

**CALDERDALE SAFEGUARDING CHILDREN BOARD  
THURSDAY 6 AUGUST 2015 – 2 PM – 5 PM  
FUNCTION ROOM 2 – THE SHAY STADIUM**

**Meeting Attendance**

<b>Initials</b>	<b>Agency</b>	<b>2.4.15</b>	<b>4.6.15</b>	<b>6.8.15</b>	<b>1.10.15</b>	<b>3.12.15</b>
IB	Adults Health & Social Care	D	A	Y		
JS	CAFCASS	D	D	Y		
PW	Calderdale CCG	Y	Y	A		
HB	Calderdale College	Y	N	A		
RU	Calderdale Governors Association	-	Y	A		
JY	CHFT	Y	-	-		
PO	CHFT	Y	D	Y		
JW	CHFT	-	-	A		
RT	Communities & Service Support	D	Y	Y		
JC	CSCB	Y	Y	Y		
RB	CSCB Independent Chair	Y	Y	Y		
BW	CYPS	Y	Y	Y		
SS	CYPS	Y	Y	Y		
IH	Democratic & Partnerships	N	Y	D		
JP	Housing	D	Y	A		
SK	LAY Member	Y	A	A		
JT	LAY Member	Y	A	N		
CR/MS	Lead Member	Y	A	Y		
MS	National Probation Service	A	Y	N		
GPY	NHS Commissioners	Y	A	Y		
CS	NHS England	Y	Y	Y		
VT	NHS Trust	-	Y	Y		

LB	Primary Heads	A	Y	A		
LN	Primary Heads	A	Y	A		
NH	Probation CRC	A	A	A		
CW	Public Health	A	A	A		
LK	Safeguarding & Quality Assurance Service	Y	Y	Y		
DL	Secondary Heads	Y	D	A		
TB	SWYPFT	Y	Y	D		
JL	Voluntary Sector	Y	Y	Y		
MG	West Yorkshire Fire	A	N	A		
AW/DW	West Yorkshire Police	Y	Y	Y		
AE	Women's Centre	Y	Y	A		
JR	YOT/Early Intervention	Y	Y	Y		

**Key: Y = Attend, N = Did Not Attend, A = Apology, D = Deputy attended in place**

**In attendance for Specific Items:**

Jacquie Hellowell (JH) – PMQA Officer – CSCB (Item 3.1)

Allison Waddell (AW) - Learning & Improvement Officer – CSCB (Item 3.2 and 3.3)

Jamiila Sims (JS) – Service Manager – CSC (Item 3.4)

Subject	Discussion and Agreed	Responsible Person	Timescale
<b>1</b> <b>Welcome, Introductions and Apologies for Absence</b>	Members were welcomed, introductions made and the apologies noted. It was pointed out that today's meeting had a large volume of papers. Members were reminded that minutes of Sub-group meetings were included for pre meeting scrutiny by members. RB and JC are looking at electronic options for distributing minutes and papers.		
<b>2</b>	<b>Minutes</b>		

**Minutes of the Last Meeting  
and Matters Arising  
(4 June 2015)**

Page 1

**Action – LGS to amend the spelling of Jeanne Watts name –  
COMPLETE**

**LGS**

**The minutes of the meeting held on 4 June 2015 were agreed.**

**Action Sheet**

3.1 – Business Plan

JC has produced a paper that links to the Business Plan to say there is a meeting statutory agreement.

4.2 – Dental Questionnaires

Action still outstanding.

**GPY**

4.2 – Attendance at Early Help & Prevention Sub-group

Slightly increased attendance at Early Help & Prevention Sub-group.

4.4 – Young Advisors Report from Sub-group

The Young Advisors have produced a report.

4.5 – Child Sexual Exploitation

DCI Darren Minton has produced a Report.

4.6 – C&YPS Update on Referral Mechanisms

**Action – CSC rep to provide Progress Reports to the  
Performance Management sub group**

**BW / LK**

Progress on Action Plan

Except for National Probation Service, no responses have been received from members. Non responses will be followed up.

