

Minutes of the Full Governing Body meeting held at school on 25.01.23 at 7.00p.m.

Present

Mrs Julie Martin – Headteacher	JM	p	Mrs Caroline Parsons – Chair	CP	p
Mrs Louise Bowes	LB	p	Dr Ross Stewart	RS	p
Mr Laurence Evans	LE	p	Mrs Anne Ugur	AU	aa
Mr Andy Higgins	AHi	p			
Mrs Catherine Martin – Vice Chair	CM	p	Mrs Alice Hedges – Staff Governor	AHe	p
Vacancies:					
Foundation Governor x 6					

p – present, aa – apologies accepted, na – apologies not received/accepted.

In attendance

Mrs Wendy Guest – Clerk	WG
Mrs Sarah Penrose – prospective Foundation Governor	SP

Abbreviations used.

FGB: Full Governing Body, **LA:** Local Authority, **OFSTED:** Office for Standards in Education, **YOP:** Yearly Operational Plan. **SFA:** School Financial Adviser, **SFVS:** Schools Financial Value Standard. **SIAMS:** Statutory Inspection of Anglican and Methodist Schools. **EDRA:**

Documents issued for the FGB meeting.

Agenda, Draft FGB Minutes 23.11.22, Headteacher’s Report to FGB 25.01.23, FFT Attendance Report Jan 2023, YOP Review January 2023, Draft Standards Minutes 19.01.23, Draft Resources Minutes 09.11.22, Strategic Plan 2023-2026, Headteacher Appraisal Objectives 2022-23, Staff appraisal targets – anonymised examples, Barton Equality Objectives 2022-2025, Equality Act Objectives and Action Plan January 2023, DfE guidance on handling strike action in schools, Anti-Bullying Policy January 2023, Data Protection Policy 2023, Privacy Notice – Governors/Trustees/Volunteers, Privacy Notice – Job Applicants, Privacy Notice – Parents/Carers, Privacy Notice – Pupils, Privacy Notice – School Workforce, Privacy Notice – Visitors, Governor Visits Policy, SEND Policy Jan 2023, Child on Child Abuse Policy Jan 2023, Young Carers Policy, Role of EDRA Linda Allison Jan 2023, Message from Sarah Conant, DDDE, Jan 2023

	The meeting started at 7.03pm	Action
1	WELCOME REFLECTION – JM	
2	<p>APOLOGIES FOR ABSENCE</p> <p>2.1. Apologies for absence</p> <ul style="list-style-type: none"> Apologies were received from AU. Consent for absence was given. <p>2.2. Quorum. The quorum for the meeting on 25.01.23 was 4. The meeting was quorate throughout.</p> <p>2.3. Vacancies.</p> <p>2.3.1 Foundation Governors: The Chair confirmed that there are currently 5 Foundation Governor vacancies. The next Diocese meeting to ratify applications will be held in February.</p>	

