



HARTPURY

Minutes of the Meetings of Hartpury University and Hartpury College Boards 10.45am Tuesday 20th September 2022 Gwynne Holford Room, Hartpury House

Members

Mr Edward Keene
 Ms Alison Blackburn
 Mr Patrick Brooke
 Mr Robert Brooks
 Ms Sascha Bruce
 Ms Barbara Buck -
 Professor Andy Collop
 Mr Alastair Grizzell
 Ms Jennifer Garvey
 Ms Mary Heslop
 Mr Henry Hodgkins
 Mr Thomas Legge
 Mr Sean Lynn
 Mr William Marshall
 Mr Chris Moody
 Mr Kam Nandra
 Ms Lucie Hammond
 Prof. Ian Robinson
 Dr John Selby
 Vacancy HE Board
 Ms Helen Wilkinson

In Attendance

Ms Lynn Forrester-
Walker
 Mrs Rosie Scott-Ward
 Ms Gillian Steels
 Ms Claire Whitworth
 Ms Lesley Worsfold

University Board

Present (Chair)
 Apologies (Co-opted Governor)
 -
 Present
 Present (HE Student Governor)
 -
 Present (Vice-Chancellor)
 -
 -
 Present
 Present (HE Staff Governor)
 -
 Present
 Present
 -
 Present
 Present
 Present

College Board

Present (Chair)
 -
 Present
 Present (Vice-Chair)
 Present (Principal)
 Present
 Present (FE Student Governor)
 Present
 -
 -
 Apologies (FE Staff Governor)
 -
 Present
 Apologies
 -
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 -
 -
 Apologies
 Present (Chief Operating Officer)
 -
 Present (Clerk to the Board)
 Present (Vice-Principal Further Education)
 Present (Vice-Principal Resources)

	ACTION & ACTION DATE
The meeting start was delayed until 10.45 due to an accident which had led to transport issues.	
The Chair welcomed attendees, particularly new governors: Robert Brooks, Sascha Bruce – HE Student Governor, Jennifer Garvey – FE Student Governor, Lucie Hammond, Thomas Legge – HE Staff Governor and Rayna Edwards – Safeguarding Manager to the meeting.	

Safeguarding Presentation

The meeting commenced with a Safeguarding Briefing session which updated governors on:

- (i) the changes to the Keeping Children Safe in Education guidance which came into force from 1st September (it was noted that the guidance on Sexual Violence and Harassment was now integrated in the guidance),
- (ii) provided assurance on how Hartpury meets its safeguarding responsibilities – including its response to the “Everyone’s invited” website which had highlighted peer on peer abuse/child on child and the need for education institutions to equip staff to provide support,
- (iii) provided governors with up to date training on safeguarding – highlighting its breadth – including digital safeguarding, and highlighted challenges and issues.

The session stressed everyone’s responsibility for safeguarding and set out governor responsibilities. The focus on mental and physical health was stressed.

The process used to update staff was outlined. This included training, awareness raising, presentations and newsletter and tests to assess knowledge and target any additional training required. Appropriate Adult Training had also been provided to some staff to allow them to support students where necessary. Designated Sexual Violence Officer Staff were also in place. “My concern” was in place as a confidential one place tracking system for concerns. This was checked daily. Where an issue was considered urgent staff were advised to phone the 24/7 safeguarding phone line. A sexual misconduct policy had also been put in place and Hartpury had signed up to a No Non-Disclosure Approach

Where contractors were on site, for example for building work, they were required to sign off that they had read the Safeguarding Policy.

Governors were advised that the learnings from the Ofsted Review of Sexual Abuse in Schools and Colleges had been built into staff training and also the “Preparation for Success” college certificate and induction for university students. This highlighted the importance of young people understanding what was not acceptable and increasing their willingness to highlight concerns. A student survey had provided an opportunity for students to provide anonymised comments on issues for them which helped inform planned training for students and staff.

Processes in place to brief students – such as through Wellfest and then test student knowledge and understanding through “ten-minute takeovers of classes” which had provided helpful feedback on this. These would be continued during the year. Reinforcing understanding of consent was a key part of this work. The Safeguarding Team worked closely with the Student Union. The need to equip students to be changemakers was stressed. 98% of students confirmed they felt safe on campus but the target was 100%.

