

**MINUTES OF THE VIRTUAL MEETING OF THE
LONDON BOROUGH OF WALTHAM FOREST
STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)
HELD ON WEDNESDAY, 27 JANUARY 2021 AT 5.30 P.M.
VIA A CONFERENCE CALL**

Present:

Mr Ted Cooke	(TC)	Member Group B	(Chair)
Mr Mike Stygal	(MS)	Member Group A	
Ms Tara Khare	(TK)	Member Group A	
Mr Paul Braham	(PB)	Member Group A	
Mr Colin Whitehead	(CW)	Member Group C	
Mr Is'Haaq Jasat	(IJ)	Member Group C	
Cllr Zia Uddin	(ZU)	Member Group C	
Ms Ruth Kaufman	(RK)	Member Group D	
Mr Adewale Akano		Co-opted member –	
		Metropolitan Police Faith Officer	
Cllr Richard Sweden		Member Group D	
Ms Heather Soar		Member Group C	

Clerk: Julie Cornelius

Also present: Ms Darra McFadyen (DMc) Observer
Mr Jamal Mannan Observer

To note: All action points recorded in the minutes will state only the person(s) responsible for that action. Full action details are recorded in the summary table below.

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
1.3	To e-mail Colin Whitehead with a list of members present at this evening's meeting.	Clerk	Completed, following the meeting.
1.3	Colin asked that those members who have not attended for some time, be written to in order to establish if they wish to continue their membership.	Governor Services	Once this information is confirmed.
2.1	To complete the annual declaration of interest on Governor Hub.	Governors to whom this is applicable.	Immediate

Chair's Initials:

4.2 'Matters arising'	To convene a Working Party to discuss the Annual Plan.	Darra McFadyen	As soon as possible.
4.2 'Matters arising'	To e-mail Adewale with suggested dates to invite a representative from PREVENT to attend a meeting.	Darra McFadyen	As soon as possible.
4.2 'Matters arising'	To send to the Chair and Darra McFadyen, a list of Teachers who have expressed an interest in joining SACRE.	Is'Haaq Jasat	Immediate
4.2 'Matters arising'	To organise a meeting with Is'Haaq and Secondary Head Teachers regarding the launch of the new curriculum.	Darra McFadyen	As soon as possible.
4.2 'Matters arising'	To circulate and upload to Governor Hub, the syllabus presentation by RE Today.	Darra McFadyen	Immediate
4.2 'Matters arising'	To contact the Faith and Belief Forum to explore the types of support they can offer to schools.	Darra McFadyen	Prior to the next meeting.
5.	To contact Pastors, etc. in the African Caribbean Free Church regarding recruitment of members to Group A.	Adewale Akano	As soon as possible.
5.	To contact a Council Officer who may have an interest in joining the SACRE.	Cllr Sweden	As soon as possible.
5.	To follow up with anyone from the Muslim faith who would be interested in joining the SACRE and to update Colin.	Is-Haaq Jasat	As soon as possible.
5.	To write to teachers who have expressed an interest in becoming members and to invite them to attend a meeting.	Darra McFadyen	Immediate
5.	To e-mail Donna Miller, the list of prospective members suggested by fellow members.	Colin Whitehead	Upon receipt of this information.
5.	To make contact with representatives from the Romanian and Greek Churches.	Chair	As soon as possible.
5.	To contact someone in the Bah'hai community.	Tara Khare	As soon as possible.
6.	To e-mail Darra and the Chair, with the YouTube reference for the film shown regarding HMD.	Members	When possible.
8.	To look at the draft collective worship guidance on the Hub	Members	Immediate
8.	To review the collective worship guidance and the Ramadan guidance.	Members	Prior to the next meeting.

8.	To convene a Working Party to discuss collective worship guidance.	Darra McFadyen	The week after next.
9.1	To contact the LADO to provide an update on members' safeguarding responsibilities.	Darra McFadyen	Immediate
10.	To request Donna Miller to publish the Annual Report 2019/2020.	Darra McFadyen	Immediate
12.1	Date of next meeting: Wednesday, 24 March at 5.30 p.m. This will be a virtual meeting.	All	
12.2	Agenda items: 1. To regularly review the progress regarding membership. 2. 2018 Collective Worship report <u>Agenda Items carried over</u> 1. To review a later start time for forthcoming meetings and next year, to consider different days on which to meet.	All	

1. WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed everyone to the meeting, with a warm welcome extended to Jamal Mannan. Jamal, who is attending as an observer, has expressed an interest in joining the SACRE.

