

**Minutes of a meeting of the Governing Body of Brent Knoll School
held at the School on
Wednesday 22 March 2023 at 6:00 pm**

Membership (Instrument 2.3.15) PG x 3, LA x1, Staff x1, Head x 1, Foundation x 3, Co-option x 3. Total 12	Initials	Designation	Term of Office End date	Attendance
Mr. Andy Taylor	AT	Headteacher	Ex-Officio	Present
Ms. Lucy Govan	LG	Co-opted Governor	10/11/2023.	Present
Mr Gregory Marsden	GM	Staff Governor	13/07/2026	Present
Vacancy		Foundation Governor		
Mr. Simon Whitlock	SW	Co-opted (Vice Chair)	22/05/2025	Present
Ms Catherine van Rooyen	CVR	<i>Parent Governor</i>	31 /10/2026	Present
Ms Cheryl Cowie	CC	Parent Governor	16/11/2025	Present
Ms Laura Deitz	LD	Parent Governor (Chair)	02/07/2023*	Present
Vacancy		<i>Co-opted</i>		
Mr Rohan Grove	RG	Local Authority	29/11/2024	Present (R)
Mr James Bamford	JB	Foundation Governor	01/12/2024	Present(R)
Mr James Cherry	JC	Foundation Governor	01/12/2024	Present
Also				
Ms Irene Ferrero Anthony	IFA	Prospective Foundation Governor	N/A	Apologies
Ms Cara Murphy	CM	Prospective Co-option	N/A	Present
Ms Kristina Leonnet		Observer		Apologies
Mr. Mike Garrick	MG	Clerk	N/A	Present

*R=Remote

1.0	<p><u>WELCOME & APOLOGIES FOR ABSENCE</u></p> <p>The Chair opened the meeting by welcoming everyone. Apologies for absence were received and noted from Irene Ferrero Anthony and Kristina Leonnet</p>
2.0	<p><u>DECLARATIONS OF INTEREST & BUSINESS FOR THE MEETING</u></p> <p>No declaration of interest was received in any item appearing on the agenda of this meeting. There was no change to the business of the meeting.</p>
3.0	<p><u>GOVERNING BODY MEMBERSHIP</u></p>
3.1	<p>Changes to the Membership : The governors noted that there had been no change to the governing body membership since the last ordinary meeting. .</p>
3.2	<p>Terms of Office due to end prior to the end of the summer term 2023: The governors were advised that the Term of Office of Laura Deitz (LD) (Parent Governor and current Chair) would end on 2 July 2023. An election to fill the vacancy would therefore be necessary – this was noted by the Head. Governors were informed that there was no restriction on LD standing for re-election and if successful, she could continue as Chair until the first meeting of the governing body in the Autumn term 2023.</p>
3.4	<p>Fill Current Vacancies: The governing body considered the following recommendations to fill existing vacancies:</p> <ul style="list-style-type: none"> • Irene Ferrero Anthony to be recommended to the Trust for appointment as a Foundation Trust Governor • Cara Murphy recommended for Co-option • Ms Kristina Leonnet recommended as an Associate Member
3.4.1	<p>The governing body discussed the recommendations. After consideration, the governing body AGREED to the following: -</p>

