

Minutes of Meeting



CORPORATION BOARD

TUESDAY 23 SEPTEMBER 2025 AT 2PM IN BOARD ROOM 1 & VIA TEAMS

Corporation Board Members		Attendance	
Full Name	Position	Attended	Apologies
John Widdowson	Chair of Corporation	X	
Vikki Smith	Independent Governor and Vice Chair	X^	
Liz Bromley	CEO – Ex-Officio Governor	X^*	
Rob Holt	Independent Governor	X	
Chris McCourt	Independent Governor	X	
Darren Crossley	Independent Governor	X	
Lisa Gregg	Independent Governor	X	
Chris Wigginton	Independent Governor	X^	
Andrew Young	Independent Governor	X	
Joanne Marshall	Independent Governor	X^	
Andrew Forrest	Independent Governor	X	
Ian Dunn	Independent Governor	X	
Paul Fitton	Independent Governor	X	
Raghu Vydyanath	Independent Governor	X	
Louise Humpish	Independent Governor	X^	
Chris Byrne	Staff Governor	X	
Sally McMahon	Staff Governor	X	
Conor Allen	Student Governor	X	
Karrar Swadi	Student Governor	X	
In Attendance			
Tony Lewin	Executive Principal – Curriculum	X	
Gerard Garvey	Executive Principal – People & Culture		X
Steven Wallis	Executive Director of Quality	X	
Scott Mulholland	Chief Information, Data & Estates Officer (CIDEO)	X^	
Lisa Sproats	Chief Finance Officer (CFO)	X	
Jon Ridley	Principal - Newcastle College, Executive Lead (HE)	X	
Claire MacLean	Executive Director – Business Development & External Engagement	X^	
Lynne Griffin	Director – People & Development	X	
Simon Ross	Principal – Newcastle Sixth Form College (observer)	X	
Jane Farrelly	Director of Governance	X	

*attended part of meeting / ^attended virtually

Item	Agenda Item
1. Opening Items	
1.1	Opening and Welcome
<p>The Chair welcomed all those present to the first meeting of the 2025/26 academic year, noting that it was the first meeting for new Governors Andrew Forrest, Ian Dunn, Paul Fitton and Raghu Vydyanath.</p> <p>The Chair further advised that Rachel Taylor had recently resigned from the Board due to competing commitments and capacity.</p>	
1.2 Apologies for Absence	
<p>There were no apologies received. Executive member Gerard Garvey was unable to attend.</p>	
1.3 Declarations of Interest	
<p>Members were asked if they had any interests to declare in relation to the planned agenda items, however members confirmed that there was nothing new to declare.</p>	
1.4 Update from the Chair on Board Matters	
<ul style="list-style-type: none"> • The Chair had been unable to attend the recent AoC North Chairs and Vice Chairs event, however he had received the slide pack which provided a helpful update on the national position and agreed to circulate following the event. • The Chair, Vice Chair and Director of Governance had recently presented on the place-based governance model at a governance research conference hosted by the University of Sunderland. The presentation was well-received. <p>Action CB A59: AoC Chair's slide pack to be shared with the Board.</p>	

2. Strategic Items	
2.1 Chief Executive Group Report	
<p>The Board received the Chief Executive Group's (CEG) report from the Chief Executive Officer (CEO) who drew the Board's attention to the following key issues emerging across NCG and the wider sector:</p> <ul style="list-style-type: none"> • Construction Technical Excellence College - NCG was unsuccessful in its bid to become a Construction Technical Excellence College. Feedback on the process has been shared with the DfE and it is hoped that this will be considered in the next awarding round of Technical Excellence Colleges which is for Defence Technical Excellence Colleges. • T Levels - continue to challenge across all NCG locations – this is similar to many other providers who are challenged with recruitment and engagement. • HE Competitive Market – there are huge challenges facing the HE sector, including a significant downturn in the numbers of part-time students. 	

- **Structure and Prospects Appraisals** – NCG continues to reflect on learnings and will continue to collaborate with all colleges in its regions, in particular in Cumbria, where the Principal of the Lakes College has recently announced his retirement.
- **DfE Update - Bridget Phillipson** – the Secretary of State (SoS) for Education recently lost a 2nd judicial review in respect of the Oxford Business College. The SoS is currently in the race for the role of Labour Party Deputy Leader, the outcome of which may impact her DfE portfolio. The Minister for Skills (Jacqui Smith) now has a consolidated role reporting to Pat McFadden in the Department for Work and Pensions for adult skills for adult skills and apprenticeships while continuing to report to the Secretary of State in the DfE on skills for under 19s. There continues to be an absence of a clear strategy for further and higher education and skills.
- **Education Select Committee Report** – the parliamentary committee recently published the findings of its review of the further education and skills sectors. The Vice Chair advised that the report was broadly positive about the establishment of Skills England but expressed some concern around its independence and where it was sitting. The report identified that FE has suffered greatly through under-funding and fragmented policy and flagged inequalities in learner support and barriers to progression. The Board noted that there is a growing conversation around tertiary education where HE and FE work together. Funding challenges feature heavily throughout the report, as do qualifications and pathways for post-16, a need for T-Level reform and a recommendation to replace mandatory English and maths GCSE re-sits. The report also calls for a simplification of apprenticeships and the reinstatement of Level 7 apprenticeships in key sectors and regulated professions. The Board noted that additional detail is expected in the final Curriculum and Assessment review which will feed into the long-awaited Skills white paper.

Meeting note: the CEO left the meeting.

- **Learner Recruitment** – the Executive Principal (Curriculum) advised that 16-18 recruitment is NCG's biggest single allocation of income and that at the latest position, NCG was slightly ahead of recruitment targets. The Board noted the importance of 'Day 42' whereby learners must be in learning for at least 42 days to be eligible for funding for a long-duration study programme. As a consequence, the Executive Principal (Curriculum) advised that a reconciliation count is conducted twice weekly to confirm the number of students who are still actively engaged and attending. Members noted that any additional growth (where NCG has recruited in excess of its funding allocation) is funded internally and claimed back via the lagged funding methodology. The Board noted that T-Level recruitment is below target as parental and student preference continues to be for alternative L3 qualifications which are known and recognised. In terms of a recruitment breakdown of the approximately 14000 16-18 learners, the Board noted that the majority (7000) are at L3, 4000 are at L2 with the remaining 3000 spread across L1, L2 and entry level. The Executive Principal (Curriculum) advised that adult and apprenticeships recruit all year and that these numbers will be brought to the Board later in the year.

Meeting note: the online connection dropped at 14.35 until 15.50, however the meeting remained quorate throughout.

- National Student Survey (NSS) Results – the Executive Lead (HE) advised that the NSS is an annual survey of the views of recent graduates. The Teaching Excellence Framework (TEF) is a national OfS scheme in England, that rates universities and colleges on the quality of their undergraduate teaching, learning, and student outcomes. NCG currently has a TEF Silver rating with ambitions for TEF Gold. While student experience has historically been strong across NCG HE, the HE team will shortly be meeting with the OfS to discuss benchmarking, to more accurately reflect the student experience.

The Board, having noted the key points above and the contents of the report, queried the following:

- **Governmental changes** – the Chair noted the lack of clarity around recent government changes and the impact on colleges, in particular around regulation and the potential devolution of 16-19 funding to mayoral authorities. The Board noted that NCG will need to be prepared to pivot depending on the fallout of those national decisions.
- **Industrial action** – the Board noted that the University and College Union (UCU) had recently written to college principals outlining their case for a 10% pay rise ahead of a national strike ballot. The Executive Principal (Curriculum) advised that NCG had received the letter and that the Executive Principal (People & Culture) had recently met with the unions and advised that 10% would not be possible and that the AoC recommendation is 4%.

3. Items for Approval

3.1 HE Campus Model Proposal

Meeting note: this item was taken later in the meeting when the online connection was re-established. Chris Wigginton, Vikki Smith and Scott Mulholland were in attendance online for this item.

The Board received an update on the HE Campus Model from the Executive Lead (HE) and noted the key points as follows:

- At its meeting in July 2025, the Corporation delegated the authority to approve the campus model to a sub-group of Governors.
- The initial proposal, presented to the sub-group in August 2025, outlined the creation of an incorporated joint venture between NCG and Planet Education Network (PEN), the owners of the Elizabeth School of London. This model would involve establishing a new legal entity jointly owned by both parties, with a shared profit arrangement.
- Following further internal consideration and external legal advice, the preferred option is now to establish a wholly owned subsidiary of NCG, with no PEN shareholding. Under this model, NCG would retain full ownership and governance, and the subsidiary would be serviced contractually by PEN.