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	<p>2.3.2. Staff Governor: The position of Staff Governor is not permanently filled. Teachers are taking it in turns to attend meetings with AHe representing the staff today.</p>	
3	<p>DECLARATION OF INTEREST</p> <p>There were no declarations of interest for the meeting.</p>	
4	<p>MINUTES OF THE PREVIOUS MEETING – 23rd November 2022</p> <p>Governors approved these minutes as true and accurate. The minutes will be uploaded to the school website as a public record.</p>	WG
5	<p>NOTE OF ACTIONS COMPLETED AND MATTERS ARISING</p> <p>5.1. Actions completed following the meeting on 23.11.22 The Committees Action List 2022-23 (version 3) was available on Governor Zone and documents the actions that have been completed.</p> <p>5.2. Matters outstanding from the meeting on 23.11.22</p> <p>5.2.1. Governor induction (item 20 from previous minutes): The Chair confirmed that she will meet with LB to complete the induction process. LE will also meet with AHi to help provide support.</p> <p>5.2.2 Collective Worship: It was agreed to delegate this area of responsibility to LB with support from the Headteacher.</p> <p>5.3. Any Other Business The Chair informed governors that there was an additional item to be discussed under AOB.</p>	<p>CP/LB and LE/AHi</p> <p>JM/LB</p>
6	<p>WELLBEING</p> <p>6.1. Headteacher and Staff The Headteacher referred governors to her report which was available on Governor Zone, and made the following points:</p> <ul style="list-style-type: none"> • Staff have settled back into the routine of school after the Christmas break. • The first half of the Spring Term is very busy with a strong focus on teaching and learning as well as educational enrichment activities. • STEPS training took place for all staff on the INSET day in January. Staff found the training extremely useful, and it has led to many discussions about how to best support pupils who find it difficult to regulate their behaviour and responses. The training has also equipped staff with different strategies to manage challenging situations. The first draft of the Behaviour and Physical Intervention Policy has been completed and will be shared with staff before being submitted to governors for approval. • SLT are focussing on the overview of Spring Term Planning and website scrutiny. • Book scrutiny is taking place for RE, History and Geography, and this week's staff meeting examined English books from pupils of varying abilities. Many pupils have made encouraging progress since September which reflects on the excellent teaching they are receiving and boosts staff morale. • The LA's Wellbeing Adviser has spent time with new staff and will be returning for a further visit in the Summer Term <p>6.2. Pupils</p> <ul style="list-style-type: none"> • The recent school census identified some pupils whose attendance had fallen to below 90%, but their absences can be explained by seasonal viruses. The 	

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	<p>Headteacher, office staff and Class Teachers follow up and monitor absence levels to identify if there are any causes for concern.</p> <ul style="list-style-type: none"> • Collective Worship support is being provided by local vicars, Gener8 and CSOC. The Headteacher would like to re-introduce more class participation in the Friday celebration assembly so that pupils can share their learning with the school community. • Pupils have really enjoyed the recent Young Voices Event at the O2 and the theatre trip to see Dick Whittington. <p>Q: The FFT Attendance Report seems to show that Barton’s absence level is higher than the national average, although attendance doesn’t appear to be a major cause for concern. Yes, there have been a few individuals who have been unlucky with seasonal viruses. Expectations for attendance are high, and pupils and parents are reminded of the importance of coming to school if they are well enough to do so, as well as the need to arrive punctually.</p> <p>Q: Is the low figure for Y5 SEND pupils also down to illness? Yes, there is nothing untoward.</p> <p>Governors welcomed the external recognition from a parent from a different school who had attended the Young Voices event, and had been very impressed by Barton School pupils. Governors also praised the report from the Music Lead in the Barton Bulletin which was extremely enthusiastic and positive for pupils’ wellbeing.</p> <p>The Staff Governor wished it to be noted that the Arts Theatre staff had also complemented EYFS/KS1 pupils on their behaviour at the pantomime.</p>	
7	<p>RAISING STANDARDS</p> <p>7.1. Headteacher’s Report and YOP 2022/23 (RAGed January 2023) The Headteacher’s Report and YOP were available on Governor Zone. Governors were asked for comments or questions on the documents.</p> <p>Governors welcomed the information that was available, and acknowledged that the majority of items on the YOP would be rated “orange” as it is not yet halfway through the academic year, and work is ongoing in a number of areas. The items rated “red” have actions that are planned for the Summer Term.</p> <p>Q: The YOP refers to “shared reading with parents organised for all classes – e.g. Mothers’ Day”. Yes, we have celebrated Mothers’ Day previously by having a special breakfast in school, but we would like mothers/grandmothers to be able to go to classrooms to share books with children this year, and we would arrange a similar celebration for Fathers’ Day. It is important for parents to inspire a love of reading in their children.</p> <p>Q: Are there still Reading Buddies in school? This has not happened for a little while, but it is another initiative that we are keen to re-introduce. We would also like to hold a Reading Evening for families.</p> <p>Q: Is school still looking into new resources to support Art, DT and Music? There are some parts of the Kapow programme that are very useful (particularly IT and Music), but other parts that don’t quite work for us as a school (Art and DT). ACCESSART are coming in to do a demonstration after half-term, and are offering a 15-day trial so that we can evaluate their resources and decide whether their programme is more suitable.</p> <p>Q: Do we have an idea of YR numbers for next year yet? There are more children coming up from Playgroup this September, and we have had interest from prospective families wanting to visit school for a second time, so numbers do look better, but we will have a clearer picture next month. We have also had contact from a family who are</p>	

considering an in-year transfer from another school for their child who is in YR.