<p>3.5</p> <p>3.6</p>	<ul style="list-style-type: none"> ▪ Co-opt Cara Murphy (CM) to the governing body – her term of office would be 4 years ending 21 March 2027. To be assigned as a member of the Children, Families and Community Committee ▪ Recommend to the Brent Knoll and Watergate Trust Board that Irene Ferrero- Anthony (IF) be appointed as a Foundation Governor of the school. Subject to the appointment by the Trust, to be assigned to the Teaching & Learning Committee ▪ Appoint Kristina Leonnet (KM) as an Associate member of the governing body to be assigned to the Pay and Resources Committee. <p>Diversity on the governing body: It was noted that this consideration was on-going and factored in as part of the school’s sign up to the Local Authority Equality and Diversity pledge.</p> <p>DBS Checks: Governors were reminded of the need to ensure that they hold a current DBS , new governors were required to make their application via the school within 21 days of their appointment or election as a governor and existing governors to renew their DBS every 3 years. It was reported that, a DBS had been processed for CM and that a check was currently in process for IF; also, that DBS for JB ,JC and SW was due for renewal in the Autumn term. The governors noted that the School Office will contact governors to follow-up in respect of the initial and subsequent renewal of DBS checks.</p>								
	<table border="1"> <thead> <tr> <th data-bbox="209 824 284 860"></th> <th data-bbox="284 824 1233 860">Action</th> <th data-bbox="1233 824 1366 860">Who</th> <th data-bbox="1366 824 1517 860">When</th> </tr> </thead> <tbody> <tr> <td data-bbox="209 860 284 994">A1</td> <td data-bbox="284 860 1233 994">Irene Ferrero Anthony to be recommended to the Brent Knoll and Watergate Trust for appointment as a Foundation Governor at Brent Knoll School.</td> <td data-bbox="1233 860 1366 994">Head & Clerk</td> <td data-bbox="1366 860 1517 994">Next Trust Meeting</td> </tr> </tbody> </table>		Action	Who	When	A1	Irene Ferrero Anthony to be recommended to the Brent Knoll and Watergate Trust for appointment as a Foundation Governor at Brent Knoll School.	Head & Clerk	Next Trust Meeting
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<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.2.1</p> <p>4.2.2</p> <p>4.2.3</p>	<p><u>MINUTES OF THE LAST MEETING & MATTERS ARISING</u></p> <p>Minutes: The Minutes of the meeting held on 23 November 2022 had been circulated prior to the meeting. After consideration, the Minutes were AGREED as a true record and approved for signature by the Chair.</p> <p>Matters Arising not covered elsewhere on the agenda of this meeting</p> <p>Governing body survey – Previous minutes section 7.6: It was noted that this action had been taken; the survey would be issued shortly.</p> <p>Safeguarding – Previous minutes section 7.11: It was noted that the KCSIE confirmations from all governors had now been received and that several governors had also attended safeguarding level 1 training.</p> <p>Ofsted Preparation (Training) - Previous minutes section 10 : The Head reported that arrangements were in hand to provide Ofsted preparedness training (by Giles Osborne) early in the Summer term. Notification of the date and invitation would be circulated to governors by email.</p>								
<p>5.0</p> <p>5.1</p> <p>5.1.1</p>	<p><u>FINANCIAL MANAGEMENT</u></p> <p>2022/23 Budget : Simon Whitlock (SW) provided an update on the 2022/23 Budget and 3-year projection. An update was provided at the last clerked meeting of the Pay and Resources meeting on 28 February 2023. The school budget was in good order and the end of year projection was consistent with those provided throughout the year. A portion of the school’s financial reserve , approx. £400K was used to put in place school improvement and infrastructure development. SW reminded of the Committee’s plans to use the reserves for these purposes.</p> <p>The budget reserves being carry forward into 2023/24 was approximately 1.1 million. The committee recognised that there was a need to maintain a level of reserves to provide a buffer against increasing financial challenges and would be taking this into consideration in future planning. The Head cautioned that , as a Special school, the staffing ratios were higher than</p>								