	<p><b>Action – All members to follow up – JC to remind.</b></p>	<p><b>JC</b></p>	
<p><b>2.1 Correspondence Received</b></p>	<p><b>Papers received:</b>  <u>Two letters from CAFCASS</u>            CAFCASS remain committed to the CSCB and when clearer the Board will have to talk about further.</p> <p><u>Thank you Letters</u>            Three thank you letters have been sent (Chief Superintendent Angela Williams, Councillor Colin Raistrick and Janet Youd).</p> <p><u>Independent Inquiry into Child Sexual Abuse Letter</u>            Members to note National Inquiry and requirements re record retention and availability. Association of LSCB Chairs making linkage with Inquiry to ensure LSCB’s are kept informed. RB reminded members that the LSCB has a clear role with respect to review and inquiry re current and historical child abuse matters.</p> <p>Locally in relation to past abuse and investigation a group of people proposing to hold a demonstration and CSCB members to be aware.</p> <p><b>Action - RB to seek confirmation of local position and arrangements for involvement of LSCB and Chair in respect of child abuse investigations.</b></p> <p><u>National Panel of Experts</u>            Letter received from National Panel of Experts regarding Child J confirming that they agree to Calderdale deferment of publication until after sibling completed A levels.</p>	<p><b>RB</b></p>	

	<p><u>Child E</u> Members have been made aware of publication and sub group is continuing to consider learning for LSCB and partners locally. JC has raised with the Sutton LSCB Manager concerns re the report not fully acknowledging CSCB role in process and other specific comments and concerned that were raised at a previous Board</p>		
<p><b>2.2 Matters Arising</b></p>	<p><u>British Transport Police Correspondence (Memorandum of Understanding)</u> The most up-to-date MOU was circulated. RB reminded members of the information received re updated BTP safeguarding arrangements, Section 11 and other information that helped us to understand BTP safeguarding role and contribution.</p> <p>RB asked members if they were in agreement with formal signing of the MOU.</p> <p><b>Members agreed to accept and endorse the MOU.</b></p> <p><b>Action - RB to sign and send to British Transport Police</b></p>	<p><b>RB</b></p>	
<p><b>3.1 Section 11</b></p>	<p>Paper received and presented by JH. <b>Members agreed that this was a most helpful and high quality report.</b> JH noted that new tool was used by nearly all respondents and that work would continue to keep exceptions to a minimum as this presented some difficulties in terms of assimilation of data and analysis. JH asked members to note Challenge Events were planned to further QA the response, promote positive practice and provide challenge. JH felt it was positive that high number of responses showed “Fully met” was being identified and often this was accompanied by supporting evidence. Challenge events provided a</p>		

further opportunity to test and learn from this.

When agencies have flagged up their own areas of weakness, the Challenge Events would focus on these as well. Planned to do a pilot in the next month or so and a Challenge Event in November 2015, this would then feed into recommendations for 2015/16 both in terms of changes to the Sect audit/self assessment and for delivery/management of the process and the impact/contribution it has.

(Members were advised that further details for the Challenge Event are on Page 26).

JH reminded members that this was year 2 of a new approach and the report shows how far we have come, not just in completing the audit but understanding the process and the impact it is having and can have in the future.

Members raised a number of points and questions which JH responded to.

RB thanked JH for her work and her report, and also thanked members for their support. He reminded members that this was a significant development and strategy that was intended to support a change in culture and approach re safeguarding and how the Board supports and forms a view as to the “sufficiency” of local safeguarding joint working arrangements. He hoped that members would agree that this evidences the ground gained and how agencies and the CSCB can use it as a benchmark.

JH highlighted the recommendations on Page 27 and asked if members were in agreement

	<p><b>The CSCB supported and accepted the recommendations. JH said these would be revised in the light of the challenge events and would come back to Board as a part of the proposals for the 2105/16 audit/self assessment.</b></p> <p>Thanks were given to JH.</p>		
<p><b>3.2 Safeguarding Supervision Framework</b></p>	<p>Three papers received and presented by AW. AW identified the report and key document as being the ones to focus on.</p> <p>AW explained the history behind this development and that the intention was to promote and to be able to evidence that all partners ensured that front line staff and others involved with protecting and safeguarding children and young people, were provided with dedicated time and space to look at their practice.</p> <p>AW said that it was intended to support and set standards for how partners achieved this, recognising that differences in organisational and professional settings.</p> <p>AW noted Rezina Kelly (Schools Safeguarding Advisor) is carrying out training with schools.</p> <p>A member observed that application of the principles and standards in school and education settings was likely to be important and that the 3 school representatives on the CSCB should be briefed as they are not here today.</p> <p><b>This was agreed.</b></p> <p><b>Action – JC to feedback formally to the CSCB School Representatives to make them aware of the commitment made by the Board and what this might mean for them.</b></p> <p>It was noted that both the Performance Management and the Multi</p>	<p>JC</p>	

Agency Audit Sub-groups would need to incorporate the appropriate indicators and measures to support evaluation of any agreement in relation to supervision standards.