LB volunteered to speak to prospective YR families if it would be helpful.

Q: How many pupils are there currently in Y6? There are 17 pupils, so budget-wise, school will lose money if the YR intake continues to be small. Wraparound care is a very attractive feature for many parents and helps to promote Barton as a school, as well as the small village setting and word of mouth from existing parents. As noted in previous minutes, many local schools also have a falling pupil roll, so this is a county-wide issue.

Q: Are there enquiries for places in other year groups? There have been a lot of enquiries about places in Y5 and Y6 in particular, but there is no capacity to admit pupils into UKS2, and because of the large Y3 cohort, it is also difficult to take more pupils in LKS2 as this will cause problems further up the school. However, there is currently capacity in YR, Y1 and Y2.

Q: There will also be a significant number of EHCP pupils moving to secondary school in September. Yes, there are 4 EHCP pupils who will leave at the end of this year. This will have an impact on the budget and staffing. Some TAs have been appointed on fixed term contracts so their contract will finish at the end of this year, but discussions will need to take place with the SFA to determine affordable staffing levels for September.

7.2. Standards Committee Draft Minutes – 19.01.23

The draft minutes were available on Governor Zone. Governors noted the contents and had no comments.

7.3. Resources Committee Draft Minutes – 09.11.22

The draft minutes were previously viewed and noted at the FGB on 23.11.22.

7.4. Governor Visits

The Chair sent an email to all governors in early January to set out the plans for Governor Visits, which will take a slightly different format this term. Governors will be focusing on enrichment and training activities, and how they add value to the curriculum. Governors will observe or take part in some activities, and will meet with pupils and staff to obtain their views afterwards.

Event	Governor
Mini Medics (Y5/Y6)	CM
Victorian Seaside Day (Y2/Y3)	CP
Young Voices (Y3-Y6)	CM attended, CP/AHi to meet with pupils and SK
Pippa Goodhart workshop (all years)	AU
Juliet Adloune - teacher wellbeing support	CP and CM
EYFS Advisers visit	CP
Catherine Barr workshop (all years)	AU/RS
Shepreth Wildlife Park Trip (Y3/Y4)	CP
PSHE workshop "Healthy Friendships"	AU/RS
Science Week	LE/CM
School/Church assemblies	LB

