

**MINUTES OF THE MEETING OF THE
HEATHCOTE SCHOOL AND SCIENCE COLLEGE FULL GOVERNING BODY
HELD ON MONDAY 28 SEPTEMBER 2020 AT 7.00 PM (VIRTUAL)**

Present: Mike Ashwell - MAL (Chair) Co-opted Governor

Co-opted Governor

Jessica Hayes - JHS
Barry Tutty – BTY
Cathy Burns – CBS
Stephen Jacobs – SJS
Suzanne Sallam – SSM
Shryene Yansen - SYN

Headteacher

Emma Hillman - EHN

Parent Governor

Helen Douglas - HDS
Arnold Williams - AWS
Joanna Mahadoo – JMO
Natalie Phillips - NPS

Clerk to the Governors: Jacky Potts - JPS

Also present: Julie Vazquez – JVZ (School Business Director)

The meeting started at 7.00pm

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1	To confirm declarations on Governor Hub in relation to business interests	All Governors	Immediate
4.4	To note the election of Chair and Vice Chairs	Governor Services	Immediate
5.4	To confirm if all governors' details were required to be provided to the Secretary of State via GIAS	Clerk	Immediate
<i>Minute 4.9 6.7.20</i>	To provide information to Governors on what the offer and pathway is for schools in relation to primary mental health, early intervention and prevention	AME	Immediate
<i>Matters arising (2.3.20 – Item 9.4)</i>	To send first draft to Chair of the response to the LA regarding the categorisation of Black pupils in the recent Secondary Inspection Data Summary Report	PLE	Immediate
7.2	To review the report on Pupil Premium Funding and feedback to Governors	MAL	Autumn Term

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
16.1	To read Part 1 of Keeping Children Safe in Education and confirm the declaration on Governor Hub	All Governors	Immediate
16.2	The Chair and Safeguarding Governor to read KSCIE Part 2 and confirm their declaration on Governor Hub	MAL, MGE	Immediate
17.	To read the Code of Conduct and confirm declaration on Governor Hub	All Governors	Immediate
18.	To update and refresh Skills Audit on Governor Hub	All Governors	Immediate
19.	Governing Board Annual Cycle to be finalised and circulated to Governors	MAL/EHN	Autumn Term
20.2	Governors to contact Sarah Johnson and book their sessions for the Annual Departmental Reviews	All Governors	Immediate
20.3	To review Terms of Reference, ensuring that there is reference to Covid-19 included	Chairs of Committees	Autumn Term
22.	To undertake exclusion training	HDS/AWS/SYN/NPS/SJS/CBS/SCS	Autumn Term
23.	To complete the Alternative Meeting Attendance Options form and return to Governor Services	MAL	Immediate
27.1	To arrange a meeting with specific Governors regarding proposed restructure	EHN	Immediate
27.2	To undertake a review of the GDC process within the school	MAL	Autumn Term
	Date of Next Meeting: 7pm, 14 December 2020 Agenda Items <ul style="list-style-type: none"> • SEF 		

1. WELCOME AND APOLOGIES FOR ABSENCE

The Clerk welcomed all those present to the meeting and, in particular, the new governors Stephen Jacobs, Suzanne Sallam, Cathy Burns, Shryene Yansen and Natalie Phillips.

- 1.2. Apologies for absence were received and accepted from Paul Leslie, Samantha Charles and Lauren Marchant.
- 1.3. There were no apologies for absence not accepted. However, all governors were asked to notify the clerk one week prior to the meeting if they were unable to attend. Going forward meetings will start promptly and will finish in a timely manner whenever possible.
- 1.4. The Clerk confirmed that the meeting was quorate with twelve Governors and the Headteacher was present.

2. NOTICE OF ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

- 2.1 There were four items of any other business taken at the end of the meeting.

3. DECLARATIONS OF INTEREST

- 3.1 Register of Business Interests – the Clerk directed Governors to the designated area on Governor Hub and requested that Governors read and confirm their declarations. Should they have any amendments to the pecuniary interests then a new declarations form can be downloaded, signed and returned to Donna Miller at Governor Services.

ACTION: All Governors

- 3.2 There were no declarations made pertaining to any agenda items for this meeting.

