



## MEETING OF THE CORPORATION OF MACCLESFIELD COLLEGE

TUESDAY 6 OCTOBER 2020 – 9.30 AM

MEETING TOOK PLACE VIA ZOOM

PART I

**Clerk:** Mrs R Clare

Attendance:	M Wright (Chair), C Trasler, P Newell, A Sutcliffe, N Schofield, K Williams, J Walters, N Mannion, S Musgrave, R Kay
In attendance:	L French, L Reed, S Gardiner
Apologies:	M Sharples, E Kennedy

### MINUTES

<b>Actions</b>	
4/20 The Macclesfield Academy  RK requested a formal paper on the timeline of the process, options and timescales and a thorough report on this matter for the next Corporation meeting.	<b>AS/RH</b>
6/20 Quality and Curriculum  A governor questioned the percentages reported in the table. LR will check the figures provided by MIS. LR stated that this might be due to the coding from MIS but the columns should add up to 100% so required a further review.	<b>LR</b>
7/20 Business ELT are holding a strategic day offsite to review the finance and strategic position in more detail and contingencies will be shared at the December Corporation meeting including assumptions and impact on the budget.	<b>LF</b>
7/20 Business (Enrolment update) LF explained that apprenticeship numbers would be shared at the next meeting after the new starts at the end of October.	<b>LF</b>
7/20 Business (Enrolment update) Numbers of Levy and Non-Levy to be shared at the next meeting.	<b>LF</b>

- | <b>Item</b> | <b>Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| 28/20       | <p><b><u>Welcome and Apologies for Absence</u></b><br/>           MW acted as Chair for the meeting in the absence of MS. MW welcomed Members to the first meeting of the academic year and confirmed apologies for absence. Apologies for absence were received for MS and EK.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 29/20       | <p><b><u>Declaration of Members' Interest</u></b><br/>           There were no declarations of Members' interest.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 30/20       | <p><b><u>Minutes and matters arising from the previous meeting</u></b></p> <p>Members reviewed and approved the Part 1 Minutes of the meeting held on 7 July 2020.</p> <p>The Chair reviewed the actions from the previous minutes:<br/>           RC confirmed that in the Corporation structure document for 2020/21, MW was duplicated in the list for the Remuneration Committee and the duplication has been removed.</p> <p>LF confirmed that Health and Safety will be reviewed every two years and will be added to the Internal Audit Strategy. LF will liaise with the internal auditors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 31/20       | <p><b><u>The Macclesfield Academy</u></b><br/>           RH provided a report on The Macclesfield Academy in advance of the meeting. AS (Chair of The Macclesfield Academy) summarised the main points within the report:</p> <ul style="list-style-type: none"> <li>• 2020 examination results were reported to be good and above national in all areas except for Pupil Premium targets.</li> <li>• The Ofsted report was now published and the grade was confirmed as 'Requires Improvement'. The Macclesfield Academy had registered an appeal against the Ofsted process and grade but the initial grade still stands.</li> <li>• AS confirmed that RH and his SMT have been exemplary in relation to communication throughout the pandemic.</li> <li>• The Risk Assessment in relation to Covid-19 was reported to be extensive.</li> <li>• AS confirmed that to date there have been no student or staff Coronavirus cases.</li> </ul> <p>AS requested any questions in relation to the shared report. This led to a deep dive into two areas in relation to The Macclesfield Academy update, one was the Ofsted report and grade and the second was the MAT developments with The Macclesfield Academy joining Fallibroome.</p> <p>AS confirmed that the governors of The Macclesfield Academy felt that the Ofsted process was unfair and that the main concern raised within the report was in relation to the curriculum model and GCSEs being chosen in Year 9 rather than in Year 10. AS reported that the Macclesfield Academy governors felt that The Macclesfield Academy SMT had done as much as they could within the time frame to adapt the curriculum model and meet the new Ofsted framework.</p> <p><b><u>Q: The Ofsted outcome was different to what was reported to the Macclesfield College governors last academic year when it was reported that The Macclesfield Academy felt they could confidently receive a 'Good'? Did the school have a robust mechanism for their self-assessment?</u></b></p> <p>AS reported that on the old Ofsted framework, The Macclesfield Academy would have received a 'Good' but this was not achieved mainly due to the curriculum model. AS confirmed that PR provided an external report to the Ofsted team but that the Ofsted team did not agree with the contents of the report. The governors of The Macclesfield Academy voiced that they were unhappy with the Ofsted process and inspection on this occasion.</p> |

**Q: What immediate changes have taken place post Ofsted in relation to the findings within the report?**

**The Curriculum model had already changed but this will now be imbedded further.**

AS reported that the MAT discussions were progressing well with the School Commissioner and Fallibroome until recently. AS explained that partnership discussions had come to a pause due to a financial matter relating to the estate and a replacement roof. AS felt that it was unlikely that The Macclesfield Academy would join the MAT this academic year.

**Q: It is a concern that The Macclesfield Academy is unlikely to join the MAT this academic year and this is a very different position to the position reported to the Corporation in the summer term? Is there a Plan B?**

AS stated that The Macclesfield Academy would look to continue discussions and resolve the current issue. AS was hopeful that he would be able to provide a confirmed position by Easter 2021. AS confirmed that if at this point the partnership was looking unlikely to happen, then The Macclesfield Academy would look to begin the MAT search process again. However, AS felt that an extensive search had already been carried out and was unlikely to find any other solutions. AS stated that he could open a discussion with Tytherington. **RK requested a formal paper on the timeline of the process, options and timescales and a thorough report on this matter for the next Corporation meeting.** RK expressed her concern of the reputational impact upon the College and if The Macclesfield Academy Ofsted grade would hinder further negotiations. The Corporation requested further clarity on the position of The Macclesfield Academy and whether Fallibroome had the motivation to continue with the partnership. It was agreed that a further report on the partnership will be tabled at the December Corporation meeting.

AS confirmed that one of the sponsor governors had retired at the end of their term of office. AS asked if any of the College governors would also like to serve as a sponsor governor at The Macclesfield Academy. The Director of Governance explained that in recent times, the College has recruited specific governors based on a search for expertise and skills but that some of the newly appointed governors were not local to the College. The Macclesfield Academy will reappoint KW for a further term.

AS also confirmed that his term as Chair of Governors is due to end at the end of the summer term.

The Corporation discussed the impact of having the same governors on both boards and AS confirmed that he was happy to drive a recruitment campaign for The Macclesfield Academy.

32/20

**Principal Report – Update**

RK began her item by providing a presentation on the sector and providing governors with national and local context. The main points from the presentation were the following:

- Challenges across online learning
- Navigation of multi funding streams
- Communication from Government late
- Political challenges
- AEB Budget under threat at the moment and the sector is awaiting confirmation
- Nationally Apprenticeships have collapsed (not for Macclesfield College)
- Macclesfield College position on Apprenticeships and finances achieved
- National impact of redundancies
- Significant investment needed for the sector – £200M ring faced for FE
- A confirmed bid for catch up funding
- Traineeships funding available
- Funding available for 18 and 19-year-old programmes
- Funding is welcome but is late and colleges need to be quick to spend
- Financial intervention is still too negative
- Unions proving challenging towards FE and Universities
- Enrolment was difficult but a positive experience
- Staff and students come from across Greater Manchester and this could cause implications if there is a local lockdown
- Anxiety levels in relation to Covid-19 remain a challenge

- Consideration to a College shut down during October half-term to deep clean and have a natural break for staff and students
- Nationally English and maths numbers are down due to high achievement at school
- HE is under pressure nationally
- Apprenticeship impact upon 2021/22 allocation
- Challenge to keep operating with constraints due to Covid-19
- A new intervention policy is being launched
- Most Colleges will need cashflow support
- AoC is pushing for more supportive measures for colleges

**Q: Where is the match funding drawn down from?**

The match funding is drawn down from national government.

**Q: What are the timescales from government?**

It will be once the financial return is in, December or January.

RK confirmed that she will provide a further update on the national and local context at the next meeting.

**Q: Has the College financial position changed since the last report?**

No, the College is in a 'Good' financial position and cashflow is good. LF will provide a full update under her item on the agenda.

RK provided two reports on the 'Macc News'. RK explained that the reports shared the community aspect of the College and included an update on building work undertaken, new staff appointments and an update on partnerships. RK confirmed that IH had been appointed as Assistant Principal and there was also an interview in the news article.

Members had received a copy of the new Prospectus in the post and congratulated the team on producing an excellent marketing tool. RK confirmed that marketing is ongoing and that the College is running a late enrolment campaign for students who may have chosen a wrong course or College/Sixth Form.

The Chair congratulated the Principal and SMT on their continued hard work throughout a challenging period of time and for the concise and clear information.

33/20 **Quality and Curriculum**

**Executive summary on Quality and Curriculum**

LR provided an update report on Quality and Curriculum including data on student voice survey based on the College closure experience and an update on delivery models for 2020-21. LR explained that the student voice included feedback from 16-18 study programmes, adult programmes and apprenticeships. LR reported that 69% of study programmes and adult learners agreed that they were prepared for online learning and 60% of apprentices agreed with the same statement. Learners across all provision had indicated that they preferred face to face lessons, although online learning had allowed them to develop skills and responsibility. Learners also indicated that they felt better connected with friends whilst at College. Learners had indicated that they had concerns about returning to College due to the uncertainty of Covid-19.

LR presented the headline data for 2020. LR explained that adult provision had been impacted by Covid-19 due to related restrictions, particularly in Child Care. This area has been risk assessed in case we go into lockdown again.

16-18	Retention	Pass	Achievement
2017/18	94.7%	93.7%	88.8%
2018/19	94.7%	92.5%	87.6%
2019/20	95.1%	95.4%	90.7%

  

19+	Retention	Pass	Achievement
2017/18	93%	98.4%	91.1%
2018/19	93.7%	97%	90.9%
2019/20	87.6%	91.7%	80.3%

All Ages	Retention	Pass	Achievement
2017/18	93.8%	95.7%	89.9%
2018/19	94.3%	94.4%	89%
2019/20	92.7%	94.2%	87.1%

GCSE Maths	Retention	Pass	Achievement	HG
2017/18	94.9%	95.3%	90.4%	11.9%
2018/19	94.9%	93.6%	88.7%	21.5%
2019/20	94.4%	95.7%	90.3%	23.7%

GCSE English	Retention	Pass	Achievement	HG
2017/18	92.3%	92.0%	85.0%	19.6%
2018/19	96.3%	91.3%	87.9%	22.4%
2019/20	94.2%	96.4%	90.8%	28.6%

It was reported that some apprentices who were furloughed went on to be made redundant. This impacted on the adult apprenticeship provision along with withdrawals in Health and Social Care due to the Covid-19.

LR requested any questions in relation to the shared report.

**Q: In relation to page 2 of the report, 38% of learners stated that they had contact with a learning facilitator seems low?**

This was a standard question and in relation to the students that required one for individual needs.

**Q: Is there a plan for catch up sessions?**

Yes, there are catch-up sessions for certain units. There is a tight delivery plan to allow for extra units and this is being carried out by specific departments. Maths and English catch up will begin in December.

**Q: Is the motivation the same for online delivery?**

It is a 20% blended learning model with live streaming lessons to encourage motivation.

**Q: Within the report you refer to different delivery models and requiring external space, please can you explain?**

Yes, the College has hired MADs Theatre in Macclesfield Town Centre for five days a week for extra space for delivery.

**Q: In relation to the new curriculum offer, is Macclesfield Town Football Academy secure?**

Yes, the football club is run separately to the football academy and all students will complete their course and the offering will continue.

**Q: Was the learner voice data broken down by curriculum area?**

The learner voice lead is working with the students within curriculum areas over the coming weeks and richer data will be provided within the academic year. This was an initial survey relating to the period during lockdown and the return to College.

**Q: Do you think that parents influenced the survey as it was a higher return rate in 16-18 programmes?**

LR explained that this could also be due to the length of the course and some being short courses. The survey was conducted by survey monkey and was sent direct to student accounts.

**Q: Do you think you can improve learners' attitude in relation to online learning?**

It remains the College plan to complete as much face to face learning as possible, however work is being undertaken with learners in curriculum areas in relation to pastoral elements and learner attitudes if the College needs to move to 100% online learning. LR has conducted weekly meetings within curriculum areas and E Learning strategy meetings. LR assured governors that the College is fully prepared for any future lockdown, as previously it was a forced closure that took place very quickly. She also stated that teachers have supported learners well whilst developing new skills themselves for online teaching. Governors were informed that staff recruitment had taken place online during lockdown and teachers completed an online lesson as part of the recruitment process.

**Q: Has there been any additional funding for IT to be more accessible to learners?**

No, this has been at an additional cost to the College.

**Safeguarding Annual Report 2019-20**

LR presented the Safeguarding Annual Report for 2019-20. The report evidenced that the College has met its legal and good practice in relation to all aspects of Safeguarding during the academic year. Governors were informed that all policies and procedures in relation to Safeguarding had been reviewed and approved during the year. The Safeguarding team currently comprises of two Designated Safeguarding Leads and three Safeguarding Officers in addition to a college Counsellor. Student feedback in relation to Safeguarding is positive and the process for referral pathways was shared including the use of ProMonitor. LR explained that smoothwall operates 24/7 full year, and E-safe referrals are monitored every weekend and through all bank holidays and College closure days. A number of members of staff were trained to Level 4 Safeguarding during the academic year. LR reported that the College has seen a rise in mental health and drug related use and this was being carefully reported and support given for those cases. There has been an increase in bullying and harassment online but this is in-line with the national picture.

From the student feedback, 100% of students who completed the survey felt safer in college after seeing the safeguarding team. 100% of students found the safeguarding service in college helpful. 93% of students felt their situation had improved after accessing the safeguarding service. 100% of students felt they were able to continue at college after accessing the safeguarding service.

**Q: Does the data include vulnerable adults and apprenticeships?**

Yes, the data includes anyone who is supported by the Safeguarding team.

All members of staff are required to complete the online Prevent course and the feedback to this is positive.

The Annual Safeguarding report 2019-20 was approved.

**HR and Equality and Diversity Annual Report 2019-20**

LR presented three reports in advance of the meeting in relation to this agenda item. The Equality and Diversity Report (Staff Report) was reviewed and approved. The HR Annual Staff Report was reviewed and approved. The two reports were legislative and now approved would be placed on the Macclesfield College website.

LR presented a report in relation to a synopsis of staff and student equality, diversity and inclusion for the academic year 2019/20. The information within this report was shared in relation to a request at the Internal Equality and Diversity Committee which two governors attended. LR reported that there was an increase in BAME students in 2019/20 to 14% from 13% the previous academic year. There was also an increase in BAME staff in 2019/20 to 4% from 3% the previous academic year. MS had requested to review the information to see if it was reflective of Cheshire East as an area. Unfortunately, the last report published for Cheshire East was in 2011 and the breakdown was too out of date. However, the College percentage for BAME is higher than the local area due to students travelling from across Greater Manchester not just Cheshire East.

A governor commented that on the graph for 6.2 on the Equality and Diversity (Staff Report) the categories were not identified (missing headings on graph).

**Q: In relation to 7.2 on the Equality and Diversity (Staff Report) has Covid-19 impacted on the quality of employment?**

No, recruitment has been strong and applications have been high but occasionally more industrial expertise and job experience is required.

**Q: Has the College furloughed any members of staff?**

No, the College has not needed to furlough any members of staff.

**Destinations Report**

LR presented the Destinations Report for 2018/19. It was confirmed that the actual destination data for 2018/19 shows total positive progression at 90.5% for 16-18 learners and 74.3% for 19+ learners. LR reported that positive destinations for total collected of study programme learners was 97.4%. The College normally engages with an external provider to collate the information from April, but this could not happen this year due to Covid-19. LR confirmed that the final information will be presented in the December KPI but will prove challenging this year due to the impact of Covid-19. **A governor questioned the percentages reported in the table. LR will check the figure provided by MIS. LR stated that this might be due to the coding from MIS but the columns should add up to 100% so required a further review.**

**Compliments and Complaints Report**

LR shared the Compliments and Complaints report for 2019/20. LR reported that the College had received 18 formal complaints, of which 14 were related to perceived quality issues, 2 related to staff and 2 related to catering and business support areas. There were more male complainants than female and all complaints were resolved and investigated thoroughly. LR explained that this academic year the complaints will be broken down by ethnicity but this was reported differently this academic year so comparisons cannot be drawn for ethnicity this academic year. Most complaints were registered by students or parents. LR confirmed that the way complaints are recorded will be recorded differently this year as a number of complaints that were recorded were not genuine. The College will also look to monitor the compliments better going forward as previously the reporting has focussed on complaints.

34/20 **Business**

**Year-end management accounts 2019-20 and executive summary**

LF presented the year-end management accounts for 2019-20 and the executive summary. LF reported the following:

- The year-end management accounts present a deficit of £127K as forecasted
- The financial health grade is 'Good'
- The income was as expected but slightly favourable at £9,579K

- The position takes in to account that the AEB will be achieved
- There is a favourable position for Apprenticeships
- Improvement in actuals once the ILR is submitted
- Pay costs have out turned £154K above the expected forecast, due to the FRS102 actual costs detailed in the actuarial variance amounted to £456K compared to the £260K budgeted an adverse variance of £196K. LF confirmed that this area of expenditure is not in the college's control and can differ each year
- £42K of other small favourable variances across pay, related to vacant posts and a reduction in the year-end holiday accrual
- Non-pay expenditure was favourable and an underspend against expenditure

LF provided an update on the financial KPIs, the College was within forecast, with the exception of staff costs (excluding subcontracting) being higher. It was explained that this was due to the number of withdrawals and break in learning rather than staff costs which remain pretty flat. The cash days in hand were reported to be lower due to supplier's expenditure but was reported to be in line now. Pensions had also had an impact on the final budget.

LF explained that there is an enrolment update to follow but the first forecast will be prepared in October with the first report being received at the December Corporation meeting. LF will continue to provide monthly forecasts to governors. LF stated that there were a number of unknowns in relation to AEB and apprenticeship incomes and the October forecast was important but the challenges were across the sector. LF reported that the College is working as well as they can on these areas despite the external factors. Assumptions have been made in the budget but they were subject to change depending on government decisions in relation to the budget areas. **ELT are holding a strategic day offsite to review the finance and strategic position in more detail and contingencies will be shared at the December Corporation meeting including assumptions and impact on the budget.**

RK reported that apprenticeship enrolments were doing well so far, this academic year and placements with Astra Zeneca and Pro-Seal were achieved and this was good news for the College.

#### **Enrolment update**

LF provided an update on enrolment to date. LF reported that the College planned to deliver 1,151 16-18 numbers and the College is currently at 1,065 at the date of the report. However as of today, LF reported that numbers are at 1,115 including continuing Hair and Beauty students. AEB is currently at 234 learners compared to 932 planned, LF reported that this was a similar point to this time last year. Adult Learners loans is at 50 at the time of the report but is currently at 80. HE Loans is currently at 14 but there is 39 in the current system. **LF explained that apprenticeship numbers would be shared at the next meeting after the new starts at the end of October.**

#### **Q: Are there any specific areas that are down?**

Yes, Business Services and Media and Performing Arts is down and was most likely to be due to the impact of the Coronavirus and the same position nationally.

A Member requested for the AEB to be broken down further. LF confirmed that enrolments are still underway but further information will be provided on the September starts throughout the academic year.

#### **Q: Please can you share information on the Levy and Non-Levy?**

**LF confirmed that she will share this information at the next meeting.**

Governors commended the College on being close to forecast for 16-18 student numbers.

#### **Subcontract provision for 2020-2021**

LF provided an update on Subcontract provision for 2020-21. It was explained that the College has not engaged with any subcontractors for 2020-21. The final arrangement with SCL was completed in 2019/20. The quality of teaching for the subcontracting during 2019/20 was good or better. However, LR explained that as the learners are treated as a private candidate arrangement it was difficult to

evidence that they had achieved a Grade 4 for the centre point assessment and this did have an impact.

Governors congratulated the ELT on the handling of the subcontracting contract and how they followed it through to the end in terms of reporting.

**Members are invited to review and approve the Public Values Statement for a further year**

Members reviewed the Public Values Statement and approved no changes. The statement did conform with sector guidance. Members approved the Public Values Statement for a further year.

**Annual Health and Safety Report 2019/20**

LF presented the Annual Health and Safety Report for 2019/20. The Health and Safety Policy was not subject to review but due to changes in relation to Covid-19 had been fully reviewed and changes made. The Health and Safety Committee reviewed the policy at the meeting. A Health and Safety Audit has also been carried out. 62 actions were identified and 59 actions were completed. First Aid training had been postponed due to the College closure during lockdown and is taking place this week. LF reported that there were 34 reportable accidents in 2019/20 compared to 31 in 2018/19. LF explained that the College reopened fully in August after the reopening in June. Full information in relation to Covid-19 was shared with staff and students and work placed assessment also took place.

Governors approved the Annual Health and Safety Report 2019/20.

35/20 **Policies**

- The following policies were shared in advance of the meeting:
- Advanced Learning Loan Bursary 2020-21
- Complaints Policy 2020-22
- Critical Incident Policy 2019-21
- Discretionary Learner Support Fund for Students Aged 16-18 Years 2020-21
- Discretionary Learner Support Fund Students Aged 19 and Over 2020-21
- Higher Education Fee Payment Policy
- Refund Policy (FE)
- Safeguarding Policy
- Social Media Acceptable Use Policy
- Child Protection and Adults at Risk Policy
- Higher Education Refund and Compensation Policy
- Information Security Policy
- Tuition Fee and Charges Policy 2020-21

Governors reviewed and approved the policies.

A governor requested that the front sheet dates be reviewed for the following policies:

Refund Policy HE

HE Fee Payment Policy

Critical Incident Policy

RC will feedback the governor comments to the Quality Team.

36/20 **Date and time of the next meeting:**

The date of the next meeting is Tuesday 8<sup>th</sup> December 2020 at 9.30am.

The Chair thanked the ELT for their continued hard work, particularly in the circumstances.

Impact of the meeting:
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Strategic position of The Macclesfield Academy An update on the national and local context provided by the Principal Update on work undertaken and Assistant Principal Appointment Review and governor questioning in relation to student survey and curriculum Results for 2020 provided Annual Safeguarding, HR and Equality and Diversity report reviewed and approved Deeper dive report in relation to Equality and Diversity at request of governors Financial update including student numbers and strategy of the College – further marketing initiatives shared Annual Health and Safety report reviewed and approved Policies approved
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Signed by Chair:	
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