The Board, having noted the contents of the paper and the key points above, queried the following:

- **Values and reputation** – the Board noted that although the proposed model reduces risk by increasing the level of NCG control, there is still a risk in partnering with private providers in this way. Members noted recent controversies at other HE institutions around levels of cash taken out of the business by owners at the expense of student experience. The Executive Lead (HE) advised that the new model mitigates this risk as it increases control and changes the narrative from one of partnership and franchise which is likely to be viewed more favourably by the DfE / OfS. Members noted that NCG would retain authority over entry criteria and admissions decisions and that as PEN staff would be TUPE'd across into the new entity, NCG would also control the staff and thereby the quality of teaching.
- **Student Experience** – the Executive Lead (HE) reported that NCG colleagues have visited the London campus on several occasions and can confirm that facilities and support arrangements will be mirrored and comparable to the student experience at NCUC.
- **Strategic Alignment** – the Executive Principal (Curriculum) advised that the model has been reviewed in detail by the executive who are of the view that it is in keeping with NCG's mission of enabling social mobility and economic prosperity by widening access and participation to individuals who would not otherwise have access to higher education.
- **DfE Investigation** – the Board noted that an OfS / DfE investigation into ESL is currently ongoing, the outcome of which is still pending and questioned whether NCG shouldn't wait until the outcome of this investigation is known before proceeding with the campus model. The Executive Lead (HE) advised that NCG is already in a franchised partnership with ESL and that the campus model proposal is a less risky proposition as it increases NCG oversight and control. Should the outcome of the ESL investigation be so negative as to warrant a termination of the relationship, the Executive Lead (HE) confirmed that robust exit clauses are in place which would facilitate this.
- **Delivery Models** – the Board noted that if the campus model is approved, NCG would invoke its Student Protection Plan and move to a "teach out" process at other ESL campuses. If the London model is successful, delivery at some other ESL locations would be moved to a campus model also.
- **Profit and Loss Statement** – the Chair of the Audit & Risk Committee recommended greater clarity around what NCG would pay PEN and what services would be provided in return for their fee.
- **Oxford Business College (OBC) Judicial Review** – the Board recalled a recent Sunday Times expose into alleged misuse of public funds at another NCG HE partner (OBC) and the subsequent DfE investigation. The Chair advised that OBC challenged the findings of the investigation and were recently successful in winning a judicial review against the Secretary of State. The Executive Lead for HE reported that OBC have requested to speak with NCG as they believe that they have been exonerated through the judicial review, but that this will not take place until NCG's legal advisors have reviewed the High Court judgement. The Board noted that the OBC contract was terminated on grounds separate to the matters investigated by the DfE.
- **Next Steps** – further updates to be provided to the Corporation sub-group with the final decision to return to the Corporation by way of an extraordinary meeting online.

Action CB A60: the approved Corporation HE Sub-Group to continue to review the Campus Model proposal before the final proposal is returned to the Corporation for a decision.

3.2 2024/25 Annual Governance Self-Assessment

The Board received the 2024/25 annual governance self-assessment from the Director of Governance and noted the key points as follows:

- Completion of annual self-assessment is a condition of NCG's Accountability Agreement. In addition, all college corporations are required to adopt a code of governance and confirm that they are in compliance with their adopted code in their annual report and financial statements.
- 2024-25 was the first year post-implementation of the 'place-based' governance model. For this reason, the annual self-assessment focused on the implementation of the new model and gathered evidence from a range of sources, including questionnaires, feedback from Governors, College Board Chairs and senior leaders.
- In addition to reviewing the new model, the annual self-assessment considered the Corporation's performance against the principles outlined in the AoC FE Code of Good Governance and the FE and Sixth Form College Corporations: Governance Guide.
- Overall, members noted that the governance community had expressed confidence in the new model, particularly its strategic alignment and responsiveness to local needs. The place-based approach and committee structure were also widely endorsed.
- There were 7 recommendations in the self-assessment which would form the basis of the 2025/26 Governance improvement action plan. Broad themes identified related to learner voice, culture, engagement, collaboration and continuing to develop and embed the OneNCG governance community.

Decision CB D206: The Board approved the 2024/25 Annual Self-Assessment as presented.

3.3 Annual Review of Governing Documents

The Board received the following governance documents from the Director of Governance:

- Instrument & Articles of Government
- Standing Orders
- Scheme of Delegation
- Committee and College Board Terms of Reference
- Corporation Workplan

Key amendments were noted as follows:

- The Instrument & Articles of Government and Standing Orders had been updated to align to recent guidance issued by the FE Commissioner.
- The Scheme of Delegation had been updated to align to recent guidance from the FE Commissioner, specifically relating to the approval of SPH remuneration.

Decision CB D207: The Board approved the Instrument & Articles of Government, the Standing Orders, Scheme of Delegation and Committee and College Board Terms of Reference as presented.

3.4 Committee Chairs and Membership

The Board received the Committee Chairs and membership for approval from the Director of Governance and noted the key points as follows:

- Ian Dunn and Joanne Marshall have agreed to Chair the HE Governance and People & Culture committees respectively.
- Jack Garrett (coopted member of the Audit & Risk Committee) has recently changed roles and expressed an interest in joining another Corporation Committee with a view to becoming a Corporation member at a suitable point in time. Members noted that Jack is a valuable member of the Audit & Risk Committee and a potential candidate for Chair of that committee in the future. It was agreed that Jack also be invited to join the FE Quality & Students Committee to broaden his understanding of the curriculum aspects of the organisation.
- The Board noted the recent resignation of Rachel Taylor and the impact on the proposed Committee membership, noting that there would be a vacancy on the Audit & Risk Committee as a result.

Decision CB D208: The Board approved the Committee Chairs and membership as presented, noting that there may be some changes to the current committee make-up as a result of recent vacancies.

3.5 2024-25 Annual Safeguarding Report and Policy

The Board received the 2024/25 Annual Safeguarding Report and updated policy from the Executive Director of Quality and noted the key points as follows:

- MyConcern (NCG's reporting platform for concerns), provides the ability to highlight the range of concerns flagged by the wider staff. The most common categories reported in 2024/25 related to mental health, wellbeing, domestic abuse and homelessness.
- The Safeguarding Policy had received minor updates in four areas to reflect changes to the Keeping Children Safe in Education Guidance, namely:
 - Guidance on relationships, sex and health education and gender questioning children
 - Reference to online safety, disinformation and misinformation
 - Reference to generative AI
 - Reference to the updated attendance management policy and children who are absent from education
- The Safeguarding Link Governor advised that she had attended two away days where Designated Safeguarding Leads came together to discuss issues and share best practices. She also meets monthly with the Executive Director of Quality to discuss any issues. She noted the challenges associated with the DSL role and that the NCG approach supports both the DSLs and the embedding of a consistent approach across NCG.

- A new mass communication system hardware/software has now been installed in all sites to enhance the security of learners and staff. This will provide a location-based means to alert specific staff and learners with instructions should an on-campus attack take place.

The Board, having noted the contents of the paper and the key points above, queried the following:

- **Welfare Concerns** – members noted the large number of concerns within this category and queried whether this categorisation was too broad to provide meaningful data. The Executive Director of Quality agreed, noting that it could relate to financial welfare and a wide range of emotional health concerns. This will be reviewed by the Safeguarding Council who recognise that it needs to be refined further.
- **Cyber Security** – members noted the narrative around cyber security contained within the Prevent Risk Assessment and the strategic risk register elsewhere on the agenda and queried whether the risk rating was high enough, in light of the volume of cyber attacks across all sectors and the impact of those attacks. Members agreed that cyber is the number one strategic risk on most organisational risk registers and that it was probably under-scored. The CFO agreed and advised that she would revisit with the CIDEO.
- **Mandatory Safeguarding Training** – the Staff Governor queried whether the reporting tolerance for mandatory training should be raised from 95% to 100%. The Executive Director of Quality advised that the policy expects 100% compliance, which should not be confused with an operational management tolerance of 5% for expired training to be completed and reporting anomalies to be investigated, due to limitations within iTrent. NCG expects all staff to comply. The Principal of Newcastle College noted that the Staff Governor drives a culture of high compliance in her role as Head of Curriculum.

Decision CB D209: The Board approved the 2024/25 Annual Safeguarding Report as well as the 2025/26 Safeguarding Policy and Prevent Risk Assessment.

Action CB A61: Cyber risk on the strategic risk register to be reviewed and re-scored.

3.6 Travel Management Solution

The Board received an updated proposal relating to NCG's travel management solution and noted the key points as follows:

- The proposal had previously been discussed at the Corporation meeting in July 2025 when the Corporation approved a direct award to Travel Perk (formerly Click Travel and NCG's current travel management solution) for a two-year term, rather than the four years requested.
- The proposal was presented to the Board for approval due to the value and duration of the contract - £5.3m over four years.
- In order to minimise disruption to the business that a change in travel provider might cause, the CFO requested that the Board reconsider the term of the award based on the following additional information:
 - Travel Perk are on the Travel Management Services framework provided by the North-East Purchasing Framework (NEPO).

- When setting up the framework NEPO conducted a comprehensive and competitive tender process for travel management services, which resulted in Travel Perk being appointed as the sole supplier. Their evaluation criteria included quality, social value, and price - mirroring the approach NCG would take if tendering independently.

The Board, having noted the contents of the paper and the key points above, queried the following:

- **Direct award versus tender** – members discussed the value of a direct award versus a competitive tender, noting the benefit of the framework approach, which can often provide a greater discount rather than an individual organisation tendering for the same service. Members noted that the cost differential between providers is often not large and that the key factor is usually quality of service. However, noting that a competitive tender had not taken place, the Board upheld its earlier decision to award a direct contract to Travel Perk for a period of two years, although with an option to extend for a further two years.

Decision CB D210: The Board approved a direct award to Travel Perk for a period of two years with an option for a two-year extension.

3.7	Fraud Risk Assessment
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The CFO reported that a cross-functional fraud risk assessment has been conducted as a result of the introduction of the Failure to Prevent Fraud offense which took effect on 1 September 2025. In addition to the risk assessment, mandatory fraud training has been implemented for all staff and an executive communication has been issued to all staff further communicating NCG's stance on fraud.

Decision CB D211: The Board approved the fraud risk assessment.

3.8	Modern Slavery Statement
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The Board noted that in accordance with section 54 (Transparency in Supply Chains) of the Modern Slavery Act 2015, NCG are required to have a Modern Slavery and Human Trafficking Statement in place which is reviewed and approved by Board annually and published within six months of the organisation's financial year-end. The previous statement was reviewed in line with this requirement and presented to the Board for approval.

The Board noted an update to previous actions to bring the statement up-to-date as well as minor wording changes.

Decision CB D212: The Board approved the 2024/25 Modern Slavery Statement.

3.9	Policies for Approval
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Meeting note: Independent Governor Joanne Marshall rejoined the meeting.

The Board received three policies for approval as follows:

- Whistleblowing and Disclosure Policy - this policy was approved by the Corporation in May 2025. It was subsequently noted that there was a lack of clarity around how whistleblowing disclosures which relate to fraud would be addressed and the policy had been amended to align with process in the Anti-Fraud policy.
- Financial Regulations – it was agreed that section 11.3.3 would be re-worded to align to the amended Instrument & Articles regarding the authentication of the seal.
- Governor Performance and Development Policy – this policy had been updated as part of its scheduled review to reflect current practice.

Decision CB D213: The Board approved the Whistleblowing and Disclosure, Financial Regulations and Governor Performance and Development policies.

4. Items for Assurance

4.1 2024/25 Annual Accountability Statement Close-out Report

The Board received the 2024/25 Accountability Statement Close-out Report from the Executive Principal (Curriculum) and noted the following key points:

- As part of the Accountability Statement process, there are two review points for the strategic aims / objectives for each college and for NCG. This report provided the summative and final position on progress towards achieving the strategic aims/objectives.
- There were 39 strategic aims/objectives in the NCG Accountability Statement for 2024/25; 34 college objectives with specific local relevance to the strategic priorities of the area where they operate as well as a further 5 strategic NCG-wide aims / objectives.
- The vast majority of the strategic aims/objectives identified in the accountability statements made good progress and were achieved. Only 6 aims/objectives were rated as Amber meaning they were more than 80% achieved but not sufficiently enough to be counted as fully achieved.

The Board, having noted the contents of the paper and the key points above, queried the following:

- **Governmental Changes** – the Board noted that accountability statement deals primarily with the local skills agenda but remains a Department for Education document, despite the skills agenda recently transferring to the Department for Work and Pensions.

4.2 Quality and Performance Report

The Board received the Quality and Performance Report from the Executive Director of Quality and noted the key points as follows:

- The Executive Director of Quality provided a brief presentation of the outcomes data using the latest data. The Board noted that the 2024/25 Self-Assessment Report (SAR) will provide a more detailed narrative around TLA standards, learner views and destinations and that will come to the Corporation in December for approval.

- The Executive Director highlighted the key areas for continuous improvement, that form the basis of reporting against the lines of challenge during the 2025/26 academic year, which will be agreed with the FE Quality & Students Committee.
- With regard to achievement, the Board noted that this is the number of qualifications that have been passed and achieved as a percentage of those who started and stayed beyond 42 days.
- All headline rates are above the respective national average (which is a useful proxy for 'good'). A Level, Access to HE, diplomas and ESOL all showed a positive trajectory; apprenticeships are now significantly above a rising national average.
- Further work is required at Kidderminster College to ensure that learners are streamed into the appropriate qualification. The executive team will be reviewing the current model across the Group to bring more consistency to the framework of streaming and qualification choice.
- The Executive Director of Quality reported that future quality reports will be enhanced to include more visual data.

The Board, having noted the key points above and the contents of the report, queried the following:

- **Social mobility** – the Board noted the important story that the data was telling and agreed that it would be good to understand more around the English and maths challenges, disadvantage and inclusion including care experienced learners and free school meals as this will likely be a priority for mayoral authorities and Ofsted. The Board agreed that it needs to spend more time reviewing operational activity and external strategy in meeting with the relevant mayors, in the event that they gain more control over that spend and the social mobility agenda. The Board further agreed that they need to have a greater understanding of the differences in the communities served by NCG so that learnings can be shared across the wider system.

Action CB A62: Quality report presentation slides to be shared with the Board.

Action CB A63: Social mobility across all NCG's college communities to feature on a future board agenda.

4.3	Report on Financial Health & Operations
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The Board received the Report on Financial Health & Operations from the CFO and noted the key points as follows:

- The report provided a year-end position of the full year management accounts. The accounts compared to the Q3 forecast and the original budget.
- Work is continuing to finalise the statutory financial accounts in line with the year-end/audit timetable.
- Work is also underway to understand recruitment across the group and the associated implications for the 2025/26 financial position.
- There is some pressure to spend capital ahead of the deadlines imposed by the funding authorities. The Board noted the tight conditions around capital spend and that unspent capital must be returned.

- The DfE funding audit which commenced in January 2025 has still not completed. While the final completion date is yet to be confirmed, the majority of the corrective work has now been completed, and final feedback has been received from the DfE.
- NCG has entered into a purchase agreement with Crown Commercial Services (CCS) for the group's energy procurement.

5.3 **Corporation Matters**

The Board received the Corporation Matters report from the Director of Governance and noted the key points as follows:

- The Council for Disabled Children has launched a new guide for Governors and Trustees who have responsibility for making sure that the disability duties in the Equality Act are implemented in their college. The Director of Governance advised that equality considerations can often straddle the remits of many committees and that this would be reviewed by the FE Quality & Students Committee as part of their review of the annual program of work.
- The Governor and Senior Post-Holders Register of Interests had been updated as part of the annual collection of declarations of interest and is now available for viewing on the NCG website.
- The Corporation Seal had been used on 8 occasions since the Board last met.

5. Minutes and Action Register

5.1 **Minutes of Previous Meeting – 15 July 2025**

Decision: CB D214: The Board reviewed and approved the public and confidential minutes of the Corporation Board meeting held on 15 July 2025, pending a minor change to the wording around an Ofsted report at another FE college.

5.2 **Register of Actions & Decisions**

The Board received the Register of Actions and Decisions from the Director of Governance and noted that all actions were either in progress or not yet due.

6. Closing Items

6.1 **AOB**

There was no other business raised.

6.2 **Date and Time of Next Meeting**

The next meeting of the Corporation Board will take place in person at 2pm on Tuesday 9 December 2025 in Rye Hill House.

7. CONFIDENTIAL ITEM – GOVERNORS ONLY

7.1	CEO and SPH Remuneration
Meeting Note: Item 7.1 was discussed under a confidential minute.	
7.2	Annual Performance Appraisal of the Chair
Meeting Note: Item 7.2 was discussed under a confidential minute.	