5.2	<p>main- stream, particularly those for support staff, and therefore staff pay increases would have a greater impact in terms of costs going forwards. The Pay and Resources Committee recommended that the 2022/23 budget report be agreed by the governing body . After consideration , the governing body AGREED the 2022/23 budget.</p> <p>2023/24 Budget and 3-year projection. : It was noted that the outturn for 2022/23 and 2023/24 Budget and 3 years rolling projection would be considered at the next Clerked meeting of the Pay and Resources Committee. The deadline for submission to the Budget , approved by the full governing body was 16 June 2023. However, as the next meeting of the full governing body was not until 21 June, the budget could be submitted by this deadline having been considered by the Pay and Resources committee, with notification that the formal approval by the full governing body would follow as soon as possible after the full governors meeting and no later than the 30 June 2023.</p>								
5.3	<p>Governors were reminded that the Bursar attended the Summer term meeting last year to present the Budget plan . It was therefore AGREED that he be invited to present the 2023/24 Budget at this Summer terms full governing body meeting.</p>								
5.4	<p>Schools Financial Value Standard (SFVS) : SW gave a report back on the SFVS. He advised that the document had been considered by the Pay and Resources committee prior to submission to the to the LA by the deadline of 14 February 2023. Governors were referred to the document which was circulated with the agenda papers prior to the meeting , SW highlighted that the responses to the questions were similar to those in the previous year. There were no areas of concern. After consideration, the governing body, AGREED and endorsed the SFVS .</p>								
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6.0	<p><u>HEADTEACHERS REPORT</u></p> <p>6.1 The Headteachers Report had been circulated prior to the meeting. The report included a summary of the position in the school since the last full governing body; links to the self-evaluation statement , the school improvement plan; also the Challenge Partners Reviews in October 2022 and January 2023 ; the impact of the Pupil premium , Primary PE grant ; the progress update on tracking race equality in line with the LA initiative , Safeguarding; activities and actions to improve the quality of education , Behaviour information; Attendance data ; Staff development ; leadership and management and school meals .</p> <p>6.2 The Head advised that strike action had impacted on the school, 6-7 classes remained open from a total of 19. Parents were given prior notice of the strike arrangements . The National Headteachers Union held a ballot for strike action but did not reach the turn out threshold. No further strikes were scheduled prior to Easter.</p> <p>6.3 Governors noted that the last inspection of the school took place in the Summer 2019, the school would therefore now within the Ofsted window for Inspection in Summer 2023. The SIP and SES were in place, the Head referred to the work done over the last 4 years . It was noted that a session for Ofsted Preparedness for governors would be provided in early April 2023</p> <p>6.4 Information was provided about the recruitment of 2 teachers that started in September 2022 and the opening of an additional class in Upper KS2. The Post 16 pilot project started in September was going well, the LA agreed to extend the project for another year, but it was necessary to find new accommodation – possibly at the Ignition Brewery site in Sydenham.</p> <p>6.5 Work was continuing on the development of the ‘ Brent Knoll Way’ and work on how to deal with dysregulation of pupils/students. Reference was made to the Challenge Partners review in January 2023 in which the school was assessed as ‘ Leading’ in Leadership and in the Quality of provision and outcomes. The Head reported that since the last Challenge Partners review, he received - a requests from another school within the Special schools’ network to visit to see</p>								

	SEND good practice at Brent Knoll; an invitations from Essex County Council to assist with their SEND planning to increase capacity and also from Lewisham to help with the development of the local (Lewisham) Safeguarding children partnerships Neglect screening tool. The Head felt that this was showing that the school was progressing towards its aims to have a local and national reputation for excellence.
6.6	Governors were reminded that the Pupil Premium Strategy and Primary PE grant plans had been published on the school website. Information was provided about the intention to be even clearer about how the funds are use and analysis of the impact. Paul Shaw (Assistant Head) was currently leading on this area. The Head recommended that the governing body appoint a Pupil Premium Grant (PPG) link governor. After discussion Catherine Van Rooyen AGREED to be the PPG link governor.
6.7	Tackling race equality progress: The Head reminded that the school had signed up to the LA pledge, he highlighted that there was little difference between Groups in term of attainment, although monitoring and analysis of the different Groups is being done. Reference was made to the impact of inequality more broadly for people with SEND. It was noted that the school would be developing its equality strategy; Rohan Grove AGREED to be a link to assist with the strategy development.
6.8	Discussion took place about increasing the visibility and interactions between the governors and the school community. Governors were reminded that they can attend the achievement assemblies. The Head stated that he would make the dates available in the governors' area of the website.
6.9	There was a question (Q) Would it be possible for governors to attend parents' evenings? The Head advised that the format had changed, it was no longer done on a single evening, parents had the option of coming in or remote contact. The suggestion was made that, going forward, consideration be given to having a governor's surgery each half term.
6.8	A safeguarding review by the LA was scheduled for 23 March, it was noted that the Head, the School Business Manager (SBM) and Designated Safeguarding Lead (DSL) would be involved. CC advised that she could not attend. Governors were referred to the safeguarding data showing the respective position in the Autumn and Spring terms noting the small increases in MASH referrals, and the number of Children in Need cases. There was 1 LAC and 3 pupils/students with Special Guardians. The Head spoke about the work of the school home support officer – the role had been increased to all year round (from term time only) to enable home visits to be made during the school holiday periods. Information was provided about the actions taken on Mental Health and Wellbeing; particular reference was made to the work with Studio 3 on 'Low Arousal'
6.9	It was noted that the governors Survey would be issued shortly, the survey on mental health and wellbeing would be issued early in the Summer term.
6.10	Q When will the school Self Evaluation Statement (SES) be updated? The Head stated that this would be done in the Summer term. It was reported that the school had acquired an allotment, raised beds and accessible pathways were being created – a link visit by governors was welcomed. The DT room was being used more flexibly – used at lunchtimes to facilitate social interactions between pupils/students.
6.11	Quality of Education: The Head highlighted the ERIC time audit, the completion of the mid-year reviews. The governors were asked to note that the number of physical interventions had gone down and there were no suspensions or exclusions.
6.11	Attendance: Comparative data was provided showing termly breakdowns for the last 3 years and analysis showing the data for PP and Non-PP pupils/students. The current rate was 89.62%; it was however noted that there were 3 pupils/students on roll who were not attending due to appeals against placement. When these pupils/students are excluded, the attendance rate was 91.95%. Governors were also asked to note that persistent absence had risen, particularly amongst PP when compared to their peers. The Head advised that the reasons were currently

6.12	<p>being looked into. The governors felt that it would be helpful in future to see the Attendance data at least annually bench marked against that of other (similar) schools.</p> <p>Q Are the Attendance figures provided from the start of the academic year ? Clarification was provided that they were.</p> <p>Staff Training and Development : Governors were provided with details of the staff training and development that had taken place. The Head advised of MPQ study being funded from the Apprentice Levy ; staff were encouraged as part of their performance management to undertake professional development. Discussion took place about the Mayor of London initiative to provide a free school meal for all Primary age pupils . The head spoke about the complexities there are pupils/students who do not have a school meal because of dietary requirement, or they are fussy eaters. Increased numbers of pupils/student having a school meal requires more staff , the Head however felt there was sufficient flexibility to ensure that it works successfully.</p>								
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7.0	<p><u>COMMITTEE REPORTS & LINK GOVERNOR REPORTS</u></p> <p>7.1 Resources Committee: SW reported that the committee met twice since the last meeting , a clerked and an un-clerked meeting.</p> <p>7.1.1 The focus of the un-clerked meeting was the Catering contract. With the assistance of Educo, the committee considered 3 tenders (copies of which and a summary had been circulated) and decided to recommend ‘Olive’ caterers be awarded the contract. This was further discussed at the clerked meeting on 28 February 2023 and was agreed for recommendation to the full governing body. The committee felt that the proposals from Olive best suit the needs of the pupils/students , provided good value for money and although marginally more expensive than the current incumbent AIP, it was better in terms of quality. The value of the contract was £269, 650 over 3 years. After discussion, the governing body AGREED the awarding of the 3-year Catering contact to ‘Olive Caters ‘ for £269, 650.</p> <p>7.1.2 The committee received and discussed the 2022/23 Budget at the clerked meeting , as reported earlier and also received updates on staffing , the Premises and Health and Safety matters and agreed the Health and Safety Policy . A new Premises Manager had been appointed, recruitment to an Admin vacancy was in process and there were several LSA vacancies currently being covered by long term supply.</p> <p>7.1.3 The Head raised the need for a Health and Safety Link governor .</p> <p>7.1.4 Q What does the role involve ? Clarification was provided that it involved having a strategic oversight of H & S issues in the school, monitoring the key H & S documents, looking at the compliance and the follow up actions taken by the school in response to issues and audits. Also undertake site / premises walks. It was noted that training was available via the LA. After discussion, Cara Murphy AGREED to take the link assignment for Health and Safety . After consideration , the governing body agreed and endorsed the decisions and actions of this committee</p> <p>7.2 Teaching and Learning Committee :The Chair (LD) gave a report back on the clerked meeting held on 7 March 2023. She reminded that this committee had previously been chaired by Eibhlish Fleming who had now stepped down as a governor. Resulting from this it was necessary to review the allocation of some SIP oversight areas, this would be done at the next un-clerked meeting of the committee. LG visited and looked at the website and would also be visiting shortly to see the work being done by the school on Mental Health and Wellbeing of pupils/students and staff. LD reported her visit to Lewisham College and Greenvale school to see the Post16 pilot provision in action and spoke about the work by the students around music, gardening, and travel training. The committee also reviewed and agreed the Complaints policy.</p>								