**Action: JC to advise relevant sub groups.**

After discussion it was agreed that agencies should apply standards and principles to their own internal processes and systems for “supervision” of safeguarding practice. Adapt to something that meets their standards. For example Heath representatives cited the guidance many areas of their provision had in place.

RB felt that equivalency arrangements were important for all partners and that Board members including those representing schools would have an important part in working this out. LK confirmed that all Heads have been part of this document, but it was agreed that further opportunity should be enabled. RB thinks that we need to bring clarity on how we are going to measure this and the school CSCB members to clarify this.

**Action – CSCB School Board members to confirm commitment/equivalency and proposals for how impact could be measured.**

DW confirmed that the document replicates and fits with what the police already have in place, but he could see that for some smaller agencies especially voluntary sector organisations this may be a challenge. It would therefore be important to ensure that training and support would be available.

**Action - L&I Sub Group to address this.**

**JC**

**DL/LB/LN**



months of the charging policy that it was too early to assess the impact of this. AW noted that she was getting more reasons for cancellations which are being followed up individually. RB asked if figures were available for Quarter 1 for the current year and if so what did they tell us. AW indicated that these figures needed analysis.

The Communication & Engagement Sub-group are developing a Marketing Strategy. Planning earlier notifications and flagging the importance of the training and link to where the learning has come from (i.e. SCR).

A Quality Assurance Framework is being introduced which will assess the quality of training / trainers / impact of learning.

E-learning figures included in the report show how important this area of provision was. SS highlighted the possibility that provision of E-training may need to incur a charge in the future, RB felt that any such development would need full and careful consideration by the sub group and then a formal decision by the Board.

AW indicated that the report showed Safeguarding Week was a real success and JC will bring the report to a later meeting when a proposal for another Safeguarding Week will be made.

**There followed a discussion and these points were noted:**

For many partners reduction in staffing meant that remaining staff were doing more and that this may be having an impact on the priority given by them and their managers to attendance at training. E learning was clearly more flexible from this point of view,

CS said there are a lot of free e-learning packages out there that people are accessing. AW confirmed that we get offered new E-learning packages all the time and if we charged per licence then we

could maybe have more packages. RB hoped that this would be included in the remit of the sub group to develop a more strategic approach.

Essential Knowledge Briefings addresses 5 or 6 items each time.

**Action – AW to take the E-learning issues raised to the Learning & Improvement Sub-group**

RB felt that there is evidence of progress (better than a year ago) and asked members if they agreed. Members felt that we are treading water and don't believe we are stronger or weaker.

DW commented that agencies are struggling to release people on training due to low staff and more work.

**It was agreed that capacity is an issue and many agencies have mandatory safeguarding training, which raised the question as to whether or not the current programme actually reflected need and demand?**

**Action – To prioritise the development of a comprehensive strategy to address the points raised in the report (ref recommendations) and guidance given by Board members**

Partners agreed they needed to contribute to the recommendations and process given the level of risk and JL suggested to widen training for other Boards to attend.

Summary: The efforts described in the report and the data and analysis confirmed a view that “ground had not been lost” but

**AW**

**JC/AW / HB**

	<p>equally it was not clear that any ground had been gained. This was felt by Board members to be disappointing but they recognised there were a number of complex factors that may have additionally constrained progress</p> <p><b>It was agreed to support the steps forward but to maintain risk status and continue to take regular and full reports.</b></p> <p><b>Action – RB to speak to JC and Chairs of Learning &amp; Improvement Sub-group (JW/HB) regarding Strategy</b></p> <p><b>Action - Business Group to provide support for the Learning &amp; Improvement Sub-group to implement agreed recommendations.</b></p> <p>Thanks were given to AW.</p>	<p><b>RB</b></p> <p><b>Business Group (JC)</b></p>	
<p><b>3.4 Private Fostering</b></p>	<p>Two papers received. Private Fostering Annual Report from the Local Authority was presented by JS. Report outlined steps taken in the past year, numbers of children subject to private fostering and analysis of data and trend information. Report offered further challenge for the LA and the LSCB.</p> <p>JS felt that progress and effort was realistic and sustainable, but felt there was more that could be done to ensure that any children or young people who may or should be subject to private fostering were identified and responded to. Members noted that the report offered evidence of and assurance that when privately fostered standards were being met. Board noted the efforts to raise awareness by the LA and RB commented that he had found the section on the Council Website to be clear and accessible. His</p>		

experience of the CSCB site had not left him with a similar impression.

**The Board formally agreed the report and noted the implications for ongoing monitoring, future reporting and the need for the Board and partners to continue to promote private fostering.**

Thanks were given to JS.

Board members were also asked to note a report from the Communication & Engagement Sub-group, as this highlighted the focus on the CSCB role and the measures being addressed and/or developed. Presented by JL. This indicated the need to deliver more awareness raising, ensure that all partners have optimum arrangements in place, to look at whether training was needed.

Discussion took place regarding previous and current efforts, and the challenge of raising public awareness. A number of routes and resources were suggested by members including social media, and increased focus on key areas such as schools and other points where “new” children were likely to be noticed. There were new leaflets being planned and it was noted from the discussion that there were further opportunities to integrate and cross reference measures to share information.

**RB asked members if they were assured by the report from the LA and they indicated that they were. RB asked members if they thought that there was sufficient clarity and direction for the sub group to progress the CSCB agenda and role re private fostering. Members indicated that they did but that progress**

**ALL**

	<p>would need to be monitored and reported on. Thanks were given to JL.</p> <p><b>Action – Take the points from the Report to the Communication &amp; Engagement Sub-group</b></p>	<b>C&amp;E Sub-group (JL/JC)</b>	
<b>3.5 Dates for 2016</b>	<p>Paper received and presented by JC. JC explained the rationale was to achieve a shift in meetings dates so that these would fit better with planning, review and annual reporting. This would mean that for 2016 only there would be 5 meetings as opposed to 6. There would however be at least one development session.</p> <p><b>Members agreed to the 2016 meeting dates.</b></p> <p><b>Action – LGS to send electronic calendar invites to the 2016 CSCB meetings - COMPLETE</b></p>	<b>LGS</b>	
<b>4.1 Performance Management Report</b>	<p>Three papers received and presented by BW.</p> <p><u>Performance Management Sub-group Chairs Report</u> BW highlighted the areas of challenge and responded to questions. Care Leavers were noted as a vulnerable group with safeguarding risks and indicators will help the Board and sub group to monitor these. The report highlighted areas of progress and challenge resulting in further scrutiny and or changes to the process. There was a discussion about the importance of Board members supporting the work of the sub group and engaging with the data and analysis.</p> <p><b>It was agreed that it feels that the Performance Management Sub-group are producing clear data, which will continue to be developed but that focus now needs to shift onto scrutiny and</b></p>		

**challenge both as a part of the sub-group process and at the Business Group and the Board.**

It was noted that an Early Intervention Single Assessment Co-ordinator is to come in place and identify the nature of any problems.

CSCB Score Card Quarter 1 2015-2016

**Action - Full Quarter 1 Report to go on the October 2015 CSCB agenda**

Score Card Context Report

Continues to be work in progress. The Scored Card gets better every time because more fully populated.

**CSCB members are satisfied that maintaining a good sense of direction and outcomes.**

GPY confirmed that the process is much clearer now and there is a lot of challenge at the Performance Management Sub-group.

The proposal from the Business Group is that LK takes over as interim Chair of the Performance Management Sub-group and then BW's replacement to take over when she starts. This will ensure continuity is addressed. GPY has offered to support LK till BW's replacement starts.

**Members agreed to the proposal of LK acting as interim Chair of the Performance Management Sub-group.**

Formal thanks were given to BW for her contribution to the CSCB and Performance Management Sub-group.

**LK**

**4.2  
Multi-agency Audit Group  
Report**

Three papers received and presented by LK.

Multi-agency Audit Group Flowchart

This has been produced to make sure that there is a structure and a process in place in order that audits and information about audits can be prioritised.

Schedule of Multi-agency Audits (April 2015 to March 2016)

These are audits that have been or will be undertaken.

This is work in progress over the months and columns have been added to note start/finish and overrun.

GPY is a member of the Multi-agency Audit Group and she feels the group has very clear direction, there is challenge to the proposer and the process has really come along in the last 12 months.

**Board members agreed that progress and the direction of travel were good and that continued process and capacity development was a priority, as well as the need to complete audits and consider the challenges and learning these identified at the Board.**

**RB reminded members of the agreement that in addition to ensuring the core group was representative and had the “right” people” there was a need to identify and develop where appropriate “points of contact/people who can contribute to audit” within organisations.**

Members of the Multi-agency Audit Group are usually someone with supervision responsibility and this opportunity is development for staff that are nominated.