Governors were advised that Mary Heslop, Safeguarding Governor currently had undertaken Level 3 Safeguarding Training and that the new Vice-

		ACTION & ACTION DATE
	<p>Chancellor and Principal would be attending this on 21st November 2022.</p> <p>The session included consideration of the Annual Safeguarding Report and the Updated Policy (Agenda item 11/09).</p> <p>It was noted that internal and external referral numbers had increased during the year – reflecting a range of impacts of Covid as part of the background, and also a growth in student numbers. Overall there had been 2,393 referrals, all of which had been triaged. 322 had been at the child protection level</p> <p>A governor commented that there had been a significant amount of turnover within the Safeguarding Team and queried whether it was a secure structure. The Vice-Principal Resources outlined the support which had been provided until a Counsellor had been recruited. She advised that this had ensured there were no students on the waiting list. She commented that the NHS CAMHS (child and Adolescent Mental Health Services) delays were a point of concern.</p> <p>A governor commented on the worrying trend concerning mental health within young people, but commented that the steps highlighted by Hartpury made clear the actions being taken to support students and were reassuring. She particularly highlighted Hartpury’s proactive response. The Safeguarding Link Governor for 2021/22 advised she had attended the Forum considering safeguard and found the whole campus approach very positive. A governor noted the increased number of sexual violence issues (37 against 16 the previous year) and asked for further information on this. It was noted that in part it was better reporting and reflected raised awareness, this would continue to be monitored.</p> <p>Governors were pleased that information could now be provided in relation to the different accommodation blocks so that responses could be targeted. It was noted that twin rooms seemed to provide additional support.</p> <p>A governor commented that abuse in sport was an area of ongoing media coverage and queried the steps in place at Hartpury to provide assurance on this matter and any trends. The actions in place both for direct and subcontracting provision were confirmed. No trends had been identified to date. The work to develop “Active Bystanders” to provide support to individuals was also outlined.</p> <p>A governor commented on his concerns relating to unisex toilets and it was confirmed this would be monitored.</p> <p>The Report was NOTED and the Safeguarding Policy, subject to a revision in the purpose and scope to explicitly confirm it applied to Subcontracting was APPROVED.</p> <p>It was agreed the Presentation and Guidance would be made available on the Governors website.</p>	<p>Clerk – Sept 22 - Complete</p>
01/09/22	<p>Apologies and Confirmation of Quoracy</p> <p>Attendees provided brief introductions.</p> <p>Apologies as detailed above.</p>	

		ACTION & ACTION DATE
	It was confirmed the meetings of the University Board and the College Board were quorate.	
02/09/22	<p>Declaration of Interest</p> <p>The Clerk advised that members' interests would be taken as those disclosed in the Register of Members Interests.</p> <p>The following standing declarations were noted: The Chair, Vice-Chancellor/Principal and Chris Moody were members of both University and College Boards.</p>	
03/09/22	<p>Minutes of the meetings</p> <p>The Minutes of the University Board and the College Board meetings held on the 12th July 2022 were agreed by the respective Boards to be true and accurate records.</p> <p>The Electronic Board Approval for the University Board on 9th August was NOTED.</p>	
04/09/22	<p>Matters Arising</p> <p>An action log had been provided updating on issues raised at previous meetings.</p> <p>The update was NOTED.</p>	
	Part 1 Priority Agenda Items	
05/09/22	<p>Vice-Chancellor and Principal's Update</p> <p>The Vice-Chancellor and Principal provided a presentation, advising that following discussion with the Chair this seemed the best mechanism for updating the Boards. He noted there had previously been discussion on the Report format and appendices and that he would be considering this further with the Chair to ensure information at the right level was reaching the Boards.</p> <p>The presentation covered:</p> <ul style="list-style-type: none"> • The sad passing of Queen Elizabeth II • Summary of life and career to date of Vice-Chancellor and Principal • External Environment <ul style="list-style-type: none"> New Secretary of State for Education Energy & cost of living challenges for staff, students & the organisation OfS Changes to B3 threshold conditions – from 3rd Oct 2022 OfS CEO appointed Grade inflation investigation by OfS at 3 institutions QAA ceasing to be Designated Quality Body in England from Mar 2023 – the Board considered what was likely to follow from this. It was recognised this was a significant uncertainty and would be kept under review. Requirement on FE Colleges to review how ed & training meets 	

local skills needs

It was recognised that there was much uncertainty with ongoing change at minister level with the change of Prime Minister. Changes at the OfS, and the possibility that there could be a drawing together of HE and FE policy were reflected on. It was noted that the new requirement on colleges in relation to Skills would be considered in detail at the FE Board in November. Information on the Teaching Excellence Framework submission requirements were expected in October. It was likely institution submissions would be required by January 2023. There would be a more significant Student Union element.

Summer Highlights:

- o Dressage & Eventing European Championships for Young Riders & Juniors
- o Hosted 18th International Society for Equitation Science Conference 2022
- o 3-year licence to run an FA girls Emerging Talent Centre (ETC) in partnership with Forest Green Rovers
- o 6 Hartpury students & alumni took part in Commonwealth Games Rugby Sevens
- o RCVS accreditation for online Postgraduate Certificate in Advanced Veterinary Nursing
- o Graze Opening
- o Techbox launch

Governors recognised the breadth of activity, and the contribution of staff, which had taken place across Hartpury over the summer. It was agreed international events raised Hartpury's profile.

Recent Metrics:

Excellent A-level pass rate (99.5% vs 98.4% nationally and 79% A*-C)
 Excellent Btec Level 3 Results (72.1% distinction grades)
 Top 20% UK universities for employability
 Ranked #1 University of England for teaching on my course and #2 for Overall Satisfaction in NSS
 Ranked #1 in the UK for lecturers & teaching quality & top 10 in the UK University of the Year (Whatuni Student Choices Awards)
 Gloucestershire Inclusive Employer

It was also noted that Hartpury had risen 7 places in the Times and Sunday Times League Tables, and was 105. It was noted that University of Gloucestershire was 102. The positive position in relation to teaching quality – 6th was recognised and celebrated by governors. Hartpury's position in relation to subjects was also considered:

Animal Science – 16/31
 Sport Science – 49/82

It was confirmed Hartpury would review how it could improve its position and would be considering targets for the future. It was noted that our Veterinary Science work was a limiting factor due to the classification relating to graduate jobs which could not be changed.

		ACTION & ACTION DATE
	<p>Research Excellence Framework (REF)</p> <ul style="list-style-type: none"> • First ever submission to REF • 8.6 FTE staff submitted to UoA 24: Sport and Exercise Sciences, Leisure and Tourism • 48% of submission graded as World-Leading or Internationally Excellent • 2.36 GPA (139/157) – Harper-Adams (123rd), RAU (141st), UoG (137th) 133rd for Outputs, 138th for Impact & 148th for Environment • Ranked 11th out of 21 GuildHE members in terms of GPA • c. £100k/year ad <p>It was noted this would be reviewed to consider the next submission.</p> <p>Capital Developments</p> <ul style="list-style-type: none"> • Graze – completed • Student Accommodation – complete • BoxPark – complete – had been delayed • Football Phase 1 – paper to Committee in November • Legends – complete • Carpark – 2/3 handed over • ULH – deconstruction complete • Water Treadmill – ongoing • Blackfriars 2 – small number of students in hotel for short period until complete <p>It was noted that the Strategy Finance and Resources Committee had received a full update on 13th September 2022</p> <p>KPI Development – this was ongoing and would be linked to strategic priorities, with more detail at Committee level. It was planned to bring a paper to the Strategy, Finance & Resources Committees in November and then to the Boards. Some would be annual metrics and some would update in year. Examples from other institutions were being reviewed. The information provided through the Appendices to the Vice-Chancellor and Principal’s Report would also be considered to ensure the Board was appropriately briefed, but the information kept at a strategic level. The option of a Governor Newsletter was being explored. It was noted that the Vice-Chancellor and Principal and Chair would discuss this further.</p> <p>Next Steps – The Vice-Chancellor and Principal updated on future expected activities. He would continue to get to know Hartpury and stakeholders – internal and external. An OFSTED inspection was expected 2022/23. He was starting to review and reflect on Hartpury’s strategy for the next 5-10years.</p>	
	<p>The University Board and the College Board NOTED the Report.</p>	
<p>06/09/22</p>	<p>Finance Report – July Management Accounts</p>	
	<p>The Board had been provided with the Management Accounts which set out the year-end financial position for 2021/22 and would form the basis of the Group and Subsidiary Financial Statements. The operating result for the twelve months ending July 2022 was a surplus £2,659k compared to a budgeted surplus £1,814K. The favourable variance was a result of higher</p>	

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	<p>commercial & grant income paired with well controlled Payroll costs & Non-pay costs.</p> <p>Cash balances at the month end were £3,031k. The University has an overdraft facility of £1m. It was confirmed that the University complies with its bank covenants and was forecast to continue to do so. It was agreed this was a healthy position to end the year.</p> <p>It was highlighted that the deconstruction of Graze required a write off of its remaining book value of £470k. Without this adjustment the forecast surplus would be £3,129k, an operating surplus of 6.5%. It was noted that the annual LGPS pension valuation had been received and the impact of this had been reflected below the operating surplus. This had seen a significant positive impact upon the adjusted surplus which is £24.857m due predominately to changes in the discount rates applied by the actuaries, which had moved from 1.6% to 3.5%.</p> <p>A governor requested that the SFR Committee look at the reasonableness of the actuarial judgements at the next meeting.</p> <p>A governor questioned whether some of cash held was laid off. The Chief Operating Officer advised that this would be looked at further as interest rates rose.</p> <p>A governor queried whether savings generated through staff vacancies would have impacted on quality or increased pressure on staff. The Vice-Principal Further Education advised that FE Agriculture had been an area with staff challenges but that it would be fully staffed after half-term. The Pro-Vice-Chancellor advised that some projects had been delayed because of capacity issues, but highlighted that issues were particularly in professional services areas. It was noted that there were particular challenges in catering. The Vice-Principal Resources advised that staffing shortages had meant the Equine restaurant had not been opened, but it was now opening daily 12-2pm. The Chief Operating Officer advised that innovative approaches were being used to attract staff and some external contractors were also being used. A number of HE students had indicated they would want to work on site in catering and it was hoped this would provide additional resource.</p> <p>A governor queried the costs relating to Graze 2, which suggested an overspend. The Chief Operating Officer advised this reflected a multi-year project costs being detailed within the one-year budget. She commented that the Capital Spreadsheet issued monthly to governors provided a whole project way to review project expenditure with milestones. She advised the format within the Management Accounts would be revised going forwards.</p> <p>The Management Accounts were NOTED.</p>	<p>SFR/COO Nov 22</p> <p>COO Nov 2022</p>
07/09/22	<p>Loans – Interest Rate Fix</p> <p>The Chief Operating Officer briefed governors that Hartpury’s loans had been reviewed 3 years earlier and the interest rate reconfirmed. Since then Hartpury had drawn down an additional loan from Triodos and was now in a position to consider options to fix the interest rate, as previously requested by the Boards,</p>	

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	<p>Advice had been requested from ATFS, and once this was received it was proposed to take a recommendation to an electronic consideration by the Strategy Finance and Resources Committee, subject to the Board delegating this responsibility. The Board recognised the current uncertainty in the market and were supportive of this matter being progressed outside the meeting.</p>	
	<p>The University Board agreed to delegate the decision on the proposal to fix the Loan Interest Rate on the Triodos Loan to the University Strategy and Finance Committee, with the College Strategy and Finance Committee kept updated.</p>	
08/09/22	<p>FE Report</p>	
	<p>The Board had been provided with an update on FE this covered:</p> <p>POLICY / EXTERNAL ENVIRONMENT: the external environment was evolving fairly rapidly at the moment, most notably in relation to the new statutory guidance for governors around skills alignment with meeting local, national and regional needs, also the requirements for the additional skills-based judgements that Ofsted will focus on from September 2022 inspections and the current consultation on new accountability measures for colleges. The Report provided a headline summary of the work that had been undertaken to advance our skills and new 'employers as partners' approach. It was highlighted that it was planned that the College's full Curriculum Plan, which now included details of how Hartpury College was meeting the needs of the current, future and evolving economy, inclusive of economic value of the sectors we serve in Gloucestershire, would be presented at the November College Board for discussion and debate.</p> <p>This approach was supported by the Board. It was noted that the College Board would then be able to agree how we take this work forward to fulfil the new statutory requirements for Governors.</p> <p>It was stressed it would also be essential to work collaboratively with Business West who had been commissioned to produce the LSIP (Local Skills Improvement Plan) for the county, to inform and direct this important Report. The ground work was in place via our Business Development Team and discussions that had taken place between the LEP and the Principal and Vice-Chancellor and Vice Principal- Further Education over the summer. Hartpury had been invited to an initial meeting with other providers in the county to discuss the LSIP development. The need to engage effectively with Business West was recognised.</p> <p>The work involved in this approach was recognised. It was confirmed Hartpury had good relationships with employers. The aim was to identify and engage a top 200 employers.</p> <p>A governor commented on the challenges of engaging with the LSIP given that our specialisms were not reflected in its focus. She questioned how the college would engage with other providers. The challenge of meeting local skills needs when we recruited nationally and regionally as well as locally was flagged. The Vice-Principal Further Education advised these challenges were understood and were being further explored, she noted that our students did contribute in the local economic area. A governor stressed the importance of highlighting to</p>	