7.2.1	<p>Q What happens when students transition over to KS4 would they continue into sensory pathway ? The Head stated that it was unlikely that all would transition as a discrete group. He spoke about monitoring outcomes and providing bespoke opportunities building on the positive experiences gained in KS3,</p>
7.2.2	<p>Q Has the post 16 pilot been successful ? The Head felt that it had and stated that a review was currently being done; 6 of the 7 students would be going into further education and one will remain for a further year in the provision.</p>
7.2.3	<p>Q Does the provision involve other schools? The Head stated that the admissions criteria was being worked out contact had been made with Resource Bases at schools in the Borough to offer places if there were students who would benefit.</p>
7.2.4	<p>It was noted that the committee agreed/endorsed the following (non- statutory) school policies - Examination Contingency Plan , Non-examination assessment and Provider Access. After consideration , the governing body agreed and endorsed the decisions and actions of this committee</p>
7.3	<p>Children and Community Committee : CC provided a report from the Clerked meeting of the committee held on 14 March 2023. The committee received a presentation from Sam Waring , Assistant Head, on developing the school’s approach to Behaviour – The Brent Knoll Way. This included comparative data on behaviour incidents; the physical interventions, the staff training of low arousal and work with Studio 3. A workshop (live and virtual sessions) would be provided for families about the LASER (Low Arousal Supports Education Resilience) approach on 29 March</p>
7.3.1	<p>Q Is there any way of tracking the impact ? The Head cited the data showing decreased numbers of physical interventions and the positive feedback received from families. He also spoke of the need for further evaluation going forward given that the new approaches started in the Autumn term. Work was also being done to look at the relative benefits of different sorts of interventions such as Art therapy and using Emotional Literacy Support Assistants (ELSAs)</p>
7.3.2	<p>Q is it possible for governors to attend the LASER session on 29 March . it was noted that CC would be attending as a parent; JC asked if he could also attend. The Head stated that he thought it was ok but would check with the trainer and get back to the governors.</p>
7.3.3	<p>Governors felt that there was a need to review the Home School Agreement so that it includes the ‘Brent Knoll Way’ and be linked to the support that the school can offer. It was stated that this could be done, and information included in the document that is signed by Parents and Pupils/Students in September.</p>
7.3.4	<p>Reference was made to the Communication Policy; the Head stated that it was currently in draft, the intention was that it would be ready before the end of the Summer term . CC drew attention to comments from some parents, particularly those with secondary aged children, that the communication from the school could be improved. The Head highlighted the ongoing development in this area. In particular, the greater flexibility of contacts now available which included telephone, in- person and remote. Also , the outreach to families , undertaken by the Home School Officer, which had now been extended to provision during the school holidays.</p>
7.3.5	<p>Mental Health and Wellbeing : It was reported that, the survey for adults and one for pupils/students would be ready soon . There had been some Family Forum meetings held during the year. It was felt that the hybrid format should be retained for the convenience of parents/families. The committee also discussed the request by families for more opportunities for informal engagement and an update given on the progress of the Perry Hill safety campaign.</p>
7.3.6	<p>Reference was made to the training available for parents on Autism ; Greg Marsden undertook to provide a copy of the slides in the training folder in the governor’s areas of the school website. After consideration , the governing body agreed and endorsed the decisions and actions of this committee.</p>