MS commented that the NPS do not have the capacity to nominate

	<p>someone at present,</p> <p>Thanks were given to LK.</p>		
<p><b>4.3 Female Genital Mutilation</b></p>	<p>Two papers received and presented by GPY. RB had asked GPY to form a Task &amp; Finish Group last year to prepare the LSCB response to FGM. This has included supporting a range of activities and drawing on the experience of partners especially in the health areas.</p> <p>GPY explained that the Strategy was in final draft form and reflected recent changes in the law and other organisational and practice developments. The document is adult and children focused and there is discussion taking place with the Community Safety Partnership in terms of the community safety role and interest in FGM.</p> <p>GPY said that the document requires a final re write and the action plan requires further detail and QA.</p> <p><b>Members were asked to consider the document and respond with comments and suggestions, in order for it to be formally adopted and binding on members.</b></p> <p>It was noted that much of the document reflects measures and actions already in place by partners, but to be assured that the local response to FGM if “fit for purpose” the `Board will need to be assured of the following;</p> <ul style="list-style-type: none"> <li>- That there is a shared view of and ways on ensuring that information is shared re FGM both in terms of operational joint working and forming a view of prevalence and trends.</li> <li>- That the LSCB PMQA framework needs to incorporate FGM in order to monitor joint working and arrangements</li> </ul>	<p><b>ALL</b></p>	

	<ul style="list-style-type: none"> <li>- That key systems for providing help or points as which people go for help are aware of and know how to recognise FGM and what to do.</li> </ul> <p>RB commented that it would be useful for the CSCB, Adult Board and Community Safety Partnership to meet and have an agreement for routine governance and ownership.</p> <p><b>Action – Members to look at key areas and feed back to GPY by the end of September</b></p> <p><b>Action – GPY to send out a link for the current consultation</b></p> <p><b>Action - JC and GPY to progress development of action plan re Board role</b></p> <p><b>Action - JC to confirm December Board for final scrutiny and agreement.</b></p> <p><b>It was agreed that Board members will work towards a formal agreement of the strategy by the December board including the action plan which will highlight board and member role and requirements to ensure that children at risk of abuse from FGM are protected in Calderdale.</b></p>	<p><b>ALL</b></p> <p><b>GPY</b></p> <p><b>JC/GPY</b></p> <p><b>JC</b></p>	
<p><b>4.4 Transition from Improvement Board</b></p>	<p>Paper received. RB explained that the paper outlined progress and direction of travel in order to highlight the issues that Board members will need to consider</p> <p>This principally focused on 2 areas;</p> <ol style="list-style-type: none"> <li>1. The Board’s capacity and competency to further develop its</li> </ol>		

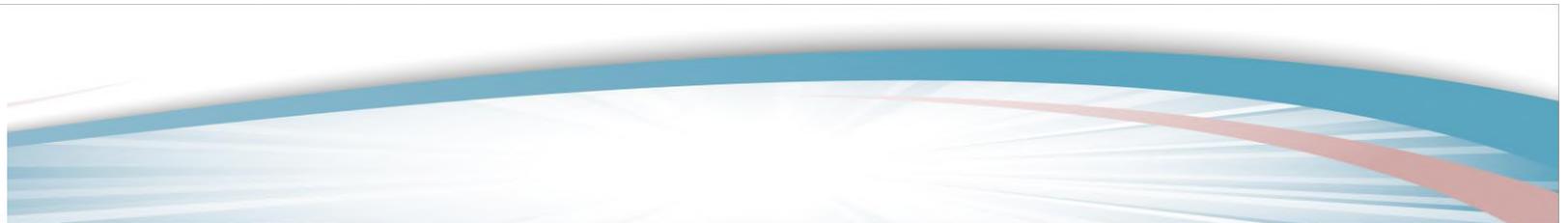
	<p>PMQA role in order to</p> <p>2. Report into and through other partnerships to provide assurance and challenge where needed that appropriate levels of performance and quality were being achieved by joint working arrangements to ensure that children and young people were safeguarded and benefiting from effective early help and protection.</p> <p>Members were asked to note the content of the report</p> <p>NB: The dates on Page 2 have changed and RB will update.</p> <p><b>Action – RB to update on the dates</b></p> <p>As a part of the transition process Claire Burgess will be available for a limited number of days to support the Board.</p> <p>RB will write his hopefully last letter to the Minister which will be in conjunction with the Annual Report in time for the DfE review on the 29<sup>th</sup> September.</p>	<p><b>RB</b></p>	
<p><b>4.5 Annual Report</b></p>	<p>Verbal Report.</p> <p>Working approximately 9 working days behind and RB apologised for his part in the delay. He explained that standards and expectations re LSCB Annual Reports continued to change, and these were a regular area of comment in inspections. It was also important this year that the report supported any outcome from the DfE review.</p> <p>RB thanked JC and chairs of the sub groups for the work they had done and were doing.</p>		

	<p><b>Action - Draft to be sent to members early next week with feedback by Friday</b></p> <p><b>Action - Board members to be ready to pass comment as a quick turnaround</b></p> <p><b>Action – To publish an Executive Summary in October 2015</b></p>	<p>JC</p> <p>ALL</p> <p>JC</p>	
<p><b>4.6 Multi-agency Pregnancy Liaison &amp; Assessment Group (MAPLAG)</b></p>	<p>Three papers received and presented by GPY. RB thanked GPY and those who sat on the group and thought it would be helpful if the Board could be reminded of the reasons for this group.</p> <p><u>MAPLAG Annual Report</u> JPY explained that the group was a response to learning from a case review and work had been ongoing, due to changes in staffing there had not been a report into the Board last year so this is a 2 year Annual Report. GPY highlighted Page 6 as providing a summary and evidence that the process was effective. RB asked how we would know if the process wasn't working. Child E (SCR) in Burnley involved a woman who fled to Calderdale (abusive relationship) and went back to Burnley after the baby was born and how there was a very clear process in place.</p> <p><b>CSC and Health feels confident with the MAPLAG process.</b></p> <p>Multi-agency audits have identified that now in a much better position if there are late referrals if a late presentation.</p> <p><b>RB asked the Board if they were happy with the content of the report and the further discussion. It was agreed to accept and endorse the report and to continue to take Annual Reports.</b></p>		



	<p>Further delay was noted and explained.          IB said it would be helpful to have more specific information re time lines and expected “go live” date          DW noted the need to ensure that there was good connection between all pathways and referral processes.</p> <p><b>Action- Board to be provided with timelines and updates to indicate go live date.</b></p> <p><b>Action- Business Group to further consider in the light of the need to ensure “Information Sharing protocols and policies” were up to date and effectively monitored and evaluated this development.</b></p> <p>Thanks were given to JS.</p>	<p><b>JS</b></p> <p><b>Business Group (JC)</b></p>	
<p><b>5.4 NHS England Accountability and Assurance Framework</b></p>	<p>Paper received.          This paper is for information only and will be brought back when embedded in. Members were asked to refer to the document</p>		
<p><b>5.5 Budget</b></p>	<p>Two papers received (Room Bookings and Latest CSCB Spend).          Noted</p>		
<p><b>5.6 Serious Case Review Update</b></p>	<p><b>Case Review Chairs Report</b>  <u>Child D</u>          Published on Friday and correspondence has gone out to Board members.</p> <p><u>Child J</u>          The National Panel has agreed that publication can be deferred. The panel needs to reconvene again before publication.          (NB The Report has been deferred not delayed and this was the young person’s (siblings) view). Thanks were given to the LA for</p>		

	<p>supporting the young person to articulate her views.</p> <p><u>Child K</u> Report to be shared with family members. JC confirmed that Adult Social Care are able to support the father of Child K. Members were updated re cases under consideration. He felt it important to reflect that whilst there was an understandable concern re the impact SCR's had on agencies and families, his concern was to establish a thorough, robust and transparent process of consideration that ensured the most appropriate form of review was undertaken. RB wants to be very clear of why we carry out a SCR or any sort of review. RB plans to have a discussion with the Business Group regarding the above.</p> <p>Thanks were given to GPY.</p>		
<b>5.7 Minutes from Sub-groups</b>	<p>Minutes Received for member reference: Business Group (1 July 2015) Case Review (1 July 2015) Multi-agency Audit Group (7 July 2015) Performance Management (14 July 2015) Learning &amp; Improvement (21 July 2015) and Report Communication &amp; Engagement (2 July 2015) Early Help &amp; Prevention (18 May 2015) Proactive &amp; Responsive (25 June 2015)</p>		
<b>6 Any Other Business</b>	<p>Thanks were given to BW as this is her last CSCB meeting,</p>		
<b>7 Rolling Report</b>	<p>Paper received.</p>		
<b>8</b>	<p>None</p>		



<b>Deferred Items for October 2015 Meeting</b>			
<b>9 Date and Time of Next Meeting</b>	Thursday 1 October 2015 2 pm – 5 pm The Shay Stadium		