Julie Vazquez joined at 7.11pm

4. APPOINTMENT OF OFFICERS

- 4.1 Election of Chair for the academic year 2020/21

The Clerk invited nominations for the position of Chair. Mike Ashwell indicated his willingness to continue in the role of Chair. With no other nominations, Governors unanimously elected Mike Ashwell as Chair for the academic year 2020/21. He duly chaired the remainder of the meeting.

- 4.2 Election of two Vice-Chairs for the academic year 2020/21.

The Chair indicated that the Governing Board had previously expressed the need for two Vice-Chairs. Expressions of interest were received from both Jessica Hayes and Helen Douglas.

- 4.3 Barry Tutty nominated Jessica Hayes for Vice-Chair and this was seconded by Arnold Williams and Emma Hillman. Jessica was unanimously elected as Vice-Chair for the academic year 2020/21.

- 4.4 Jessica Hayes nominated Helen Douglas for Vice-Chair and this was seconded by Arnold Williams. Helen Douglas was unanimously elected as Vice-Chair for the academic year 2020/21.

ACTION: Governor Services to note the election of Chair and Vice-Chairs.

Cathy Burns joined the meeting at 7.24pm

5. GOVERNING BOARD

- 5.1 The Clerk confirmed that there was currently a vacancy for a Staff Governor. The Headteacher advised that the vote had been declared today, but that the elected staff member had not, as yet, been informed of the outcome.

- 5.2 Governors were advised of the resignation of Mary Bunting from her position on the Governing Board and the Chair wished to thank her for all her hard work, particularly her contribution to the GDC panels. There was now a vacancy for a Co-opted Governor and the Chair had been furnished with names of potential new governors, which he will follow up with.

- 5.3 The Clerk confirmed that DBS checks were formally recorded for all Governors, with the exception of Natalie Phillips, which was being actively chased by the school.

- 5.4 The Clerk to clarify whether all Governors’ details were to be provided to the Secretary of State via GIAS, or whether it was just in relation to Chairs’.
ACTION: JPS

Natalie joined at 7.25pm

6. MINUTES FROM COMMITTEES AND FGB MEETINGS

- 6.1 Governors received the minutes of the Governing Body meeting held on the 6 July 2020, these were agreed to be an accurate record of the meeting and the Chair will sign a copy of the minutes once the school has re-opened.

6.2 Matters Arising

Minute reference	Formal agreements and/or actions identified	Status Update
3.5 & 16	Governor Services to note the appointment of the new governors and the resignation of AR and JB, and the impending resignation of MB and NH.	Completed
<i>Minute 4.9 6.7.20</i>	To provide information to Governors on what the offer and pathway is for schools in relation to primary mental health, early intervention and prevention.	Outstanding, despite chasing twice. Ongoing.
<i>Minute 5.4 6.7.20</i>	Governors who wanted to be involved in the AP project to send their expressions of interest to the Chair.	Barry Tutty, Lauren Marchent and Jessica Hayes expressed interest in being involved in the AP project. The school will advise when they can visit.
<i>Minute 3.4 11.5.20</i>	To update DBS information on Governor Hub.	Completed
<i>Matters arising (2.3.20 – Item 9.4)</i>	To send first draft to Chair of the response to the LA regarding the categorisation of Black pupils in the recent Secondary Inspection Data Summary Report	Paul Lesley confirmed that this would be provided this week.
10.	To present costs and savings on the new Phone System.	MA gave an update on the project. However, due to the current priorities associated with Covid-19, a decision had been taken to postpone this project until the new year, when a full consultation can be undertaken with staff to consider their requirements for the new system.

7. HEADTEACHERS REPORT

- 7.1 The Headteacher’s report had previously been circulated to Governors and was on Governor Hub, for information. Two questions had been raised by Governors prior to the meeting. The Headteacher highlighted the following salient points:

7.1.1 Covid-19

- The first review meeting to consider the Covid-19 arrangements was scheduled for Tuesday 29 September, it was agreed that these would be held every three weeks. The meeting will consider the risk assessment, procedures and the timetables.
- The school had a completed a comprehensive risk assessment and the Headteacher thanked Governors for their input and support. She also acknowledged the hard work of the senior leadership team who has given up their last two weeks of the summer break to work on ensuring the school was safe to re-open.
- Considerable operational time is being spent on ensuring that bubbles do not mix. Having separate buildings and entrances had helped.
- Cover was required for those staff who are absent and awaiting test results.
- The school have a supply of ten tests, three of which have been given out, which means they can now order more. Tests are being saved for staff to ensure they can be tested quickly.
- Individual risk assessments have been drawn up for both staff and pupils.
- There is a need to review the wearing of face coverings, some schools have made this compulsory.
- Lessons are limited to four per day, so that movement around buildings is limited.
- Four additional members of staff are covering cleaning of the site, but the LA are only providing two staff until half term. The school will need to consider how they cover the costs for the additional staff employed.
- There are issues with lunchbreaks.
- Curriculum is not entirely matched to plan this year. For example, KS4 are not being taught PE, but the department are compensating for this by putting activities on after school. Consideration may have to be given to re-timetabling.
- Complaints have recently been received from the public in regard to behaviour outside of school. Although they are kept in bubbles whilst in school, pupils are not socially distancing outside of school. The school has spoken to parents, who have all signed Covid-19 safety contracts and would welcome any feedback from Governors as to how this could be tackled.
- There are ongoing difficulties with Kier. Complaints have been received from staff that some rooms were not being cleaned properly.
- The school had learnt from the recovery period and may adopt some practices in the longer term such as staggered starts and children coming into school in their kit on the day they are timetabled for PE.

7.1.2 Pupil numbers are the biggest challenge for the school. There are currently spaces for an additional **244 pupils**, which at **£4k** funding for each pupil represents a substantial loss (**~£976k**) in income. The school is working closely with the LA and will receive an indication of first choices immediately following the School Choice Day on the 31 October. This will allow a decision to be made on a potential PAN reduction.

7.1.3 The Open Evening is being held on Thursday 1 October and will include three sessions hosted via Zoom and will involve speeches from the Headteacher, Chair and selected pupils from Year 7, 11 and Year 13. There will also be a live pupil panel (Q&A) using Zoom. In addition, the school is carrying out four tours a day, booked via Eventbrite and these will continue until the end of term. The prospectus is ready and will be sent out to parents. Governors' were given the opportunity to watch a film of the school which had been made by a local film maker and captures the spirit of

the school. This will be going live on 29 September on social media platforms and on the school's website. It will also be shown at the Open Evening. Teachers and Governors are encouraged to share on their personal Facebook pages.

- 7.1.4 Staff attendance – Covid-19 had made it virtually impossible to do any analysis against last year. SLT were undertaking training on procedures for dealing with long term sickness absences, to ensure they are challenged appropriately and action is taken.
- 7.1.5 Results – Covid-19 has made it difficult to draw any analysis as there is no data published to compare schools for either this year or next year and Ofsted have confirmed they will not be using results to judge schools. The school undertook a fair and robust process on predicted grades. SEND continues to be a challenge. However, disadvantaged children outperformed non-disadvantaged children. Matching of Maths and English levels 4 and 5 was not good enough.

Q. What techniques did you use to predict grades and how did you set standards?
A. Some questions asked are outlined on page 10 of the Headteacher's report. We followed the requirements set by the DfE and ranked within a grade. Initial results were shocking prior to the DfE's U-turn. Following department meetings, we went through the grades, looked at patterns and challenged. We learnt that not every department was consistent with mock exams, so all students will be doing a full set of mocks in February 2021, to ensure we have all the data available to us should there be a further lock down. At present, we do not know when exams will be, which makes it extremely challenging for teachers to plan their calendar and curriculum. We are currently awaiting further notice.

- 7.1.6 Sixth Form – A level results went up, but some subjects still continue to be of concern. BTEC results went down, in some part due to the lack of opportunity for students to resubmit work. The number of students staying on at Sixth Form is disappointing, and is likely to be due to less pupils leaving their current schools to move to another Sixth Form. This is compounded by a neighbouring academy which has lowered their requirements on entry for courses. The reduction in numbers will affect funding to the school budget.

Q. How are you able to track students going off to do apprenticeships?
A. Unlike UCAS, this is difficult to track. It is hoped we can get an update when Year 13 collect their certificates. Governors were presented with data to show that 22 students were seeking apprenticeships, however, as there is no central system for recording, it is not possible to determine how many have secured positions.