7.4	Link Governor Reports: It was noted that after earlier discussions the following link governors had been AGREED : - :			
7.4	<ul style="list-style-type: none"> ▪ Health & Safety : CM ▪ PPG Link : CVN ▪ Race Equality (Strategy) : RG 			
		Action	Who	When
	A 4	Autism -Parents information slides : - Copy of slides to be provided in the governors training file in the governors' area of the website.	GM	ASAP
8.0	<u>SAFEGUARDING AND HEALTH AND SAFETY</u>			
8.1	Safeguarding report (Non-confidential): Safeguarding data was included in the Headteachers Report. Discussion took place about the need to keep updated on the latest changes in respect of Keeping Children Safe in Education. It was noted that all governors had now signed that they have read and understand the KCSiE 2022 requirements. Governors were also reminded of the need to have training in this area. Several governors attended safeguarding training – copies of the training information (including contextual safeguarding) material were available in the governor's area of the school website.			
8.1.1	It was AGREED that documents and any changes would be made available to governors with access links and facilities to sign necessary documentation early in the Autumn term. CC, GVN and Head to make the necessary arrangements and advise governors accordingly.			
8.2	Health and Safety report: There were no issues to report , it was noted that a H & S link governor had now been appointed.			
		Action	Who	When
	A 5	KCSiE update document to be made available in early in the Autumn term with link access for governors	Head CC and GVN	Autumn 2023
9.0	<u>EQUALITIES DATA AND OBJECTIVES</u>			
	Information on the equality data and objectives had been included as part of the Headteachers Report earlier in the meeting.			
10.0	<u>POLICY REVIEW</u>			
10.1	The following were made available with the agenda papers : <ul style="list-style-type: none"> • Instrument of Government • Medical Needs Policy • SEN Policy and Access (With summary of Changes) 			
10.2	After consideration , the above-mentioned policies and the Instrument of Government were AGREED.			
10.3	Reference was made to the Complaints Policy. There was a discussion about arrangements for complaints that are addressed to the governing body. The Head advised that arrangements were in hand to direct on such contacts to the Chair of governing body using a dedicated school email address. It was AGREED that when the set-up is completed, that the dedicated email address for complaints to the governing body to be included in the policy.			
		Action	Who	When
	A6	Complaints to Governing Body – email address (to be directed on to the Chair) to be set up and be added to the complaints policy and procedures .	Head	ASAP
11.00	<u>CHAIRS ACTION</u>			

	There had not been any Chair's Action since the last full governors meeting. The Chair reported that she was in regular contact with the Head and would be meeting with him again shortly.
12.0	<u>GOVERNING BODY PROCEDURES, ACTIVITIES, AND INFORMATION FOR GOVERNORS</u>
12.1	Governors' visits to the school, meetings attended and other activities: Governors were encouraged to attend school events , reference was made to the weekly and end of term assemblies as opportunities to visit. CVN stated that she would be arranging a visit to the school later in the week.
12.2	Governing Body training: Details and a link to the training available from the LA was included in the agenda papers. Governors were urged to review the programme; it was noted the next schedule would be circulated to all governors early in the Summer term.
13.0	<u>DATES AND TIMES OF FUTURE MEETINGS</u> Wednesday 21 June 2023 at 6:00 pm
14.0	<u>ANY URGENT BUSINESS</u> There was no urgent business to consider , this part of the meeting ended at 7:35 pm .

SIGNED.....DATE:21 June 2023