1.2 Apologies for absence received and accepted

Apologies were received and accepted from Mr Keith Pilling who is unable to attend virtual meetings.

1.3 Apologies for absence not received and agreed action

Discussion took place regarding members who had not attended meetings for some time. The Clerk will send Colin a list of members in attendance today, which Colin will cross reference against the SACRE membership list. Colin asked that those members who have not attended for some time, be written to in order to establish if they wish to continue their membership.

Action: Clerk/Governor Services

Following the meeting, Colin confirmed with the Clerk the following information:

The members not attending or sending apologies at the last meeting were:

Group A - Mr Said Looc

Group B - Fr Alex Summers, Ms Jeanette Waller

Group C – Ms Emma Lloyd, Mr Lashanna Hamilton, Ms Emma Lloyd, Ms Katharine O'Brien, Mr Dermott O'Neil

Group D - Cllr Anna Mbachu, Cllr Catherine Saumarez

Colin does not believe that any attendance or apologies have been recorded for any of the members above.

Chair's Initials:

Mr Keith Pilling gave his apologies some time ago stating that he would not be able to attend meetings on Zoom due to his visual disability.

1.4 Meeting /sign in requests

In response to the Chair requesting confirmation that all members present, had signed in, members confirmed this.

2. DECLARATIONS OF INTEREST

2.1 Members to confirm return of annual declaration of interest forms to the Clerk, via Governor Hub

The Chair said he was aware that some but not all members had completed an annual declaration of interest via Governor Hub. The Chair requested this was completed immediately within the Governor's own personal section on the Hub. Once completed in this area, this information will then pre-populate in other relevant places, e.g. membership lists on the Hub.

Action: Members to whom this is applicable

2.1.1 The Chair advised that he had been asked and had accepted an invitation to become a member of the Griffin Education Trust. Consequently and due to a conflict of interest, he had relinquished his membership of the Governing Body of Lammas school, which is part of the Griffin Schools Trust.

2.1.2 Is'Haaq Jasat is a Governor at Eden Girls school, where he is employed.

Jamal Mannan, an observer at this evening's meeting, is Is'Haaq's brother-in-law.

2.1.3 Ruth Kaufman declared an interest in that she is a Trustee of Humanist UK.

2.2 Members to declare any personal or pecuniary interests relating to this meeting's agenda

There were no declarations made.

3. QUORATE

The meeting was quorate with a representative from each member group in attendance.

4. MINUTES OF THE MEETINGS HELD ON 25 November 2020 and 8 December 2020

4.1 Minutes of the meeting held on 25 November 2020

These were **agreed** as a true and accurate record subject to the following amendments.

Minute 4.3: To amend the action relating to the current Code of Conduct. This should read 'to incorporate the comments made by Ruth at the previous meeting and to re-upload the Code of Conduct to Governor Hub'.

Minute 5.2: To amend the final sentence to read: 'It was noted this was already an action on the 20/21 Action Plan.'

Minute 9.1: To amend the first sentence of the final bullet point, to read: ‘In response to Ruth asking how RE and RSE were seen to be connected ...’

The Chair will electronically sign a copy of the minutes.

4.2 Matters arising

An action update status is provided in the table below, together with any additional information.

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Action status update
2.1	To liaise with Donna Miller at Governor Services, regarding some members still being unable to access, via Governor Hub, the annual Declaration of Personal and Pecuniary Interests.	Chair	This is underway and with further discussion taking place at this meeting.
4.1	To sign the approved minutes of the meeting held on 16/09/2020.	Chair	Completed The Chair is now signing minutes electronically.
5.2 'Matters arising' Minute 2.1	To provide assistance to Cllr Sweden, with the link to Governor Hub to access minutes of meetings, etc.	Governor Services	Completed
4.2 'Matters arising' Minute 5.1	To organise to sign a copy of the agreed minutes of the meeting held on 8 July, 2020.	Chair	Completed
4.2 'Matters arising' Minute 5.2 'Matters arising'	To sign a copy of the approved minutes of the meeting held on 29 April, 2020.	Chair	Completed
4.2 'Matters arising'	To sign a copy of the approved minutes of the meeting held on 25 March, 2020.	Chair	Completed

Chair's Initials:

Minute 5.2 'Matters arising'			
4.2 'Matters arising' Minute 3.2.3	To include questions relating to RE GCSE, within a more general questionnaire sent to schools. Prior to doing this, to produce a pilot questionnaire to be circulated to members, before circulating to schools.	Darra McFadyen	Completed
4.2 'Matters arising' Minute 3.2.3	To review the pilot questionnaire and send comments to Darra and the Chair.	Members	Completed
4.2 'Matters arising' Minute 3.2.4	To send an invite to Colin, Heather, Ruth, Is'Haaq and the Chair regarding the convening of a Working Party to discuss the Annual Plan.	Darra McFadyen	C/forward. Work on the Annual Plan has commenced but a Working Party has not yet convened.
4.2 'Matters arising' Minute 6.1	To send to all members, details of on-line safeguarding training.	Governor Services	Completed
4.2 'Matters arising' Minute 7.	To display membership details on the front of the agenda, as is the practice for Governing Body meetings.	Governor Services	To be discussed at this evening's meeting.
4.2 'Matters arising' Minute 7.1.2	To e-mail members (and copying in Darra McFadyen) regarding recruitment of Muslim members.	Chair	This is in progress. The Chair wished to thank Jamal for his attendance at this evening's meeting.
4.2 'Matters arising' Minute 8.1.6	To upload to the Hub, confirmed dates for other London SACRE group meetings. To circulate to members, a schedule of visits to other London SACRE groups.	Darra McFadyen Darra McFadyen	Completed Ruth and Is'Haaq have

			received invites to meetings in Newham and Barking & Dagenham. Colin has been invited to meetings in Hackney and Bromley. Is'Haaq has also been invited to attend a meeting in Haringey; Is'Haaq said he knows the Mayor well.
4.2 'Matters arising' Minute 9.1	To inform Adewale if wishing to either attend a community PREVENT meeting or if wishing to invite someone from PREVENT to attend a SACRE meeting.	Members	On-going The Chair said this follows on from some of the work undertaken with Steve last year. See below for further information.
4.2 'Matters arising' Minute 9.2	To set up a meeting for the core support group.	Chair/Darra McFadyen	Completed A meeting took place but unfortunately this was not quorate.
5.2.7	To e-mail Colin Whitehead if interested in assisting with the process of recruiting new members. To liaise with Donna Miller, Governor Services, to establish a date for interested members to meet to discuss SACRE recruitment.	Members Colin Whitehead	Completed No e-mails were received. Colin had met with Donna Miller to discuss.
6.6	To circulate the questionnaire, following the	Darra	Completed

	launch of the syllabus.	McFadyen	See below for further information.
6.11	To send to the Chair and Darra McFadyen, a list of Teachers who have expressed an interest in joining SACRE.	Is'Haaq Jasat	C/forward
6.13	To request RE Today to confirm how many schools had uploaded the syllabus launch.	Darra McFadyen	Completed See below for further information.
7.1	To contact the Faith and Belief Forum to explore the types of support they can offer to schools.	Darra McFadyen	C/forward. See below for further information.
7.3	To e-mail Colin, Ruth, Is'Haaq, Zia and Adewale with a suggested date to meet next week, to discuss the annual report and to enable further reporting to members in January, 2021.	Darra McFadyen	Completed This is uploaded to the Hub and appears on this agenda.
8.1	To request Donna Miller, Governor Services, to send schools, the link to the themes for Holocaust Memorial Day.	Darra McFadyen	Completed See below for further information.
10.1	To review the minutes as quickly as possible, following receipt of the draft minutes from the Clerk and to request Donna Miller at Governor Services, to upload these to Governor Hub within 15 working days of the meeting date.	Chair/Darra McFadyen	On-going
10.2	To review the number of Hindu representatives within the Constitution.	Darra McFadyen	C/forward See below for further information.

Minute 4.2 'Matters arising' Minute 8.1.6: The Chair looks forward to hearing feedback from members who will attend the SACRE meetings in other Boroughs, adding that it will be beneficial to make comparisons.

Minute 4.2 'Matters arising' Minute 9.1: Adewale is waiting to hear if members would like a member of the PREVENT team to attend a meeting. In response, the Chair said Darra would liaise with members and respond to Adewale with suggested dates.

Action: Darra McFadyen

Minute 6.6 – ‘To circulate the questionnaire, following the launch of the syllabus.’:

Darra confirmed this is on the Hub. David Kilgallon had advised that at the moment, further responsibility should not be imposed on colleagues and the questionnaire, therefore, should not be circulated. The Chair referred to the Prime Minister announcing that schools would not return before 8 March and this may be subject to further delay. The suggestion is to possibly wait until after Easter before progressing this. Darra agreed with this proposed course of action.

Is’Haaq said there may be a delay in the launch of the new curriculum. There are no exams taking place this year and information is still awaited from the DfE (Department for Education) and Ofqual regarding assessments.

The Chair suggested perhaps talking to David Kilgallon and providing schools with more of a breathing space regarding the implementation of the new syllabus.

Is’Haaq suggested organising a meeting with Darra and Secondary Head Teachers.

Action: Darra McFadyen

Minute 6.13 – Uploading of the syllabus launch: In response to the Chair asking, of the 38 schools that had uploaded this, how many were maintained or were an Academy, Darra said RE Today will know this but she believes this comprised nearly all Local Authority schools and some Academies.

Action: Darra McFadyen

Minute 7.1: Darra did not attend the last Faith and Belief Forum. Their resources are very good and these are uploaded to their Hub; this is not Governor Hub. Is’Haaq said he had attended the meeting and the resources are centralised for teachers to access.

Action: Darra McFadyen

Minute 8.1: Donna Miller, Governor Services had undertaken a lot of work around HMD (Holocaust Memorial Day). The invite was sent to all schools on Donna’s contact list and also, it is believed, to all Head Teachers. The Chair referred to a programme on national TV yesterday evening, where Lilley Egbert, holocaust survivor, was speaking about the holocaust; Lilley is also a COVID survivor. Lilley Egbert had been our guest Survivor at our first schools HMD event.

The Chair wished to thank everyone who joined the feed which was put together as a virtual offering prior to this meeting. The Chair referred to the Anne Frank memorial tree being located in the ‘hard hat’ area of the Town Hall site and therefore being currently inaccessible.

Minute 10.2: Darra believes there is one Hindu member on the constitution and that this is perhaps better than most other SACREs. The SACRE constitution will be reviewed at the AGM (Annual General Meeting). This will also include membership representation and consultation can take place with Donna Miller at Governor Services to support this. The Chair referred to Tara being a representative of a large Hindu Temple near Whipps X but that now, there are different interpretations of followings. Members need to carefully consider that if by only having a Hindu representative, this may be disenfranchising other members of the community. In response, Tara said this was a valid point which should be reviewed. The Chair said, when reviewing representation within group A, members should

look at re-focussing some of the group C representatives; this is in respect of teachers. This should be reviewed in the summer, prior to the AGM.

4.3 Minutes of the meeting held on 8 December 2020

The Chair said day-time meetings are difficult for some members and consequently this meeting was not quorate.

These were **agreed** as a true and accurate record subject to the following amendments.

1. *These should be referred to as a record of discussion as the meeting was not quorate.*
2. *To record that Cllr Zia Uddin had sent apologies.*

4.4 Matters arising

All 'matters arising' were addressed.

5. Membership, recruitment and Attendance

5.1 Confirmation of membership (Constitution and membership list attached)

5.2 Agreement of recruitment methods per group

5.3 Review of meeting attendance (Attendance information attached)

5.4 Agreement of actions for contacting non-attendees per group

The Chair delegated agenda items 5.1 to 4.5 (discussed collectively) to Colin who has undertaken a lot of work in relation to this.

As recorded in minute 1.3 above, those members who have not attended for some time would be contacted to establish if they wish to continue their membership.

The confirmation of vacancies per group ties in with members who have not attended, e.g. Group A – Muslim membership – some of these members have not attended for some time. Additionally the Chair has been working on recruiting members of the CofE group.

It was **agreed** that all members who haven't attended for some time, should receive a letter asking them to confirm if they wish to continue their membership and to then enable these vacancies to be filled. In addition to the existing vacancies, there are approximately 20 members who haven't attended on a regular basis.

Cllr Sweden said Fr Alex Summers has been working out of the Borough for a year but will soon be returning to work in Waltham Forest.

Colin said this is about how, as a group, we agree recruitment methods. It was suggested that in the letter sent to relevant members, to emphasise that if unable to attend, the respective member can request a colleague from their organisation to attend on their behalf; this would be allowed for most of the groups.

Colin referred to the current composition which he shared on screen with members; the following was noted.

Group A

There are no representatives from the African Caribbean Free Church. In response, Adewale said this Church is growing in the Borough and there are reputable people that could be approached to join.

Action: Adewale Akano

Bah'hai was discussed as being part of Group A and members unsure if there is a Bah'hai community in Waltham Forest. Darra suggested that those members attending SACRE meetings outside of Waltham Forest, could ask if they have representation from the Bah'hai community.

Members were unsure if the Free Church was linked to other communities within Waltham Forest. Cllr Sweden said this is a separate organisation and he referred to a Council Officer, who has a theology degree, who may express an interest in joining the SACRE. This person may also be able to represent Free Churches or to suggest someone who might.

Action: Cllr Sweden

Is'Haaq will follow up with anyone from the Muslim faith who may be interested in joining the SACRE and will liaise with Colin.

Action: Is-haaq Jasat

Darra spoke about looking to recruit female representatives. Colin and Ruth agreed this should be explored and Is'Haaq said he would look into this. Ruth said the SACRE needs members who are interested in the teaching that is shared with young people in the Borough and this sort of diversity would be positive.

Group B

The present Bishop of Loughborough has been appointed and will become the Bishop of Chelmsford and join us sometime in the spring/early summer. Bishop Guli is the first woman to hold this senior post in the Church of England. It is likely she will wish to make changes to how the Diocese is managed and her appointment will inevitably bring changes.

Group C

Donna Miller had contacted teacher organisations in the Borough and Darra has contacted teachers who have expressed an interest in joining and who have attended meetings as observers.

Action: Darra McFadyen

Group D

This comprises Councillors. Cllr Sweden suggested that Cllr Gerry Lyons could be approached with regard to the vacancy for a Roman Catholic representative. Ruth said the job of a Councillor on the SACRE is one role and that it is unfair to assign those representatives an additional role. This should either be a Councillor who is representing the Council or one who is representing a faith group. The Chair supported Ruth's comments.

[Due to internet problems, Paul Braham left the meeting at 18.56. The meeting remained quorate.]

Chair's Initials:

Colin summarised that in terms of recruiting members, a number of people will send him an e-mail with information relating to prospective members, which he will forward to Donna Miller to progress. Additionally and as discussed earlier, those members who have not attended for some time, will be written to, seeking confirmation of whether or not they wish to attend meetings and if not, their membership will cease.

Action: Colin Whitehead

The Chair will discuss membership with a representative in the Romanian Church and he would also make contact with the Greek Church despite in the past, not succeeding in getting someone to attend meetings.

Action: Chair

Tara will make contact with someone from the Bah'hai community.

Action: Tara Khare

Standing agenda item: To regularly review the progress regarding membership.

6. HMD (Holocaust Memorial Day) Observation

The Chair expressed his gratitude to everyone who had contributed to the film which was shown at 5 p.m., prior to this meeting; this was shown on YouTube.

Action: Members

Approximately three years ago, the SACRE had taken on the role of organising a HMD to ensure that this took place. The Chair suggested, moving forward, to ask the Arts and Leisure department to take some responsibility for organising this as it is understood they have previously supported Diwali and Muslim celebrations.

This was a really good effort and was something very worthwhile. As a Borough, there is a long history of engaging with Eastern European Jews.

The Chair once again, thanked all those who had contributed to HMD.

7. Schools Surveys

As discussed and agreed in minute 4.2, schools have a considerable amount of work to undertake in relation to the current pandemic and therefore this will be deferred.

8. Collective Worship Guidance

8.1 Collective Worship Guidance

8.2 Departmental advice on collective worship during National Lockdown

8.3 Local Authority/ SACRE advice to schools and settings on collective worship

Agenda items 8.1, 8.2 and 8.3 were discussed collectively.

