

**Minutes of the Local Academy Committee meeting held on
Monday 18th September 2023
at 5.00pm at The Holgate Academy**

Governor name	Initials	Governor category	A = absence
Mrs Kate Turner	KT	Chair of Academy Committee	
Dr Andrea Chiarelli	ACh	Appointed AC governor	
Mrs Gyongi Klein	GK	Appointed AC governor	A
Mr Phillip Bailey	PB	Staff Appointed AC governor	
Mr Alexander Rae	AR	Appointed AC governor	
Mr Abriz Akbar	AAk	Appointed AC governor	Absent
Mr Anthony Walker	AMW	Appointed AC governor	A
Mrs Emma Redgate	ER	Appointed Parent AC governor	
Mr Roger Braich	RB	Appointed AC governor	
Vacancy		Parent AC governor	

In attendance:

Staff name	Initials	Role	
Mrs Heather Widdup	HW	Executive Principal	
Mr Henry Diamond	HD	Head of School	A
Mr Andrew Topp	AT	Assistant Head - Behaviour	Left at 5.30pm
Mrs Katie Mathews	KM	Assistant Head - Outcomes	A
Mrs Emma Paine	EP	Governance Professional (Clerk)	
Quorum Required	4	Governors Present	6

Governor support, questions and challenge: Responses

Item No	Item	Action/ by who/when
	<p>Local Training Session on Safeguarding and Keeping Children Safe in Education by Mr A Topp</p> <p>Introductions round the table were made for the benefit of Mr Topp.</p> <p>Mr Topp explained the safeguarding essentials for 2023 had been updated with staff in the academy and linking with the Vision, Mission and Values. Details of the information shared with staff was projected for governors during in the meeting.</p> <ul style="list-style-type: none"> Names of the academy staff who were leading in safeguarding and the deputy staff supporting in the area were offered for governor awareness. It was confirmed Mr Diamond had overall responsibility for the safeguarding area. 	

- Hucknall Sixth Form Staff had also been updated with safeguarding training and details of the safeguarding lead and deputy lead was provided for governor awareness.

Mr Topp confirmed his responsibility for the Alternative Provision and Alternative Curriculum and safeguarding of that area and linking with checks that take place for external providers.

- Keeping Children Safe in Education updates were highlighted.
- Filtering and Monitoring information was shared and how this was monitored by staff regarding students absent from education.
- Information on how persistently absent students were monitored was provided and how this contributes to safeguarding concerns in addition to some of the reasons that could be the cause of some of the absences, generally.
- If a social media check needed, the candidate is to be notified.

Academy Committee governors asked whether passwords for social media are requested. Mr Topp explained the process and procedure that took place to obtain only information that arises as a result of the social media search.

- Main areas were highlighted to narrow the focus across the Trust.
- Key updates on monitoring and filtering were provided.
- Online safety in school was referred to and what can be found in school systems, and this can be blocked to prevent student access.
- SVSH (Sexual Violence and Sexual Harassment) was explained including problematic behaviours that may be identified as a result.
- It was further reported that attendance and absence links with behaviour and remains the focus as to why students are absent from school.
- Details of low level concerns and mental health and wellbeing were offered.
- Details of the self-referral service available to staff to make reporting available for all.

The Vice Chair asked how effective the system is and is the self-referral system working. The Executive Principal explained the use of the system is improved but possibly not used as frequently as expected. Details of issues arising with staff and one to one meetings with a student were explained and the risks this can raise for staff.

The Vice Chair asked whether there was any information trust wide. The Executive Principal explained the initiative is used Trust wide to ensure staff safety.

The Chair asked how staff can be protected against false allegations. Mr Topp explained the use of CCTV (Closed Circuit Television) is situated

around the academy. Mr Topp explained staff have the option to join a Union for additional support. **The Chair suggested** all staff belong to a union. The Executive Principal explained this was optional for staff. It was further reported by the Executive Principal that the academy is ensuring there is staff awareness of safeguarding risks.

The Chair asked whether staff have received updates at the start of the academic year. Mr Topp explained the use of MyConcern and highlighted that all staff were trained on the INSET day. Staff also receive training if they join mid-year.

Academy Committee governors asked what was meant by checks for external providers. The Executive Principal explained who was responsible for providing the checks, whether the external provider or the academy dependent on what times of the school day the external provider was coming into school. If this were during the school day this would be the Academy and if this was before or after the school day this would be the external provider.

Academy Committee governors thanked Mr Topp for the safeguarding training.

Mr Topp left the meeting at 5.30pm.

Information Session was provided regarding outcome data by The Executive Principal – Mrs Widdup

Information was displayed on a screen for the benefit of governors. The Executive Principal reported apologies from Mrs Mathews and the reasons for this.

Academy Committee governors were reminded of the confidentiality of the document due to this containing some student names, the names had previously been shared in the press at the time of release.

- Differences between the 2019 and 2023 grades were explained by the Executive Principal.
- The difference between the target grades for each year group were highlighted, indicating that in 2019 the students were more able from their starting point than those in 2023. Therefore the 0.4 away from target in both years indicates similar rates of progress
- Progress 8 measure the difference from end of year 6 to end of year 11.

The FFT (Fischer Family Trust) figures are awaited and will be shared at the next meeting.

HWP
13/11/23

It was reported by the Executive Principal that the progress was almost identical from the relative starting point.

The Vice Chair asked when actual figures will be available. The Executive Principal reported there would not be actual figures until December.

The Executive Principal explained there had been gains in English with the gaps to target reducing. It was further reported there had been a national drop in maths and movement in grade boundaries. It was reported there was a difference of -4.68 for the academy from 2019- 2023 – this was above average for the Trust, but not the biggest difference within the Trust.

The Chair was satisfied the Trust picture was in line with the national picture which indicates a slight fall from 2019- 2023.

The Chair asked whether student are doing well enough as the outcomes are below 2019, was this the same or declining?

The Executive Principal explained that there were some areas of strength in identified subjects, and where this was not the case extensive analysis and work was in place to plan improvements. The Executive Principal was satisfied that the figures were in line with other secondary academies in the Trust.

The Chair asked when progress 8 is compared to pre covid and is this from the end of year 7 to year 11. The Executive Principal confirmed this and explained students at the end of year 11 have experienced a high level of impact on learning and outcomes from the covid pandemic lockdowns.

The Chair acknowledged understanding of the information offered and the consistency in learning for students that had taken place leading to the 2019 data.

The Executive Principal reminded governors that the information contained in the document should remain confidential to the meeting.

The Executive Principal explained that subjects had strong departments and some students had achieved well. There were areas for focus that had been identified and Trust support was being received to ensure improvements.

It was further reported by the Executive Principal that data is collected during the academic year to offer the most likely outcome and realistic grade for students. The Executive Principal further explained details from mock exams to the actual exam have been reviewed to ensure progression can be made with action plans in place, facilitated by the use of data. Specific intervention has been put in place to support students and steps in place to ensure those with lower and higher abilities receive

appropriate support and intervention to support outcomes for lower achievers and add challenge and stretch for the higher ability students.

The Executive Principal explained students are now accessing an alternative curriculum in the academy to ensure there was a higher level of control on learning to support higher outcomes for those students. Information regarding students accessing college and issues arising for those students regarding qualifications were provided. As a result of students were receiving support to ensure a GCSE (General Certificate of Secondary Education) qualification could be achieved through the academy alongside their college placement.

The Executive Principal reported there have been some staffing changes in some departments and there has been a focus on accountability for staff. It was reported there had been a review of attendance and levels of absence for vulnerable groups.

- Strategies have been put in place to support delivery of examination questions and solutions for students to prevent difficulties in answering questions in an exam.
- Trust review was taking place regarding any differences in data to ensure consistency across the Trust.

The Chair asked whether the academy had gone back to teaching to exams. The Executive Principal explained students need to know how to apply their knowledge to the exam question and what to do to achieve higher grades.

The Executive Principal explained it had been identified there were some students unwilling to attend examinations due to anxieties; information on the support being offered to students was provided.

Academy Committee governors acknowledged linking work to exam questions had been identified as part of homework received by students.

The Chair acknowledged that for students to be confident in using exam technique, confidence in knowledge was needed, alongside confidence in answering exam style questions.

Post 16 grades were explained by the Executive Principal and it was explained that the average grade received by students, including the Extended Project Qualification (EPQ) was a grade C and was on a par with other academies in the Trust. It was acknowledged that grade tracking at HSFC (Hucknall Sixth Form Centre) was superior to that at GCSE (General Certificate of Secondary Education) level. A review was taking place at the Academy and HSFC to identify areas that would be beneficial to support improvement in this area at the Academy.

	<p>The Chair asked whether the right curriculum is being offered as there was a decline in students taking up education at HSFC. The Executive Principal explained the centre cannot offer practical subjects or T levels for students which leads to a number studying elsewhere to meet their needs.</p> <p>Details of areas that students were moving on to were provided which included access to degree's and apprenticeships.</p> <p>The Vice Chair asked whether there were adequate staff levels. This was confirmed by the Executive Principal. It was further reported that some changes with leadership staff had taken place that were positive. The Executive Principal explained issues had been identified with humanities across the Trust and steps were in place for a review to be undertaken to identify the reasons.</p> <p>Governance Strategy It was reported there was a delay with the Governance strategy, and this would be discussed at the November Meeting.</p> <p>Governor Share point access The Chair explained if governors were experiencing issues with governor Share point to contact the Governance Professional.</p> <p>The Governance Professional explained a guide to using share point had been shared by email and in the academy meeting folder for governors to review and use if they were experiencing issues accessing governor share point. Details of information and guidance available, including Trust training and questions to ask at link visits and at Academy Committee meetings.</p> <p>Academy Committee governors acknowledged receipt of the document and explained the area would be reviewed if required.</p>	
<p>THA/001/ 23/24</p>	<p>Welcome and apologies for absence Apologies for absence had been received from Mrs Klein and Mr Diamond due to personal reasons.</p> <p>It was reported that Mr Walker had offered apologies and had submitted a resignation. The Governance Professional explained contact would take place with Mr Walker regarding this, before further action was taken.</p> <p>Mr Akbar had not provided apologies. The Governance Professional and Staff governor confirmed there had not been any contact received from Mr Akbar after email correspondence had taken place on more than one occasion. The absence was not accepted by the Academy Committee. The Governance Professional reported contact would take place via Mr Akbar's personal email to establish whether there were any issues or response received.</p>	<p>Clerk Actioned</p> <p>Clerk Actioned</p>

	<p>Introduction to Academic Year</p> <p>The Executive Principal reported it had been a positive start to the year. It was reported there were some staff vacancies and an appointment for Assistant Head of Year had taken place. Internal Trust advertisement was in place for the Principal position.</p> <p>The Executive Principal explained the Behaviour Hub was working well and the detention system had been enforced. It was further reported by the Executive Principal that there had been a reduction in suspensions in comparison to 2022 autumn term. It was further reported that attendance was good at 92% and steps were in place to support any absences that were identified.</p> <p>The Executive Principal explained a further 16 students had been admitted to the academy with 256 students now on roll, without any issues arising with a lag in funding. Details of this were offered in respect of the additional staff put in place to support the additional admissions.</p> <p>The Chair asked whether the changing rooms were now completed. This was confirmed by the Executive Principal.</p>	
<p>THA/002/23/24</p>	<p>Declaration of interest and any changes to be advised</p> <p>There were no declarations of interest, either direct or indirect, for any items of business on the agenda.</p> <p>The Chair asked whether this had been completed by the Academy Committee and Leaders required. This was confirmed by the Governance Professional. The Governance Professional explained Mr Akbar had not completed any documentation that had been requested, which had been followed up on more than one occasion. The Chair explained documentation required to be completed was a requirement for governors and was non-negotiable in line with the Code of Conduct and Scheme of Delegation. All governors were to ensure this had been completed for the academic year.</p> <p>Code of Conduct</p> <p>The Chair asked whether governors had now completed this. The Governance Professional confirmed this had been completed by all governors with the exception of Mr Akbar and Mr Walker. The Chair requested this was completed as soon as possible.</p> <p>Cyber Training had been completed by all governors with the exception of Mr Akbar, Mrs Redgate and Mr Walker. This was requested to be completed as soon as possible.</p>	<p>AAk/MW ASAP</p> <p>AAK/MW ASAP</p> <p>AAk/MW/ER ASAP</p>
<p>THA/003/23/24</p>	<p>Minutes of the meeting dated 3rd July 2023</p> <p>The minutes of the meeting, having previously been received were agreed and signed by the chair.</p>	

<p>THA/004/23/24</p>	<p>Matters Arising:</p> <p>078/22/23: KCSIE (Keeping Children Safe in Education) Training for review by governors/confirm Academy Committee governors had received Keeping Children Safe in Education training at the start of the meeting and confirmed their understanding of the document and information contained therein. Mr Akbar and Mr Walker were to confirm this.</p> <p>078/22/23: Leadership & Governance Conference Update</p> <p>The Chair acknowledged there had not been representation from governors at the session. The Executive Principal explained the session on Equality, Diversity and Inclusion had been beneficial for all attendees. The Chair suggested any future training sessions should be specific to governance and an opportunity for governors to network. The Governance Professional offered some feedback that had been provided by other governors who had attended from other academies in the Trust.</p> <p>078/22/23: Mandatory Training The Governance Professional confirmed Mr Braich had now completed mandatory training requested and records had been updated.</p> <p>078&083/22/23: Local Training Schedule This had been circulated with governors.</p> <p>078/22/23: Update on Safeguarding focus group Information had been circulated by the Vice Chair after attendance at the Nottinghamshire County Council Safeguarding focus group on behalf of the Chair/safeguarding link governor.</p> <p>078/22/23: Training Record information The Governance Professional had shared a record of what Trust training had been attended/reviewed throughout the academic year by Academy Committee governors.</p> <p>079/22/23: Ofsted monitoring visit outcome The Executive Principal had shared information relating to the visit prior to the academy committee meeting.</p> <p>079/22/23: AIP update Details of the updated AIP had been provided.</p> <p>081/22/23: Induction for new governors Discussions had taken place between the Governance Professional and Mrs Newcombe in respect of the Induction meeting. Mrs Newcombe offered available dates to enable a meeting to be arranged with another new academy committee governor from another secondary academy within the Trust.</p> <p>081/22/23: DfE (Department for Education) Behaviour Hub results</p>	<p>AAk/MW ASAP</p>
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	<p>The Results would be reported at the November meeting when these had been received.</p> <p>082/22/23: Information regarding GDPR (General Data Protection Rules) breaches Information had been circulated with the academy committee prior to the meeting.</p> <p>082/22/23: Teaching consistency The Executive Principal explained teaching consistency forms part of the key areas of focus and currently there were no staffing gaps.</p> <p>083/22/23: Skills Audit data Information had been circulated with governors and would be discussed later in the meeting. A review had taken place with the Chair of Governors and Governance Professional to ascertain training needs as a result.</p> <p>083/22/23: Link Visit to be arranged The Chair reminded governors that link visits should be arranged and take place once per term for each link area. Discussions with Mr Braich took place. The Chair urged new governors to get in contact if they were having difficulties in completing a link visit to ensure additional support can be made available.</p> <p>083/22/23: Events for governors to attend The Chair acknowledged the dates offered. It was acknowledged Mr Bailey, Mrs Turner, Mr Walker and Mr Rae would be attending the Year 6 open evening.</p> <p>083/22/23: Percentage of parents attending parents evenings It was acknowledged information had been circulated with governors by email.</p> <p>083/22/23: 1:1 meetings to be arranged with Chair of Governors One to one dates were arranged with the Chair and governors for an informal chat. Outlook diary invites had been organised to support this.</p> <p>083/22/23: Governor Termly Newsletter This had been added to the Academy website and circulated with parents and staff via the usual channels, in addition to Trustees prior to the summer break.</p>	
<p>THA/005/23/24</p>	<p>Educational Review Meeting Report (ERM) Safeguarding Compliance including Keeping Children Safe in Education 2023(KCSIE 2023) Academy Committee governors had been provided with details of the safeguarding checklist in addition to a link for review of KCSIE 2023. In addition, information was available in the ERM document. It was</p>	

	<p>reported by the Executive Principal that there were no cases to be highlighted.</p> <p>Overview of 2023/24 AIP (Academy Improvement Plan) The Executive Principal explained the AIP objectives were based on the original Ofsted areas for improvement, with the blue type indicating progress identified during the monitoring visit in June 2023. This is now the baseline, with steps in place to ensure these were being worked towards. Improvements had been identified as a result of the Behaviour hub at the start of the academic year. The Executive Principal confirmed staff training days had taken place at the start of the year; details of the approach taken for delivery was provided to ensure an interactive approach for staff participation and engagement with the focus of the AIP areas.</p> <p>Risk Reports update The Assistant Business Manager confirmed the Risk Register Matrix would be made available for the November meeting for governors to review. Information was available regarding risks that were a concern in the ERM document.</p> <p>The Chair acknowledged that persistent absenteeism was at 46%. The Chair asked whether that was due to students being absent for long periods of time or due to separate days over a period of time. The Executive Principal explained the reasons students are absent from the academy and the policy, processes and procedures in place to support students being in attendance on a regular basis, in addition to keeping in contact with the academy.</p> <p>Academy Committee governors asked how attendance is monitored in line with Keeping Children Safe in Education and how this impacted on staff workload. The Executive Principal explained all Assistant Principals are trained as Deputy Safeguarding Lead to manage this effectively. Details of students leaving the academy and remaining on roll for the academic year were explained. The Executive Principal explained subject analysis was in place, in addition to working with students identified to offer support. It was further explained by the Executive Principal that steps had been put in place with parents to explain how many days were lost in attendance to offer impact. It was further reported the use of percentages had previously been used with parents which had caused some confusion with parents as to what this meant for students attendance. Academy Committee governors asked whether the figures included authorised absences. The Executive Principal explained persistent absence was for the whole year and categorization was in place to analyse the areas of absence in the data. The Executive Principal further reported support is offered for those students experiencing mental health and anxiety issues and/or those who had experienced</p>	<p>PB 13/11/23</p>
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	<p>suspensions due to behavioural issues. The Executive Principal confirmed bespoke support was offered to those students. It was acknowledged by the Executive Principal that severely absent students would be dealt with as a safeguarding matter in line with KCSIE 2023 changes.</p> <p>The Chair asked whether students who were persistently absent and returning to the academy are catching up with education lost to achieve outcomes. The Executive Principal explained steps that were in place for students pre and post exclusion in addition to specific support offered regarding behaviour management to support educational outcomes for students. Additional details of the bespoke support that is offered to students in allocated areas of the academy to offer access to core subjects in addition to photography, food technology and others which is not offered to students accessing an external Alternative Provision.</p> <p>The Chair asked if students with higher levels of absence, was it difficult for them to return to the academy and are there steps in place to support their return. Details of how this is offered were provided.</p> <p>The Executive Principal explained the Assistant Principal and Head of Year review this and support is offered. The procedures for contacting students in Year 11 with attendance issues was provided and it was reported by the Executive Principal contact is made with students prior to the start of the academic year offering reminders of dates for the start of the academic year where attendance in the previous year had been a concern.</p> <p>Health & Safety, staff & pupil well-being, Data Protection (breaches/SARs/FOIA/Police requests), complaints, claims (no's/overview)</p> <p>Details were available in the ERM document for governor review.</p> <p>2023/24 Trip calendar and any Cat C trip review</p> <p>The Executive Principal explained details would be available for the November meeting.</p> <p>Admissions 2025/26 local appendix approval (referral to Trustees if changes to be made & consultation proposals if required)</p> <p>The Executive Principal explained there were no changes to admissions. Academy Committee governors were satisfied with this. The Policy was to be offered at the November meeting for review.</p> <p>Value for money and measurable outcomes and impact review – SEND/PP/Catch-up funding</p> <p>Further information would be made available for the November meeting.</p> <p>Stakeholder engagement</p> <p>Academy Committee governors were attending events linking with stakeholders which would continue, and which was a focus on the Governance Action Plan.</p>	<p>HD 13/11/23</p> <p>HD 13/11/23</p> <p>HD 13/11/23</p>
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	<p>Trust Policy Approval: SEND (Special Educational Needs and Disabilities) The Academy Committee governors acknowledged the Trust Policy that had been circulated.</p> <p>Local Policy Appendix approval: Local Policy appendix requiring updates would be made available at the next meeting.</p> <p>Emergency Plans The Plan was projected at the meeting by the Assistant Business Manager, with governors during the meeting. The Chair explained the Plan could not be ratified as this had been received too late and there was not adequate time for review.</p> <p>The Assistant Business Manager raised concern regarding data the document contained and GDPR rules. The Executive Principal explained the document should remain confidential. Due to the extensive nature of this document, this was to be reviewed for the next meeting. Academy Committee governors were again reminded of the confidentiality of the document, and which should remain confidential to the academy and the meeting.</p> <p>The Chair asked for the reason for the document. This was explained by the Assistant Business Manager and Executive Principal and reasons staff personal contact information was available on the document in case of an emergency situation and where staff required contact out of academy hours.</p>	<p>HD 13/11/23</p> <p>Govs 13/11/23</p>
<p>THA/006/23/24</p>	<p>Governance Housekeeping Governance Action Plan 2023/24 The Chair explained a review of the Governance Action Plan had taken place with areas for focus highlighted in amber and timelines added for completion. Academy Committee governors were requested to complete the Equality, Diversity and Inclusion modules available on the National Governance Association/Learning Link website before the next meeting if not already done so. Details of the four ten minute modules were offered.</p> <p>Skills Audit Data review The Chair acknowledged there had been a review of the skills audit information gathered from the committee, which had been shared. It was reported this would inform discussions at the one to one meetings that were to take place with academy committee governors. Dates for one to one meetings were agreed with governors and the Chair and appointment details would be forwarded by the Governance Professional.</p> <p>Governor Bios The Chair explained that it was beneficial for Academy Committee governors to provide a bio to be added to the academy website and linking with stakeholder engagement. The Governance Professional explained where this would be situated in the governor membership area and that there are bios available on other academy websites for governors to review to offer support with what would be required. The</p>	<p>Govs 13/11/23</p> <p>Clerk Actioned</p>

	<p>Governance Professional explained a photograph would also need adding to the document. The Chair requested a link to be provided for governors to review to offer further information on what was required when completing these. The Governance Professional confirmed a link with the information on would be provided for governors to complete and for guidance.</p>	<p>Govs 13/11/23 Clerk Actioned</p>
<p>THA/007/22/24</p>	<p>Link Visit Reports and feedback from visits The Vice Chair explained a link visit from the Governor Awards event attended prior to the summer break had been forwarded, however it could not be identified in the Committee meeting folder. The Vice Chair explained this would be forwarded to the Governance Professional for circulation with governors. The Governance Professional explained this could be reviewed in the next meeting. Academy Committee governors were satisfied with this. Link areas including new governors Academy Committee governors acknowledged Mrs Newcombe would take the quality of education link area. A further review would take place at the next meeting to confirm all areas. Link visits should be arranged with staff.</p>	<p>ACh/Clerk Actioned</p> <p>Govs 13/11/23</p> <p>Govs 13/11/23</p>
<p>THA/008/23/24</p>	<p>How has the Academy Committee held senior leaders to account Academy Committee governors had challenged senior leaders through items on the agenda. Challenges had taken place regarding persistent absence, support available for students to support outcomes for those with lessons lost, in addition to challenges in respect of GCSE and A Level results received and outcomes for students.</p>	
<p>THA/009/23/24</p>	<p>How have VMV (Vision, Mission and Values) of Trust/Equality been upheld Vision Mission and Values and Equality had been considered throughout the discussions that had taken place.</p>	
<p>THA/010/23/24</p>	<p>Consider information to be advised to the Trust Board and complete the annual report The Governance Professional advised there had been changes to the document with different questions requiring completion. It was also advised the document did not need returning if there was no information to add. Information was added to the document in respect of the areas requested. The document was subsequently forwarded to the Head of Governance to be submitted to Trustees at the Governance and Partnership Meeting. Appointment of Chair of Governors The Chair explained that confirmation had been received from the Trustees that it had been agreed at the Trustees meeting that Mrs Turner would continue in the role of Chair for the Academy Committee for the academic year.</p>	

<p>THA/011/ 23/24</p>	<p>Determination of confidentiality of business Academy Committee governors considered whether anything discussed during the meeting should be deemed as confidential. It was Resolved:</p> <ul style="list-style-type: none"> - That the Emergency Plan would remain confidential to the meeting indefinitely. Students names and outcomes data would remain confidential to the meeting. 	
<p>THA/012/ 23/24</p>	<p>Date and time of next meeting Monday 13th November 2023: Training: 5.00pm - 5.30pm Main Agenda: 5.30pm-7.00pm</p>	
	<p>The meeting closed at 6.35pm Signed: K Turner (chair) Date: At the LAC meeting 13.11.23</p>	