		ACTION & ACTION DATE
	<p>government Hartpur's contribution was broader than just local, and it was recognised this was the case for a number of specialist providers. She confirmed the work going on to meet the OFSTED requirements in this area.</p> <p>RECRUITMENT: 2022-2023 recruitment to date largely remained in line with our 2025 target. At the meeting the Boards were advised that recruitment was at 1994 with 30 enrolments to come. An update would be provided at the 6-week cut off – the target was to have 2000+ students at this point. The student mix and balance were being considered. The aim was for 50% of students to be studying landbased courses. Equine and Access to HE recruitment had been challenging with the economic challenges highlighted anecdotally as an issue</p> <p>CONTINUOUS IMPROVEMENT: The paper highlighted BTECs, A Levels and GCSEs results which had been shared with governors in the summer. Governors were pleased that A'levels had continued to perform well and that B'tecs (which now included exam assessment) had continued to perform strongly. Governors congratulated the staff and students on this achievement.</p> <p>The Hartpur 2021/2 Self -Assessment Report (SAR) and Quality Improvement Plan (QIP) 2022/23 were currently in development and a number of areas had been identified for focus, evolution and development this year, most of which were already in progress ready for the start of term to ensure they have the desired impact. Work on Value Added was to be taken forward. It was noted that Apprenticeship performance was largely positive, while recognising it was a small cohort. It was noted that a small cohort of T'levels would commence in Sept 2023. Animal and Equine would start in September 2024. Work was ongoing to ensure the content was right. A governor queried the target number for T'levels in 2023. The Vice-Principal Further Education advised the initial target was 20. Over the next 2-3 years as provision transitioned this would grow to 700+. Governors queried whether an outcome was known to the government discussion of defunding subjects such as B'tec sport which did not have a replacement qualification. They were advised that no decision had been announced by government.</p>	
	<p>A governor asked for an update on the ONS classification of colleges, following a development session which had highlighted this issue. He was advised that a decision on this was awaited.</p> <p>The Vice-Principal FE and her team were thanked for their work.</p>	
	<p>The FE Report was NOTED.</p>	
<p>09/09/22</p>	<p>HE Report</p> <p>The Boards had been provided with an HE update. This covered:</p> <p>Key performance indicators: Applications were currently on track to meet the revised targets. Sport and Veterinary Nursing were particularly strong. Equine was holding its own, while Animal and Agriculture had taken a backwards step on the previous year's significant growth. This was to be further investigated.</p>	