Darra referred to discussion that took place regarding the guidance for Ramadan.

On the Annual Plan, members need to review guidance given to schools on collective worship. This was reviewed in 2018 and was subsequently revised. The current guidance is dated and Colin had made suggestions for the review which are very

much welcomed. Colin has suggested cutting down the bulk of the text and concentrating on what schools need; additionally, to include appendices. The guidance should be clear about what collective worship means.

Darra suggested convening another Working Party to review the suggestions made by Colin and Is'Haaq, also. To then finalise the guidance and present it at the next meeting. Is'Haaq added that guidance can change quickly.

Colin said schools must be asked if this is a document they find useful. Darra said this could be uploaded to the Hub and also circulated to teachers for comments. It is important to have these documents available for schools to review.

Darra has asked Lindsay Jackson from the Local Authority or her colleague, Fearne Edwards, to attend the next SACRE meeting in March, to discuss the sharing of information with schools. Fearne, if attending that meeting, will talk about the mechanism of circulating information to schools. Darra will send the documents to Fearne to upload to the Hub accessed by schools.

Is'Haaq suggested, on behalf of the SACRE, to compile, as a sign of community cohesion, a short video for the Christian and Muslim communities.

Cllr Sweden suggested, in terms of collective worship, that it may be possible to produce an exemplar of what is discussed in the policy documents.

Colin said one dilemma for schools, is how to make collective worship open to all.

Action: Members

It was noted that the DfE has said nothing about collective worship as part of remote learning.

Ruth referred to the video mentioned by Is'Haaq and that the remit of what the SACRE is here to do, doesn't include the things Is'Haaq has suggested. There is nothing to stop the SACRE members getting together to do this but there would be concern that spring is classically a time for many festivals. This is opening up a significant area that is not within the SACRE's remit; HMD is a specific day. Ruth said she doesn't believe members should explore this further. Darra said it would be great to have a video to show collective worship and to clarify that, on no account, is this about the religious ceremony.

[Tara Khare and Is'Haaq Jasat left the meeting at 7.30 p.m. The meeting remained quorate.]

Action: Members

Mike referred to when he was working in a CofE school and that whilst he was the only teacher on the Worship committee, there was also a wide range of teachers and students from a wide range of faiths. Collective worship was discussed and how to make this inclusive. Broadly Christian values are human values. Mike suggested starting from this point and including this within the guidance, i.e. to use human values as a starting point and to give consideration to this in those terms.

It was agreed that Darra would convene a Working Party to take place one afternoon, the week after next. The Chair, Colin, Mike, Zia and Heather agreed to join. Darra would also invite Donna Miller. Should any other members wish to join, they should contact Darra.

Action: Darra McFadyen

[Adewale Akano, Jamal Mannan and Heather Soar left the meeting at 7.40 p.m. The meeting remained quorate.]

9. Safeguarding in Settings

9.1 Establishment of Working Party

Darra said it was decided at the last meeting, that as a SACRE, members know they have a responsibility to report any safeguarding concerns. Members are not responsible for safeguarding in settings or schools but members do know that they have a duty of care to be aware of any issues and to ensure that members make these known.

Action: Darra McFadyen

10. Final Annual report 2019/2020

The Chair said Colin had completed this and everyone has made their contributions. It is believed this has been shared. This needs to be agreed and to request Donna Miller to publish this. Darra confirmed this should appear on the Council website and Hub and a copy should be sent to NASACRE.

Members accepted the Annual report 2019/2020.

Action: Darra McFadyen

11. Any Other Business

There were no items of Any Other Business.

12. DATE OF THE NEXT MEETING AND AGENDA ITEMS

12.1 The next meeting is scheduled to take place on Wednesday, 24 March at 5.30 p.m. This will be a virtual meeting.

12.2 Agenda items

- 1. To regularly review the progress regarding membership.
- 2. 2018 Collective Worship report

Carried forward agenda items

- 1. To review a later start time for forthcoming meetings and next year, to consider different days on which to meet.

The Chair ended the meeting by thanking everyone for their contribution and for their time. The meeting closed at 7.45 p.m.

Chair: (print)
..... (Sign)
Date:

Chair's Initials:
