

FINAL Minutes Local Advisory Board: Orchard & Shepherdswell
11th January 2020 17.30
Meeting held virtually via Microsoft teams
The second LAB meeting of the academic year 2020-2021

These minutes reflect the order of the agenda and not necessarily the order of discussion

Agenda item	Discussion	Action / Information
1. Present.	Callum Brown (Headteacher Orchard) Ruth Ryan (Headteacher Shepherdswell) Emma Mundy (Staff Governor Orchard) Irfan Mohamed (Elected parent) Chris Akpakwu (Elected parent) Femi Okeya (TB appointed governor) Claudia Wade (Chair TB appointed member/ Chair) Chloe Nelson (Associate Member) Paul Wheeler (Finance and Operations Director & Chief Financial Officer) Monica Juan (EMAT Compliance / Governance) Joshua Coleman (CEO: EMAT) Paul Osborne (Clerk – Minutes) Introductions were made. CW reminded the board that all items discussed at this meeting remain confidential until such time as the minutes are approved and signed off.	FO joined at 18.00
2. Apologies.	Not applicable.	
3. Quoracy.	The meeting was quorate.	
4. Declarations of interest.	There were no declarations of interest pertaining to this agenda that had not already been declared on the annual register of interests.	
5. Minutes from the last meeting.	The minutes of the meeting held on the 14 th September 2020 were agreed to be an accurate representation and will be electronically signed by the Chair.	CW

<p>6. Action Log from the meeting held on the 14th September 2020</p>	<p>i. PO to send out information regarding the position of Vice-Chair. Done.</p> <p>ii. IM to sign the 13th July minutes and return to Chloe Nelson. Done.</p> <p>iii. CB/RR to supply an update on the work they are doing investigating if there's any possibility of children visiting care homes /sheltered housing where they can read to the residents and be read to. Ongoing due to CV-19.</p> <p>iv. CB to give an update if there are any fundraising opportunities for St Marks meals the schools can offer. Ongoing due to CV-19.</p> <p>v. PO to send the new dates for safer recruitment to all governors and a reminder of the SEND training to those governors who haven't confirmed attendance. Done.</p> <p>vi. PO to send out guidance on how governors virtually sign to confirm they have read and understood the EMAT Code of conduct 2020, Safeguarding Policy 2020 and Keeping children safe in education (KCSiE) on GovernorHub. Done.</p> <p>vii. PO to contact the governors who are still to return their forms DOI and disqualification forms. Done.</p> <p>viii. PO to send out an example of a monitoring cycle to help governors, school leads plan when they should plan their visit. Done.</p> <p>ix. PO to supply more information regarding data training. Done.</p> <p>x. PO to set up FO with GovernorHub and NGA access. Done.</p> <p>xi. CB to investigate if there is a need for a MK council supplied car park banner to aid with parking issues. CB advised that Orchard has a banner and he is in the process of organising one for Shepherdswell.</p>	<p>iii. CB/RR</p> <p>iv. CB</p>
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<p>7. Head Teachers Report to include:</p> <p>i. Performance Report</p> <p>ii. Staffing update</p> <p>iii. School events (governors invited)</p> <p>iv. Pupil attendance</p> <p>v. Exclusions</p> <p>vi. Children missing education</p> <p>vii. Private fostering</p> <p>viii. Staff governor update (Shepherdswell)</p>	<p>CB/RR highlighted the following from the Autumn 2 performance reports.</p> <p><u>Pupil numbers.</u></p> <p>Orchard.</p> <ul style="list-style-type: none"> • Year 4 more in than out. • Remaining pupil numbers / mobility data is standard. • One parent elected to home school their child. <p>Shepherdswell.</p> <ul style="list-style-type: none"> • <i>One new pupil joined.</i> • <i>One pupil left due to moving house, and one due to their new school being closer to home.</i> <p>A governor asked how the transition from KS1 to KS2 went.</p> <p>CB advised that it went well and may have been partly helped by the pupils coming up by themselves as they seemed to settle quicker than previous years. We may follow a similar system in the future, virtual tours and assemblies have been shared.</p> <p>Initial assessments showed this KS was behind but is improving and is a focus area.</p> <p><u>Pupil attendance.</u></p> <p>Orchard.</p> <ul style="list-style-type: none"> • 96.94% which is very good. • Persistent absence has increased by 0.8% and now stands at 8.9%. We have had some children start with us this term who have historically low attendance. We are working with those families to ensure they make the best possible start at Orchard and maintain good attendance. 	
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	<p><i>Shepherdswell.</i></p> <ul style="list-style-type: none"> • 98%. • <i>Persistent absence Autumn 1 15.9%, Autumn 2 6.76%. These are being monitored and parents are being supported and challenged, following our attendance procedures.</i> <p>A governor asked why the Autumn term 1 absence figure was so high. <i>RR advised that the main reasons were that some families were abroad in their home countries and some families needed support getting their children into school.</i></p> <p>The governors congratulated CB/RR and their teams for the attendance figures.</p> <p><u>Staff numbers.</u></p> <p>Orchard.</p> <ul style="list-style-type: none"> • 5% teaching absence compared to 5.7% in term 1. • Teaching assistant absence 2%. • Non-teaching staff absence 14% high percentage due to long term sickness. • No staff are clinically or extremely vulnerable. <p><i>Shepherdswell.</i></p> <ul style="list-style-type: none"> • <i>2 members of support staff on long term sick.</i> • <i>Other staff absence is related to illness.</i> • <i>1 member of the support staff was absent for 3 days awaiting a COVID19 test result which was negative.</i> <p>The governors noted the low levels of staff absence especially when</p>	
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	<p>compared to other schools and feels it speaks volumes to how well risk is managed and the effectiveness of the risk assessment.</p> <p><u>Quality of teaching and learning.</u> Orchard.</p> <ul style="list-style-type: none"> • 1 teacher is on a support plan with a member of SLT. • One staff member has gone through the threshold and onto the upper pay scale. • With current school closure no major changes expected. <p><i>Shepherdswell.</i></p> <ul style="list-style-type: none"> • <i>Both teaching and learning leads are capable of supporting others. The EYFS experienced teacher is currently a mentor for an NQT.</i> <p><u>Effectiveness of leadership and management.</u> Orchard.</p> <ul style="list-style-type: none"> • We are developing our subject leadership at Orchard, coinciding with the introduction of the new curriculum • <p><i>Shepherdswell.</i></p> <ul style="list-style-type: none"> • <i>Developing the leadership capacity within the SLT.</i> • <i>Developing the quality of teaching and learning across the school.</i> <p><u>Exclusions.</u> Orchard.</p> <ul style="list-style-type: none"> • Number of Fixed Term Exclusions (Pupils) 1. <p>A governor asked if pupils have found the first term challenging.</p>	
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	<p>CB highlighted how well the pupils returned. It was noticeable as the term progressed tiredness crept in and behaviour started to dip. This improved and as Christmas approached there was a good feeling in school with pupils excited about Christmas.</p> <p>A governor asked if there has been any thinking/plans around pupils behaviour when lockdown ends to help reduce the dip previously mentioned.</p> <p>CB advised that he and RR will carefully consider this and ensure previous learnings and best practice are used. There is a possibility of instigating a staggered return if feasible and beneficial. At the moment it's difficult to plan too far in advance in any great detail. Pupils' best interest will be at the heart of all decisions taken.</p> <p>EM highlighted the work already undertaken regarding recovery curriculum and staff training which will be utilised.</p> <p>JC highlighted that the vaccine programme is a positive note for parents and pupils. It's important to help pupils with their wellbeing integration and social interaction.</p> <p>A governor asked if there are any known plans about extending the school year.</p> <p>JC/RR/CB advise that they have no information regarding this at the moment but think it's unlikely.</p> <p><i>Shepherdswell.</i></p> <ul style="list-style-type: none"> • <i>No exclusions with behaviour continuing to be very good, and positive learning behaviours are beginning to</i> 	
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	<p><i>develop and be encouraged. Identified individual pupils have been part of a group or received 1:1 nurture support.</i></p> <p><u>Personal development, behaviour and welfare.</u> Orchard.</p> <ul style="list-style-type: none"> • Single Central Register has been migrated to Teams for security for Orchard and Shepherdswell. HR team have been uploading staff files for them to be stored securely digitally. • Number of pupils with on-going early help assessment 13 (4%) • 4 MASH referrals. • 13 children, 11 families are receiving Early Help. • 8 children are on a CIN plan. • 1 child is on a Child Protection plan. • Bullying. We also record 'potential bullying.' This means we've identified possible concerns early, intervened and are monitoring. There were 5 records of 'potential bullying' with 4 records linked to different pupils surrounding the incident. <p>A governor asked if we are aware of any pupils experiencing deaths with a close family member during CV-19. CB advised that to the best of his knowledge no pupil has. A few have lost distant family members and were supported if required. The main concerns around welfare revolve around supervision, physical abuse and neglect.</p>	
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	<p><i>Shepherdswell.</i></p> <ul style="list-style-type: none"> • <i>Single Central Register AIP checked 15.10.2020 with a trust audit on the 23.11.2020.</i> • <i>Referrals to LADO 1 this was investigated and no further action required.</i> • <i>Zero MASH referrals.</i> • <i>Zero bullying incidents. Same recording system used as in Orchard.</i> <p>JC advised for safeguarding within the next 2 months' audits will be conducted via AIP. Headteachers will shortly be given more information including dates. The idea is to add another layer of scrutiny around policies, fidelity, compliance. JC instructed the Headteachers to share these dates with MJ/PO so they can arrange for the safeguarding lead governor to be involved.</p> <p><u>Health and safety.</u> Orchard.</p> <ul style="list-style-type: none"> • <i>Fire drill 17/12/20 with no issues and some good lessons learnt.</i> • <i>Accidents at work adult x 1.</i> <p><i>Shepherdswell.</i></p> <ul style="list-style-type: none"> • <i>Fire drill. A child accidentally knocked the fire alarm, and it went off. The fire drill was successful, and the staff/visitor register was present. (action point last time).</i> • <i>Accidents at work children x 1.</i> <p><u>Governor vacancies.</u> Orchard and Shepherdswell, Chair and MJ agreed to discuss this item outside of the meeting.</p> <p><u>Parental complaints.</u> Orchard and Shepherdswell zero.</p>	<p>CB/RR</p>
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	<p><u>Parental feedback.</u> CB/RR advised that these were wiped due to changes in the questions. This area hasn't been pursued due to the lockdown.</p> <p>A governor asked if there is a need / benefit for parental feedback regarding online learning. CB advised that feedback was gathered during the first lockdown and a similar survey will be conducted shortly. RR advised that a survey will be completed at Shepherdswell.</p> <p>The Chair advised that with an Ofsted visit potentially this year RR should focus on parental and staff feedback. RR agreed.</p> <p><u>Community engagement.</u> Orchard.</p> <ul style="list-style-type: none"> • Parents evening appointments online via Teams which was generally very successful – though sometimes there were some connectivity issues. Where this was the case, teachers telephoned parents. Engagement was at the same level as in previous years, which was positive. • We conducted assemblies over Teams for children in our local infant schools. This involved some of our Year 3 children talking about life at Orchard, and we shared our promotional video and virtual tour with them too. • 'Xmas Factor' talent competition for the children, which they very much enjoyed (all conducted in-line with 	
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	<p>covid safety procedures in 'bubbles').</p> <p>Shepherdswell.</p> <ul style="list-style-type: none"> • <i>Parents evening completed in the first term.</i> • <i>Curriculum maps sent out to parents, as an overview of what the children will be learning in school for the term.</i> • <i>The school has received an anonymous donation.</i> <p>A governor asked if this donation stays in the school or goes to a trust central fund.</p> <p>RR advised that the donation stays within the school and she is already looking at areas within the school where the donation could be used.</p> <p>JC/RR/CB advised that the risk assessment has been updated taking into account the new strain of CV-19. CB/RR advised that the RAG ratings remain the same as per the last S&P meeting.</p> <p>The governors agreed to conduct virtual meetings with their school leads focusing on the red areas.</p> <p><u>Staff governor Shepherdswell.</u></p> <p>RR advised that one staff member has shown an interest. If this is not successful a letter will be sent to all staff asking for nominations.</p> <p>The governors thanked CB/RR and Katy Russell for the work they did to get these reports ready.</p>	
<p>8. Covid-19 Update inc;</p> <p>i. Online learning.</p> <p>ii. Partial / Full school closure</p>	<p><u>Orchard.</u></p> <p>CB advised that as soon as the announcement regarding school</p>	

	<p>closures was made he met with RR to discuss next steps and send out communication to parents. This communication included a survey to ascertain if they were a critical worker followed by a phone call to see if they wanted to send their child into school.</p> <p>Once we knew who was going to be in school work commenced on planning the online/in school offer accordingly. CB highlighted that in the first week Microsoft Sways were used allowing a broad level of learning. On Friday 8th January an online presentation was conducted with parents advising them of the next steps including live lessons. Over 120 parents took part in the presentation which was very encouraging.</p> <p>The governors noted how well this presentation went down with parents and thanked CB and RR for the work they have done.</p> <p>A governor asked if there are more critical worker pupils in school than during previous lockdowns. CB advised that the number has doubled. RR advised that the number has increased with the school now a 3rd full.</p> <p>CB highlighted that the online work is prepared a day in advance which is working well. Today a live assembly was conducted with the pupils which was well received, the plan is to roll out more live lessons shortly.</p> <p>A governor asked if we are confident all families that need IT equipment have it.</p>	
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	<p>CB noted that last week 30 laptops and dongles were handed out and as from the 15th January schools can order more laptops from the Government. With these resources CB is confident the vast majority of families have at least one device. CB highlighted that last term an audit was carried out so we had a good understanding of which families need support. Teachers are reviewing the online interaction and if any pupil doesn't participate phone calls are conducted to see what support can be offered.</p> <p>CB pointed out that hard copies of the work are available for parents if they prefer them.</p> <p>CB noted with the use of Sways it allows for more flexibility for parents, pupils with the online working and the concerns about IT access was the main factor in not using live lessons immediately.</p> <p>A governor asked if there are any quality assurance checks conducted with the online work.</p> <p>CB advised that all Sways go to a member of the SLT for review. There were a few IT issues but these were quickly rectified.</p> <p>Staff have been supportive and proactive to have the work ready from day one and procedures are constantly under review to seek out improvements.</p> <p><u><i>Shepherdswell.</i></u> <i>RR confirmed they are following a similar model to Orchard albeit a little behind i.e. online assemblies but plans are in place to close these gaps.</i> <i>RR advised there are training sessions tomorrow for teachers regarding live</i></p>	
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	<p><i>lessons. Staff have been very adaptable and supportive. RR advised that the number of pupils currently in school is kept under constant review. If the numbers continue to increase it may have an effect the online learning offered due to resource stretch. EYFS have added reading books online.</i></p> <p>A governor asked for online learning is pupil absence/understanding monitored.</p> <p>RR it is via use of quizzes at the end of a Sway and through the use of Purple Mash. Staff will also phone any parents regarding engagement queries and offer support. To help with online working we have given out 10 laptops.</p> <p>A governor asked what the interaction levels are like for pupils online.</p> <p>CB/RR advised that currently there has been no live lessons as we wanted to ensure the infrastructure was safe and secure before we started live lessons. EMAT has been very proactive in setting up individual logins for all pupils which will be texted out shortly. The plan is that there will be a daily 30-minute check in session when the teacher will go through the day's work set out on Sways and then stay online to assist if required.</p> <p>A governor asked if RR/CB are happy with internet safety.</p> <p>CB/RR advised that this has been covered in information that has been sent out to parents. Staff training has taken place to ensure full understanding of the guidelines and</p>	
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	<p>that they are confident of delivering live lessons. RR highlighted the e-safety is part of the curriculum.</p> <p>A governor asked if CB/RR have any concerns regarding staff fatigue. CB/RR advised that it is very early into the lockdown and there has been a change from how the staff worked pre-Christmas. Staff morale, fatigue will be closely monitored. EM confirmed that workload has increased post-Christmas but all staff have gone above and beyond to ensure pupils receive the best learning. Each year group discuss what areas of the workload they can/would like to do to ensure flexibility and variety. The SLT and EMAT are very supportive. MJ highlighted that EMAT has a staff wellbeing forum.</p> <p>A governor asked if there is any support for parents regarding wellbeing. CB advised that EMAT has sent out a template letter today to all schools on this subject and this will be sent to parents shortly. JC advised that the trust's weekly / bi weekly newsletter will be re-introduced and sent to parents.</p> <p>A governor suggested that maybe there is a benefit in offering.</p> <ol style="list-style-type: none"> 1. IT training for parents regarding the online working. 2. Ask for volunteers once lockdown ends to help the schools return to a semblance of normality. <p>CB/RR thanked the governor for the suggestion and will keep these under review.</p>	
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	<p>A governor asked for an update regarding free school lunches for vulnerable families</p> <p>JC advised that as there is no government lead voucher scheme live at the moment EMAT has instigated their own version which will be communicated to parents shortly. In the meantime, some EMAT schools sent out hampers to families.</p> <p>FO offered to assist in any way possible.</p> <p>CB/RR thanked FO for the offer.</p> <p>The governors thanked RR / CB and their staff for the work they have done getting the online learning system up and running so quickly and effectively.</p>	
<p>9. PP report inc;</p> <p>i. Impact of spend and planned actions for the new academic year.</p> <p>ii. Catch Up funding plan, expenditure and impact monitoring including CV-19.</p>	<p>i. Orchard.</p> <p>CB highlighted the following from the Pupil Premium Strategy Statement.</p> <ul style="list-style-type: none"> • Due to the large amount of disruption last year the report has been a challenge to put together. • Edukey is used to monitor the quality of the interventions, the impact and the cost. This has been difficult to achieve due to CV-19 but we are expecting the work to be completed shortly. • In the reports / strategy documents we have outlined what we intended to do. • The cancellation of last year's SATs reduced the evidence we normally use to show the impact of PP funding. <p>The governors thanked CB for the report and commented that it covers the priority areas.</p>	

	<p>CN (RSE lead) offered their support regarding developing and embedding of the Jigsaw PSHE curriculum to increase positive wellbeing. CB/RR thanked the CN for the offer.</p> <p>CN confirmed that the PP Chair will/has been in touch to arrange a visit this term, before the middle of February.</p> <p>CW offered to work with FO (PP lead) to share her knowledge. FO thanked CW for the offer and they agreed to have a virtual meeting with the school PP leads before the end of January.</p> <p><i>Shepherdswell.</i> <i>RR confirmed that the total costing data will be uploaded onto the website.</i></p> <p>A governor asked for an update regarding the CV-19 catch up fund. RR advised that the National tutoring programme is being used for identified pupils and to evidence the impact with Reading a focus. For the Summer term there are plans to employ a Teacher to support this. CB highlighted that a lot of the programmes planned are due to start in February so data, feedback is not available at the moment.</p> <p>Giles Osborne Lead Academy Improvement Partner will oversee the tracking of the CV-19 funding with the impact as the key driver and this work will be shared with the governors in due course. PW highlighted in regards to CV-19 funding.</p> <ul style="list-style-type: none"> Once an intervention is in place the expenditure is 	<p>CW/FO</p>
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	<p>matched with income which ensures impact.</p> <ul style="list-style-type: none"> • Over 400 laptops purchased and distributed. • 50 dongles purchased to help pupils with connectivity issues with more to follow if required. • Teachers tested weekly for CV-19 and for secondary school pupils are also tested. Health care assistants have been employed to administer the tests. <p>A governor asked if there have been any asymptomatic results. PW advised that there have been very few but the data is still being assessed.</p> <p>EM/CB/RR thanked EMAT for instigating the weekly testing system.</p> <p>A governor asked if there are interventions already in place using the catch up funding. PW advised there are in one of EMAT's secondary schools. CB/RR have just completed their assessments.</p> <p>The Chair asked if the planned strategy for the CV-19 funding can be added to the next S&P agenda and the impact seen and who will monitor this be added to the next LAB meeting agenda.</p>	PO
10. Management Accounts for information.	<p>PW highlighted the following from the November financial accounts.</p> <ul style="list-style-type: none"> • EMAT work on zero based budget the target is to break even or as close to even as possible. 	

	<p>Orchard.</p> <ul style="list-style-type: none"> Orchard has delivered a small deficit, and this is an improvement on October's deficit. There have been some one off costs incurred for music & trips, the academy is on track to claw this deficit back and breakeven. <p><i>Shepherdswell.</i></p> <ul style="list-style-type: none"> <i>The current YTD deficit is less than budgeted. Shepherdswell Academy had set a deficit budget for the year, as there have been funding issues due to lower pupil numbers and higher staffing support staff costs. The academy has performed well to protect itself from this budgeted deficit position with increased funding received for department pupils and the department being full and fully funded, the department staffing issues have been addressed and a new structure implemented creating savings.</i> <i>The refurbishment and extension work planned for the communication department with expected opening date around December 2021.</i> <i>Work ongoing to support the academy increase pupil numbers so they are nearer PAN.</i> <i>Investing in IT equipment at both academies.</i> 	
11. Governors to update the board regarding school visits and their lead areas.	The Chair advised that there needs to be virtual visits this term from the SEND (EM), PP (FO) and Safeguarding (CA) lead governors.	EM/ FO/CA

	<p>Relevant governors agreed and will action.</p> <p>CN offered to help CB/RR regarding staff RSE training.</p> <p>CB/RR thanked CN for the offer.</p>	
12. Potential Ofsted visit in 2021	<p>JC advised that Ofsted monitoring visits are now live. It is unclear at the moment if full visit will recommence in the coming months due to lockdown but both schools are in the inspection window.</p> <p>JC reiterated the importance of governor monitoring visits and encouraged governors to arrange virtual visits as these are one way of showing how governors hold the school to account.</p> <p>The Chair asked if for the next LAB meeting an agenda item regarding revisiting the SEF judgements and why the schools are where they are can be added.</p>	PO
13. Training for Governors	<p>MJ highlighted the upcoming RSE training to be held on the 3rd February 16.00-18.00hrs.</p> <p>MJ thanked those governors who attended the recent data training and advised the governors that this will be repeated for those who couldn't attend.</p>	
14. Virtual Monitoring visits	<p>MJ highlighted to governors the information, guidance she has added to GovernorHub over recent weeks regarding virtual monitoring visit.</p> <p>PO/MJ reminded the governors they must go through their report with the staff member they had the virtual meeting with BEFORE sending the reports back to PO who will then add them to GovernorHub.</p>	

	<p>MJ highlighted the importance of these visit as evidence of good governance for Ofsted. CW/MJ/PO to meet and discuss schedule of visits.</p>	CW/MJ/PO
15. Any other business	<p>i. Safeguarding audit report. Monica Juan advised that the AIP are currently completing a safeguarding audit of all EMAT schools. The finding's, next steps will be shared with the school and governor lead as soon as possible. MJ confirmed that there is also additional safeguarding training planned for all governors towards the end of January. The date and time will be shared once confirmed.</p> <p>A governor asked if they have completed any external training courses which are similar to those done with EMAT should they send PO the certificates so it can be recorded. MJ welcomed any certificates but highlighted this training would not directly replace EMAT's training.</p>	
16. Date of the next meetings.	<p>10/03/21 Orchard S&P 17:30 12/04/21 <i>Shepherdswell LAB 17:30 *</i> 21/06/21 Orchard S&P 17:30 05/07/21 <i>Shepherdswell LAB 17:30*</i> <i>* Due to uncertainty around the dates for next year's data drops the last two S&P dates may be subject to change.</i></p>	All note date calendar appointment has been sent.

The meeting closed at 19.36

Minutes agreed as a true representation and signed
Signature
Print Name
Date

Actions from the virtual meeting for Orchard & Shepherdsweil Academies held 11/01/21

Action	Owner
1. CW to electronically sign the 14 th September minutes. Page 1.	CW
2. CB/RR to supply an update on the work they are doing investigating if there's any possibility of children visiting care homes /sheltered housing where they can read to the residents and be read to. Page 2.	CB/RR
3. CB to give an update if there are any fundraising opportunities for St Marks meals the schools can offer Page 2.	CB
4. CB/RR to share the dates for the safeguarding audit with MJ/PO so the lead governor can be invited to support. Page 8.	CB/RR
4. CW and FO to have a have a virtual meeting with the school PP leads before the end of January. Page 16.	CW/FO
5. PO to add the planned strategy for the CV-19 funding to the next S&P agenda and the impact seen and who will monitor this to the next LAB agenda. Page 17.	PO

6. SEND, PP and Safeguarding lead governors to conduct a virtual visit this term. Page 18.	EM/ FO/CA
7. PO to add to the next LAB meeting an agenda item regarding revisiting the SEF judgements and why the schools are where they are can be added. Page 19.	PO
8. MJ/CW/PO to meet to discuss the schedule of governor visits by the end of the January. Page 20.	MJ/CW/PO