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	<p>The area continued to be heavily reliant on clearing.</p> <p>It was confirmed that online recruitment had worked well. 103 postgraduates had been recruited. International had hit its target, although it was noted this had been reduced against previous years.</p> <p>Retention for last year continued to be behind the previous year. The working group has established a number of actions in response to the situation, and Academic Board had endorsed a ‘Student Engagement’ initiative this year to counteract challenges in onsite attendance, behaviour and engagement with tutors. By the next Board meeting in November, we will have end of year figures to compare in detail, which will allow us to see if we have seen reduced early withdrawal or greater withdrawal.</p> <p>Post Graduate Taught Experience Survey: There were significant concerns regarding the PTES completion rates and levels of satisfaction. A deep dive was being conducted to understand in detail the results and significant drop in performance. Completion rates had been lower than previously. There had been some staffing issues but the reduction in performance to this level had not been expected. External focus groups were being undertaken to investigate. The Chair of HE QuEST confirmed he was keen that QuEST considered this in detail.</p> <p>World Leading Specialist Funding: The Boards were updated in August that Hartpury’s application for Specialist Funding had been rejected by OfS. We continued to challenge OfS as to the outcome of our submission and eligibility.</p> <p>A governor commented that Hartpury’s specialist nature had always been mission critical to the organisation and that challenging the OfS decision should continue to be progressed. It was confirmed that Hartpury was committed to this and that a robust challenge had been made. The need to meet both the “small and specialist” and “world leading” requirements was underlined. The make up of the review panel, which had not contained experts in our fields, had been highlighted. A governor reflected on potential tensions between growth and being “small” – it was agreed that consideration of size was a strategic question which could be reflected on when the Board considered the next version of Hartpury’s long-term strategy at its next Strategy Day.</p> <p>Research and Knowledge Exchange: as a result of our REF submission and positive performance in knowledge exchange, we had achieved additional funding this year (£100K over budget). An external expert review had been commissioned to look at next steps. Hartpury would need to consider further the journey to Research Degree Awarding Powers (RDAP), particularly given the changes to QAA’s role from March 2023 as previously outlined in the meeting.</p> <p>The Pro-Vice-Chancellor advised that following the review of HE salaries that the HE academic structure was almost fully staffed and less timetable juggling had been required,</p>	
	<p>The Pro-Vice-Chancellor and her team were thanked for their work.</p>	

		ACTION & ACTION DATE
	The HE Report was NOTED.	
10/09/22	<p>Student & Staff Voice</p> <p>Student Governors - The HE Student Governor commented that it was early in the term, but that students were happy to be back and excited by the new Graze. The FE Student Governor advised that Graze was appreciated but noted the challenges of getting there from Equine, she welcomed the news that the equine café was now open at lunchtime. The particular issues on accessing catering for students with equine yard duties were recognised and it was confirmed were being considered. It was confirmed the new Graze also included a shop. She advised that people had found enrolment straightforward and the first years were feeling well settled back in.</p> <p>Staff Governors The College Staff Governor – commented that online enrolment had good well. The University Staff Governor commented that enrolment had gone well. Graze was recognised as an outstanding building – the need to manage student flows was raised. He commented that the Safeguarding presentation, and particularly the video had highlighted areas to be further discussed with students to support the role modelling of behaviour.</p> <p>Governor Link Feedback The new links were to be issued by the end of September.</p> <p>Governor attendance at key Hartpury events, including the Research Conference and the Equine events was noted.</p> <p>The Updates were NOTED.</p> <p>The Chair thanked governors for their feedback which helped to triangulate the information provided at the meetings.</p>	
11/09/22	<p>Safeguarding Update & Policy</p> <p>Approved as above.</p>	
	Part 2 Approve Recommendations and Accept Minutes from Corporation Committees.	
12/09/22	<p>Strategy, Finance and Resources Committees</p> <p>Strategy, Finance and Resources Committees</p> <p>Minutes 13th September 2022 – to be provided at next meeting.</p> <p>The Chair advised the meeting had considered the ongoing Capital Programme, the highlights of which had been updated in the Vice-Chancellor and Principal's Presentation.</p>	
13/09/22	Academic Board Update	

		ACTION & ACTION DATE
	There were no issues highlighted.	
14/09/22	Application of Hartpury Seal* Noted the Seal had been used in relation to: Lease re mobile mast. The Seal had been used in line with agreed parameters.	
15/09/22	ESFA ACOP 2020 to 2021 – statement from Outgoing Principal under paragraph 54 It was noted no issues had been raised and that this statement would be provided to the Auditors to support their review of the Financial Statements. The Update was NOTED.	
16/09/22	ESFA Sub-contracting and Formal Partnerships (inc Subcontracting Supply-chain Fees and Charges) It was confirmed the policy was written to apply to any subcontract. The ESFA Sub-contracting and Formal Partnerships (inc Subcontracting Supply-chain Fees and Charges) was APPROVED by the College Board and NOTED by the University Board.	
17/09/22	Any Other Business It was noted that it was planned to rotate round different Hartpury buildings to allow governors to see the different areas in practice. Blackfriars 2- governors requested the opportunity for a tour. The Chair thanked all governors for their work. The meeting closed at 12.25pm	VP Resources Jan 2023