Q. How have Year 7 pupils settled in?
A. It is difficult to tell as movement around the school and areas for socialising is limited at the moment, however, whilst on tours around the school they appear to be engaging. They all completed cognitive tests in the first week of term. These were provided by the LA due to the lack of SAT results.

- 7.1.7 Quality of Education – The school is introducing Rosenshines Principles and Year 7/8 curriculum has changed around these principles, but will be reviewed. A presentation can be arranged for Governors, if they are interested.

7.1.8 Remote Learning – the school have switched from Show My Homework to Google Classroom. Teachers have been asked to put everything on this platform so that others are able to access the learning, for cover purposes. The school is formulating a proposal on whether classes need to be delivered live, but this will need to go through Unions. The Headteacher advised that she would like there to be more live classes, but it needed to be consistent across subjects. Feedback from parents indicated that they did not feel there was enough learning, such as enterprise and modern languages, during lockdown.

Q. If there is a further lock down do all pupils have access to laptops, so they are not disadvantaged?

A. Yes, we had asked parents to identify where they had no hardware or Internet connectivity, and where they did not these were provided from our own stock of school computers. The DfE provided computers for Year 10 and Year 11 and some Wi-Fi Routers. This question was asked again as part of the phone call to every child in school and SLT will review this at their meeting on the 29 September. We are also about to receive 112 Chromebooks from the DfE which we are planning on retaining, but we will assess if a child needs one. At the moment we believe every child has access to remote learning.

7.1.9 New teachers – The school has five NQTs and Three Teach First trainees who have all made a good start.

7.1.10 Behaviour and Personal Development – All parents are required to sign a Covid-19 safe contract and there are currently eighty unsigned contracts outstanding. Staggered entry into schools means the environment is a lot calmer. Attendance has improved, with limited opportunities to truant.

7.1.11 Attendance – meaningful analysis is difficult, however, it is currently 93.8%.

7.1.12 Pupil leadership – a new head boy and girl in Years 13 and 11 and have been appointed and will be participating in the Open Evening.

7.1.13 Mental Health – Following a request from the school Shyrene Yansen agreed to be a link governor for Mental Health.

Q. What signposting is there for those children who need mental health support?

A. All information was sent home to parents during lockdown and is published on the website. It is difficult to know who is accessing any of the services offered by the borough such as Cooch. The in-house counsellor is undertaking shorter sessions in order to get through the number of children who require it. The question was also asked during the phone call to parents and feedback will be provided to Governors at BAPD committee.

Q. Is access to remote learning going to be rolled out to parents?

A. Yes. SLT are considering how to support parents and what will be rolled out to them.

Q. How do 80 minute lessons affect learning?

A. This has been positively received by both pupils and teachers and we may consider adopting this approach longer term.

- 7.1.14 Mid-term admissions – Figures are included in the report and, unfortunately, the pupils received do not always have excellent attendance and behaviour records and feature heavily in exclusions.

Governors thanked the Headteacher for her report.

7.2 Pupil Premium Funding

Information is available on Governor Hub. The report highlights the areas where the money has been spent and is consistent with how other schools report this information.

The Chair advised that he would be reviewing the report in more detail and will meet with the Headteacher. Feedback will be shared with Governors.

ACTION: MAL

- 7.3 Governors noted that the school had formed a “Narrowing the Gap” team and Governors would need to monitor the work of this team. Following discussion, Governors agreed that this should fall within the remit of the Quality of Education committee and selected committee members will be asked to attend future meetings of the Narrowing the Gap team.

8. **RESULTS 2020**

Covered under 7.1 above.

9. **FINANCE**

Governors noted that all the information was on Governor Hub.

9.1 Cash flow

Governors noted that the cash flow for the first five months of the financial year had averaged around **£500K** each month and is likely to remain around the same amount for the remainder of the year. The SBD advised that regular checks were carried out before any BACS payments or cheques were released. The school were still deemed to be in financial difficulty, and should pupil numbers not increase this will adversely affect the budget.

Q. Are the school not recruiting staff due to the financial situation?

A. This is covered in the budget monitoring summary and decisions on recruitment will not be made until the proposed restructure is finalised.

Q. Did we get any financial benefits due to Covid-19?

A. There were no benefits from staffing. The only savings made were on supply costs and some savings on certain services we buy back for the summer term, such as the attendance service which is sourced from an external provider.

Q. Were there any exceptional costs due to Covid-19?

A. We incurred a cost of **£37,150** due to extra cleaning and curriculum resources (**£15,000**) associated with remote learning. We had a budget of **£20,000**, and put in a claim for **£11,555**.

Q. Will the school receive any additional income?

A. Extra funding will be provided for Covid-19 catch up. There is a provisional allocation of approximately **£73,000** for Years 7 to 11. There has been a drop in income due to lettings.

PFI costs remained standard with no recompense or reduction despite only a small part of the building being open. PFI funding is top sliced by the LA, the school has no control over this.

9.2 Budget monitoring Q1

The SBD advised that there was no substantial change from the original budget set in July 2020 and she was not expecting any major fluctuation.

Q. What were the costs for Agency staff?

A. We did not incur any significant costs during April through to August, but this could change between now and March next year, due to staff absences, although the school does have four cover supervisors.

10. SAFEGUARDING POLICY

Governors **agreed** to adopt the new Safeguarding policy which is provided by the LA. The policy is on Governor Hub.

11. SCHOOL IMPROVEMENT PLAN (SIP)

11.1 The SIP had been circulated in advance of the meeting and Governors were reminded that it was important that the relevant committees were challenging the school and holding them to account on outcomes.

11.2 The Headteacher requested feedback from Governors on how easy it was to use the document.

12. SCHOOL EVALUATION FRAMEWORK (SEF)

12.1 Governors noted that the SEF was not deemed a statutory document this year, however, EHN had made the decision to proceed with drafting a SEF for the school. This will be an agenda item on forthcoming committee meetings which will allow Governors to raise appropriate questions.

13. MENTAL HEALTH UPDATE

13.1 This item had been covered under the Headteacher's report, however, Governors noted that the school had welcomed their first transgender pupil this year. The Inclusion Team had worked hard with the Year 10 group in preparation. Governors were pleased that the Equality Policy could now reflect this aspect.

14. OPEN EVENING

Covered under item 7.

15. CHAIRS ACTION

No items to report.

16. KEEPING CHILDREN SAFE IN EDUCATION 2020 (KCSIE)

16.1 Governors to note that this is on Governor Hub, and all Governors are required to read Part 1 and confirm their declaration.

ACTION: All Governors

16.2 The Chair and Safeguarding Governor are required to read KSCIE Part 2 and confirm their declaration via Governor Hub.

ACTION: Chair and Safeguarding Governor

17. GOVERNING BOARD CODE OF CONDUCT

Governors to note that this is on Governor Hub, and all Governors are required to read and confirm their declaration.

ACTION: All Governors

18. SKILLS ANALYSIS

18.1 Governors were reminded to refresh and update their skills analysis, in order that the Governing Body can determine any skills gaps and appropriate training can be undertaken.

ACTION: All Governors

19. GOVERNING BOARD ANNUAL CYCLE

19.1 This paper is currently in draft and will be circulated to Governors, once completed.

ACTION: MAL/EHN

20. GOVERNING BOARD COMMITTEES

20.1 Governors reviewed and agreed the following membership of Committees:

Resources:

Mike Ashwell, Paul Leslie, Stephen Jacobs, Emma Hillman, Arnold Williams, Suzy Sallam and Shryene Yansen

BAPD:

Staff Governor (TBC), Lauren Marchant, Mitchell Goldie, Joanna Mahadoo, Samantha Charles and Cathy Burns

QoE:

Barry Tutty, Jessica Hayes, Helen Douglas, Suzy Sallam and Natalie Philips

Head Teacher Performance Management Panel:

Mike Ashwell, Paul Leslie, Joanna Mahadoo and Helen Douglas

Pay Committee:

Lauren Marchant, Mitchell Goldie, Jessica Hayes, Samantha Charles and Barry Tutty

Governor Discipline Committee:

Samantha Charles, Paul Leslie, Shryene Yansen, Natalie Philips, Jessica Hayes, Arnold Williams, Stephen Jacobs, Helen Douglas and Cathy Burns

Staff Discipline, Grievance and Dismissal Appeals Panel:

Governors will be selected as necessary

Complaints Panel:

Governors will be selected as necessary

- 20.2 The Annual Department Reviews will be held via Zoom this year. Governors should liaise with Sarah Johnson to book their sessions. The Chair reminded Governors to make every effort to attend these meetings.

ACTION: All Governors

- 20.3 Chairs of Committees were asked to review and agree the Terms of Reference at their first meeting of the academic year and to ensure that there was specific reference to Covid-19.

ACTION: All Committee Chairs

21. LINK GOVERNORS AND SCHOOL VISITS

- 21.1 Governors agreed the following Link Governor roles and all proposed visits would need to be carried out virtually, for the foreseeable future:

- Safeguarding – Mitchell Goldie
- SEND – Cathy Burns
- English & Literacy – Jessica Hayes
- Maths & Numeracy – Barry Tutty
- Science – Joanna Mahadoo
- HAP – Arnold Williams
- Pupil Premium – Mike Ashwell
- Sixth Form – Mitchell Goldie (pending the appointment of a new Co-opted Governor)
- Health & Safety – Mike Ashwell
- Equality – Paul Leslie
- Outward Facing, Parent engagement, community engagement & communication – Helen Douglas and Shryene Yansen
- Careers – Natalie Phillips and Suzanne Sallam
- Pupil leadership – Stephen Jacobs
- Sex & Relationship Education & PIE – Lauren Marchant and Samantha Charles

22. GOVERNORS TRAINING

Governors to note that information on training is available on Governor Hub. Those Governors who have offered to participate in Governor Disciplinary Committees (GDC) and the Head Teacher Performance Management **MUST** undertake the appropriate training at the earliest opportunity. All requests for training should be sent to Donna Miller (donna.miller@walthamforest.gov.uk) at Governor Services.

ACTION: All Governors

23. ALTERNATIVE MEETING ATTENDANCE OPTIONS

Governors agreed to all the alternative forms of meeting attendance and that the Chair had discretion to overrule. The Chair will complete the return on behalf of the Governing Body and will return to Governor Services.

ACTION: MAL

24. SCHOOL POLICIES

The current Policy Schedule was available on Governor Hub and Governors were made aware of the policies which required updating. All policies are required to be approved by the FGB, after having been worked on at the appropriate committee.

25. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 25.1 Proposed dates are on Governor Hub for governors to access.
- 25.2 **Date of Next Meeting – 7pm 14 December 2020**
- 25.3 Agenda Items
 - SEF

26. GOVERNOR BRIEFINGS

Governors were encouraged to attend the virtual briefings, which are scheduled for the following dates:

- Tuesday 6 October 2020, Thursday 11 February 2020 and Wednesday 26 May 2020

27. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

27.1 Restructuring

EHN provided Governors with an overview of the need to undertake a restructure, which will include the Social Sciences department and the creation of a new post of Strategic Lead for Digital Technology. Cathy Burns, Joanna Mahadoo and Mitchell Goldie agreed to work with the Headteacher during the process. The Headteacher agreed to arrange a meeting.

ACTION: EHN

27.2 GDC retrospective

The Chair had outlined his concerns that the current GDC process is still in need of further improve. To this extent, the Chair will hold a retrospective with all stakeholder including; GDC Governors, Headteacher, Governor Services, BACME and Sarah Johnson to review the end to end process. Jessica Hayes and Natalie Phillips agreed to work with the Chair on a review of the GDC process and procedures within the school. Paul Leslie and Samantha Charles to be invited to join the virtual review meeting also.

ACTION: MAL

27.3 Bluehouse Field

The Headteacher advised that the new Head of PE was keen to use Bluehouse Field as part of the playing field for the school, but at the moment anyone has access to it. This has led to a number of complaints to the school. The Headteacher agreed to speak to the LA (Angela Sargent) who is keen to develop the site to offer opportunities for young people. Governors supported the school considering what options were available as this could provide vital income to the school and also support the local community.

27.4 Term dates for 2021/22

The Headteacher requested that Governors give consideration to any dates for inset days, which would be approved at Resources Committee.

The meeting closed at 9.54 pm

CHAIR..... *Mike Ashwell* (Print)

..... *[Signature]* (Signed)

..... *10/12/2020* (Dated)

Chair's Initials:
