evening of 17th March and was considered a success. The meeting was attended by approximately 80 people including representatives from; staff, governors, residents association and the parent body.

No fundamentally new questions were raised that had not already been considered as part of the compilation of the frequently asked questions (FAQs) document, although further comments and responses would be added. The overall comments were supportive, with the majority of issues raised related to access and traffic as a result of the works. It was noted that Kevin Powley of Education Funding Agency (EFA) did an excellent job of fielding the more technical questions. Feedback to governors included views from some parents who had attended, saying that no new information had been provided, although there was generally a shift in views with the realisation that the new build is confirmed and going ahead.

The FAQs document prepared by governors has been extensively reviewed. This document was sent to the EFA for their responses prior to publication. As no response has been received in the 10 days given, publication will proceed and the ICT technician will place the document on the Website on 30th March.

Record of the meeting - the meeting was audio-recorded as a record and the clerk agreed to scribe the recording so that the events of the meeting could be clearly documented and kept.

KB

Latest update - an email has been received from the EFA indicating that the procurement process is not likely to commence until the summer for initial design and then planning submission. A governor asked if this might mean it would take place during the summer holidays. It was confirmed they have accepted that with the summer break there are unlikely to be enough key individuals available during the summer to make quorate decisions. It is therefore more likely that the next stage of the project will commence in September 2015 rather than June.

Actions required over the next 6 months:

- Prepare a clear schedule including: Timings of fundraising events, Key points in process where input and engagement are required.
- Organise communication channels for SPSA and Parent Council to commence after Easter and the fundraising push. A governor raised the concern that some parents attending the meeting felt that the children were being told things that were inconsistent with the line taken at the meeting, and urged that all communications are checked for consistency with what the children are being told
- Governor communication – a governor suggested that website updates need to be signposted in the newsletter to draw attention to them. These should commence at least one month after Easter.

Responsiveness of governors - given the importance of decision over the next few months, the chair reminded all governors of the need to respond quickly and reliably to requests for action. As previously discussed any emails requiring action will state this clearly in the header. In these instances, and even if governors have nothing to add to a discussion, they were asked to acknowledge receipt of the emails. Governors were asked to ensure that Simon had their best email contact if this was not their klz address although it was noted that any confidential messages must be via klz as it is secure and encrypted. Amanda agreed to show governors how to link klz emails to their smart phone if needed.

ALL

Media Communication - the schools new build is front page news in this week's Chronicle (26.3.15). Jo Wildman has built up a good relationship with the local paper and was commended on the positive report. She has arranged for the editor to come in to school. The newspaper article however states that the Headteacher is due to raise £25K rather than £5K. The Headteacher invited governors to join him on a fundraising walk on the 1st and 2nd May.

8. TRAINING & DEVELOPMENT

With lack of time to cover training over the last few meeting governors gave updates on recent training courses.

Induction attended by Ginny Al-Rais:

This course highlighted the increasing expectations on governors as unpaid professionals with the need to demonstrate and document challenge and impact and understand key performance data. As a new governor Ginny highlighted the difficulty of adapting to the jargon used in school and new features of running of a school. Suggested that all new governors were given a mentor on the governing body and that a document was prepared to go alongside the induction paper e.g. 10 things you need to know. Also suggested that induction included going through the SIP and spotlights. Ginny agreed to arrange to meet Jane Durkin to discuss these. Melanie continues to run through elements of school finance for new governors on the Resources Team.

SL/GA

Monitoring attended by Ginny Al-Rais:

Suggestions included linking the headteacher's report to the key areas within the School Improvement Plan thus providing an ongoing source of evidence. Explained that the learning and development team currently looks at spotlights in detail as part of their monitoring each meeting and received the SCIP minutes from Jane Durkin as ongoing evidence of work taking place in school.

Challenge and Impact attended by Amanda Manuel:

Slides from the training had been circulated. Training highlighted the fact that Ofsted only really look at the full governing body minutes and these should therefore be referring to the spotlights. Suggestions made included

- Structure agenda to make monitoring clearer
- Monitoring Visits - have an annual schedule to highlight the monitoring that has taken place. (already mentioned at last L & D with Ian and Jane Durkin to meet) This should include monitoring weeks which provide governors with opportunities to monitor specific areas of the SIP.
- Signposting what was discussed at the committee meetings within the FGB minutes e.g. 'The FGB noted that the following key points were discussed...'
- Suggested that in general governor names are not required - however the meeting thought that given the size of the governing body and the fact that names tend to be used in relation to actions that this was not currently necessary.
- Challenge - thought that as a governing body robust challenge is made however the minutes do not always clearly reflect this.
- Impact of decision - needs to be clearly signposted with questions sufficiently probing to reveal the impact and provide extra evidence.

Suggested that Ginny and Amanda read this set of minutes after they have been prepared and see what pointers they can suggest.

AMs/GA

Hosted Training Courses - the school has just hosted the fourth training sessions arranged by Michelle Nash before she stood down from the governing body. It is not proposed to continue hosting next year given the major projects in school at present. Locking the school up after these sessions has also proved inconvenient for school staff.

9. AOB

Landfall Tax Community Fund - Rod would like to investigate the availability of grants for the new build project. For this there is a need to demonstrate the availability of the school building for community use. Current known users include; before and after school clubs, code club, sport England, weekend use. Rod agreed to speak to Bri to ascertain what work had already been done in this area in preparation for the feasibility study.

RM/BW

Risk Assessments - following the recent prosecution of a local voluntary aided secondary school on the failure to follow their risk assessments a governor suggested that risk assessments at SPS were checked. Several governor confirmed that risk assessments are rigorous and they have personal experience of this when supporting off site activities. Rod agreed to do some further monitoring.

RM

Meeting closed 9.55pm

Term 5 and 6 meeting dates

Term 5 starts Monday 20th April and ends Friday 22nd May (*Blackland Farm residential trip 21/4/15-24/4/15*)

Monday 27 th April	7.45pm	Learning & Development Team
Wednesday 29 th April	7.45pm	Resources Team
Thursday 21st May	7.45pm	Full Governing Body

Term 6 starts Monday 1st June and ends Friday 24th July (Development days 1st June)

Monday 15 th June	7.45pm	Learning & Development Team
Wednesday 17 th June	7.45 - 8.45pm	Full Governing Body (budget agreement)
Wednesday 17 th June	8.45 - 9.45pm	Resources Team
Tuesday 30th June	7.45pm	Strategy Group

Actions arising from these minutes:

Action	By whom	Date	Completed
1. Clerk to email Senco to see if any chgs req'd to SEN policy following parent consultation.	KB	Post meeting	Now placed on website and signposted in Newsletter
2. Clerk to make policy amendments and upload to klz: Capability, Appraisal and Pay & Reward	KB	Post meeting	Mar 15
3. Bri agreed to speak to Karl Newman re forwarding password for Fischer Family Trust to governors.	BW	Post meeting	
4. Steve to circulate skills audit results to all.	SC	Post meeting	
5. KB to send Minutes and Instrument of Governance request to Governor Services	KB	Post meeting	
6. Clerk to scribe the recording of the public information evening to retain within governor records.	KB	Post meeting	
7. Clerk to check governor information on klz is the most current.	KB	Post meeting	Mar 15
8. All governors to provide Steve with a photo and a biography of less than 100 websites for inclusion on the website by end of Easter break.	ALL/SC	Post meeting / Easter holidays	
9. Jo to prepare governor guidelines for phase group monitoring for next L & D meeting	JW	L & D Apr	
10. Victoria agreed to investigate current legislation for the staff grievance procedure and bring to the next Resources meeting and next FGB.	VK	Res Apr/ FGB May	
11. Victoria to check with Schools Personnel whether staff consultation required on changes made to the pay policy. Update at Resources.	VK	Res Apr	
12. Rod to investigate Landfall Tax Community Fund and risk assessments	RM	Res Apr	
13. Copy of the minutes to be forwarded to Ginny and Amanda to review and comment on following their recent training courses. Update at next mtg.	GA/Ama	Post meeting/ FGB May	
14. Verification of secondary school places for all year 6 pupils.	AD	FGB May	
15. Revisit discussions on the Learning support role	AD	FGB May	
16. Update on specialist provision in the Partnership. (Fair Access)	AD	FGB May	

Extract from governors year planner:

	Main GB Meeting	Learning & Development Team	Resources Team
Standing Items	Headteacher's Report School Roll SIP H & S update Child protection Training & Development Bullying: terms 2,4 & 6	SIP Review Curriculum spend Staff welfare & attendance Parent Council Chgs in Business Interests	Review expenditure and Forecast H&S update Staff update – teaching standards, PM timescales New Build Chgs in Business Interests
May Term 5	Sec sch allocation update - confirmation of figures PUPIL PROG MTG RPT Update on twilight session - subject feedback Approve staff grievance and disciplinary procedures	Twilight session organisation Phase leader guidelines (JW) Review role of Teaching Assistants Review PUPIL DATA CP update and policy review Spotlight monitoring governor timetable (JD/IH) Review: Child Prot. policy (ann) Data protection policy School Prospectus (website updates) SEN policy (new code of practice post parental consultation)	Risk Review (c/f) Finance Review cost of school meals (£2.25 term 1 2013/14) Catering contract Prepare draft 3 year plan & budget Staffing Headteacher interim review Staffing update. LSA update Update on chgs to pay policy (VK) Premises - updates RM Review: 3 year plan & budget SIC Keeping your balances audit Review of asset register Staffing structure Staff grievance and disciplinary procedures Ck contacts in whistleblowing policy Approve changes to emergency plan

ADDENDUM TO THE MINUTES

Below is an extract from the Full governing Body Minutes dated 16th October 2014 when governing body reconstitution was discussed in detail and then put on hold.

Statutory changes to regulations for the structure and purpose of governing bodies came into effect in 2012 and all maintained schools governing bodies are required to reconstitute by September 2015. Reconstitution is a tool to 'drive the quality and effectiveness of the GB'. Paper had been circulated by the chair formulated from a paper distributed by KCC. The paper included initial proposals for a new structure for SPS. The revised structure is intended to make governing bodies smaller, 'more cohesive and dynamic.' Intention is for governing bodies to consider their size and membership and select governors on a skills basis to ensure more effective governance.

SPS has maintained a large governing body of 20 which has worked well to cover statutory areas and additional monitoring requirements.

Current instrument of governance allows for:

- 5- Community governors*
- 4- Authority governors*
- 7- elected parent governors*
- 4- staff governors*

New rules allow for:

Staff governors - headteacher plus 1, ideally a member of teaching staff. (Other staff members could be co-opted but their number must need exceed one third of the total governing body.)

Authority Governors - allowed only 1 appointed on basis of skills.

Co-opted governors - this category will replace community governor category which no longer exists . Appointment of new co-opted governors will required whole GB approval. Pointed out that currently all committee chairs would fall into this category.

Parent governors - will continue to be elected by the parent body. For parental elections can now declare which skills are sought at the time of the election, although there is no control over who applies for a vacancy or how parents will vote. Suggested that if parents have applied but not been elected as governors that a record of skills are kept from the personal statements for reference when specific skills for a co-opted governor may be needed.

Optimum size

Discussion ensued on the optimum size of the FGB and agreed that in order to cover monitoring required for increasing pupil numbers and variety of roles that SPS governing body was effective and should stay reasonably large to allow flexibility to allow for upcoming challenges. Suggested and agreed that the maximum size of the governing body should stay at 20 though up to 2 co-opted spaces would be kept vacant in case of specific requirements. Therefore normal core size would be 18. Co-opted spaces would be kept deliberately vacant in order to procure individuals with specific skills to assist with challenges ahead. It would be intended that the GB would look to place an advert for a specific set of skills and then agree on an interview and selection process. The term for each co-opted role would be decided prior to advert and would be role specific.

New position agreed in principle with the following:

- 1 headteacher*
- 1 staff governor*
- 1 authority governor*
- 9 elected parents*
- 8 co-opted (6 permanent and 2 spaces)*

Additional points for consideration

- The need to be conscious of the balance of parents, non parents and staff within the constitution.*
- The need for transparency and clear reasoning in discussions when moving governors to different categories and demonstration that correct skills have been procured.*

Next steps

- i. All governors to complete skills audit before next round of meetings. (last done November 2013)*
- ii. Consider the demands and additional skills required for the new build.*
- iii. Agree optimal size and establish which governors need to move category*
- iv. Approve and minute structure at next FGB meeting ready for submission to KCC and allowing 3-6 months to complete the process.*
- v. Formal reconstitution must have taken place by September 2015.*