<p>8</p>	<p>HEADTEACHER'S APPRAISAL TARGETS</p> <p>The Headteacher's appraisal targets for 2022/23 were available on Governor Zone, together with a document showing staff appraisal targets with anonymised samples from each staff group (teachers, TAs, office). Governors are required to have an overview of the targets that have been set to ensure that they are SMART and that they focus on school development priorities.</p> <p>There was a discussion about the qualitative judgement required to measure whether targets are met. Governors questioned whether there could be more quantifiable outcomes used to assess staff's performance. It was pointed out that pupils' attainment levels are not simply affected by the teaching that they receive within school, but that there may be a number of external factors which influence their learning. It was also noted that Ofsted are moving away from simply examining data, and are now looking at the factors behind pupils' progress.</p> <p>In terms of school culture, the objective of building positive and respectful relationships is to ensure safety and inclusivity for all pupils. It is difficult to measure this objective in a quantifiable way, but the success criteria can be evidenced by observing lessons, obtaining pupil/parent voice and feedback from LA Advisers. Conversely, if there are increases in absence or behaviour issues, this could demonstrate that the success criteria are not being met.</p> <p>Governors accepted that a cumulation of evidence was needed to demonstrate whether targets are met and staff are performing well, and agreed that targets should not simply be a prescriptive tick-list.</p>	
<p>9</p>	<p>STRATEGIC PLAN</p> <p>Governors were reminded that the previous Strategic Plan was due to be reviewed in 2021, but was extended for a year due to the pandemic. It was subsequently agreed to postpone developing a new Plan until new staff had settled into their roles.</p> <p>The Headteacher and Senior Teacher have drafted a new 3-year Strategic Development Plan for 2023-2026 which was available on Governor Zone. The Chair has already reviewed the plan, but governors were asked to examine the document in detail and to contact the Chair/Headteacher if there were any areas that need to be added or changed.</p> <p>Once governors have fed back their views, staff will be consulted, followed by parents and pupils, so that all stakeholders have the opportunity to contribute to the vision, strategic priorities, ethos and values of Barton School.</p> <p>The Headteacher explained that the plan focuses on how to move school forward after Covid and the recent changes in staffing, and sets out the steps that will need to be taken to achieve the specified aims and outcomes. The plan highlights the commitment to meeting the needs of all pupils, to help them realise their potential and be able to transition to different key stages with confidence. The plan uses the same six areas as Ofsted to ensure that all aspects of school life are considered.</p> <p>Governors discussed whether there were any issues from last year's parent consultation that could be fed into the strategic plan. The Vice-Chair confirmed that there were no major areas of concern, but it was agreed that it would be useful to review the responses to identify whether any suggestions could be incorporated.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Governors agreed the following steps to ensure that all stakeholders are able to contribute towards the final version of the Strategic Plan for 2023-2026:</p> <ul style="list-style-type: none"> • Governors are to provide their comments to the Chair once the plan has been circulated. </div>	<p>All gobs Next FGB</p>

	<ul style="list-style-type: none"> • Staff will be asked for their views after half-term, and the Plan will be reviewed at the March FGB with staff's comments. • A parent forum should be held in the Summer Term to gather parents' opinions and allow a fuller discussion of views. • Pupils will be consulted in small groups after the document has been explained to them in child-friendly language. <p>Governors also agreed that the parent forum should replace the annual parent questionnaire this year. Governors welcomed the opportunity for parents to raise issues and for staff to respond to any concerns (which is not possible when questionnaires are completed anonymously).</p>	
<p>10</p>	<p>ACTION PLAN FOR EQUALITY OBJECTIVES</p> <p>The Equality Objectives for 2022-2025 were approved at the last FGB. SLT have drawn up an action plan to ensure that steps are taken each half-term to address each area. The impact of the action plan will be reviewed at the end of this year.</p> <p>Q: How do you identify groups in need of additional support? Is this data from outside school or within? All pupils complete regular formal assessment papers, and the results are used together with teachers' assessments and evidence of pupils' work in class to identify the groups that would benefit most from interventions.</p> <p>Q: Do you identify individuals rather than groups? Individual needs are assessed, but then pupils are grouped accordingly – for example, pupils who are reading at a certain level or pupils who may need support with 2-digit multiplication. Groups can be made up of a single gender or can be mixed according to their learning needs.</p> <p>Governors welcomed the action plan and agreed that it was useful to have an overview of the measures that will be implemented operationally to meet the agreed objectives.</p>	
<p>11</p>	<p>STRIKE ACTION</p> <p>The Headteacher referred governors to the letter that staff had written setting out their position with regards to the upcoming NEU Teaching strikes (contained within the Headteacher's report).</p> <p>Governors felt that it was a very well written letter, and wanted to note that they completely respect the views of the teachers and their position in relation to schools' funding.</p> <p>As there will be no teachers in school on 01.02.23, the Headteacher will need to take a decision as to whether it will be possible to open safely. The LA have provided guidance and advice on measures that can be taken including contacting supply or retired teachers and covering classes with TAs and volunteers, but there is no obligation for staff to cover for absent colleagues. The Headteacher has also contacted external providers such as Premier Sport, the peripatetic Music Teachers and Spanish Teacher, as well as drama groups who could offer half-day workshops, but only the Spanish Teacher has confirmed her availability so far.</p> <p>The Headteacher advised governors that schools are only obliged to give parents two days' notice if school is to be partially closed, but is aiming to send out a letter to parents with a final decision tomorrow after attending the CB23 Heads Meeting and a further briefing by the LA's Director of Education.</p> <p>Q: Would it be possible to share the staff's statement with parents? This will depend on how staff feel as the letter was addressed to the Headteacher and governors.</p>	

	<p>Q: Have parents been asked to volunteer to help on the strike days? Parents would need to have a DBS and other safeguarding checks in place to come into school.</p> <p>Three governors volunteered to help on 01.02.23 if it would help to keep school open.</p> <p>Q: If something happens at the last minute to make school unsafe (for example, other staff being absent), parents would need to be notified that school is closing. Could this cause more problems if they were initially advised that school would be open? Yes, this is a potential risk and one that will need to be weighed up carefully along with the other factors when deciding whether Barton can remain fully open.</p> <p>Q: If school closes, will there be provision for vulnerable pupils? Yes, school will remain partially open for EHCP pupils, keyworker children of parents in the medical profession, education and social care, and other vulnerable groups such as FSM pupils.</p>	
12	<p>LIBRARY PROJECT</p> <p>The Headteacher acknowledged the significant work that has already been carried out to improve library resources, but advised governors that her aim was still to create an appropriate space where pupils could enjoy a book without being disturbed. The library corridor is not fit for purpose in this respect.</p> <p>The Headteacher presented governors with 2 possible solutions:</p> <ol style="list-style-type: none"> 1. Installing a cabin structure outside in the playground 2. Designating Skylark Room as a library (rather than an additional learning space). <p>Governors discussed the advantages and disadvantages of each option. Concerns were raised about the affordability of a cabin structure and the need for children to go outside to access the library as well as the practicalities of changing books. Concerns were also raised about losing a learning space if the library was sited in Skylark, and how a new library would be manned at break/lunchtimes for pupils who might not be able to go out to play.</p> <p>Governors asked how the corridor would be used if the library was re-sited. The Headteacher advised that the corridor would still be used to store guided reading books, but that general fiction and non-fiction books would be relocated to the library so that children could more easily browse the selection and take a few minutes to read a book before deciding whether to take it back to class. The new library would also have cushions/comfortable seating areas to encourage children to spend time reading.</p> <p>Q: Would it be possible to use Skylark as a small learning space as well as a library? It may be possible to put a small table in the room for some 1:1 or group work, but it would be useful to have a professional opinion to determine how to maximise the use of the available space. The library may also be able to include computers so that pupils can research topics of interest.</p> <p>Q: Presumably the funding for a new library space would need to be raised by FOBS? Yes, there are other significant pressures on school's buildings maintenance budget, so it would need to be funded by the PTA.</p> <p>Q: What would happen to the resources that are stored in Skylark currently? Again, it would be useful to take advice to identify the best way of relocating resources within the space that is available.</p> <p>The Caretaker will install new shelving for additional reading spine books over February half-term, and the EY books that do not fit with the Little Wandle phonics scheme will be removed.</p>	

	<p>As agreed under item 9 above, pupil voice will also be sought on the new 3-year Strategic Plan.</p> <p>16.2. Parent Consultations Parent consultations will also focus on the 3-year Strategic Plan.</p>	
<p>17</p>	<p>SAFEGUARDING and HEALTH & SAFETY</p> <p>17.1. Safeguarding The following points were made:</p> <ul style="list-style-type: none"> • The SCR will be reviewed by the Safeguarding Governors before half-term. • The online Prevent Training recently completed by a number of governors was extremely useful. Governors are asked to complete this course if they have not yet done so. • Slides from the School Governance Training “Safeguarding: A Governor’s Role” have been circulated to all governors by AU and will be uploaded to Governor Zone. • The Headteacher and Staff Governor have started training on Healthy Friendships, and the PSHE Adviser will be running a workshop for parents later this term. <p>Q: Is the Healthy Friendships training a result of the new Child-on-Child Abuse Policy? No, the issue was originally identified during the Lifebus sessions last year. However, there is also a section on “a whole school approach to child-on-child abuse” in the new policy which includes respectful behaviour and healthy relationships.</p> <p>17.2. Health & Safety There have been a number of school trips recently which have required extensive risk assessments to be completed to ensure pupils’ safety and wellbeing.</p> <p>The Health & Safety Committee will meet next month to review progress against the audit and examine the latest issues.</p>	<p>CP/CM All govs WG</p>
<p>18</p>	<p>CHURCH SCHOOL UPDATE</p> <p>The Headteacher made the following points:</p> <ul style="list-style-type: none"> • Linda Allison continues to provide very helpful support and pastoral care. The Headteacher is meeting with her again next week. • A document outlining the role of Linda Allison as EDRA is available on Governor Zone so that governors are aware of the purpose of the EDRA visits. • SLT are continuing to prepare SIAMS paperwork, compiling evidence and ensuring Barton meets the new requirements for next year. 	
<p>19</p>	<p>NETWORK CB23</p> <p>The Headteacher and Staff Governor confirmed that the CB23 meetings are very supportive in some subjects, such as English. Most meetings are now taking place face-to-face although some are still held virtually. There is a Heads meeting tomorrow in Cambourne.</p> <p>Q: Is there usually a good turnout at the meetings? Yes, and they provide a useful opportunity to build relationships with colleagues, share resources and discuss experiences.</p> <p>The Vice-Chair attended the last Chairs meeting, but reported that it was not very well attended.</p>	

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	The School Business Manager finds the network meetings useful to compare local schools' experiences and associated costs.	
20	<p>GOVERNOR TRAINING</p> <p>As noted under item 17.1, governors are encouraged to complete the Prevent Training and inform the Chair/Clerk so that the training record can be updated accordingly.</p> <p>Governors are reminded to sign up to the NGA and Governor Hub to book training as required. Governors should also view the slides from recent training sessions which are available on Governor Zone.</p> <p>AHi recently completed the "Schools funding, budgeting and financial monitoring" training and found this to be a very useful introduction explaining the major issues that schools face. Slides will be made available on Governor Zone.</p>	<p>All govs</p> <p>AHi/WG</p>
21	<p>KING CHARLES III CORONATION</p> <p>There will be an additional bank holiday on Monday 8th May to celebrate the coronation of King Charles III. School will mark the occasion with events during the previous week as the Y6 SATS take place from 9th – 12th May.</p> <p>The Parish Council are yet to decide on the format of the village celebrations, but they are likely to be on a smaller scale than those for the Queen's Platinum Jubilee. The Headteacher will liaise with parents who are on the Parish Council to ensure that school is kept informed as necessary.</p> <p>The Headteacher will organise a working party to arrange events nearer the time. LB volunteered to help arrange school's celebrations which may include an intergenerational cream tea and performances by Windband.</p>	<p>JM/LB</p>
22	<p>ITEMS ADVISED BY THE LOCAL AUTHORITY</p> <p>The Director of Education continues to provide regular updates to Heads and Chairs on a range of issues.</p>	
23	<p>COMMUNICATION</p> <p>23.1. Governors' Bulletin The Governors' Bulletin will be issued at the end of term. The Chair requested contributions by Friday 24th March.</p>	<p>CP/CM/RS</p>
24	<p>REVIEW OF THE MEETING</p> <p>What have governors done at the meeting to make sure standards are being raised?</p> <p>Governors have:</p> <ul style="list-style-type: none"> • Discussed the 3-year Strategic Plan to ensure that there is a clear direction for school, and planned how to consult with stakeholders so that their views are reflected in the final version of the document. • Considered the impact of teachers' strike action and any measures that can be taken to address potential disruption whilst acknowledging the reasons behind teachers' decision to take part in industrial action. • Discussed future plans for the library, considering alternative spaces and how to fund the project which will provide opportunities for pupils to develop their love of and interest in reading. • Reviewed policies to make sure that they reflect practice at Barton and that school's statutory requirements are met. 	

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	<ul style="list-style-type: none"> Planned for pupil and parent consultations connected to the development of the Strategic Plan and Courageous Advocacy project so that stakeholders have a contribution to children's education. Agreed named governors to take part in/observe a range of educational activities and training in order to monitor teaching, learning and wellbeing. 	
25	<p>OTHER BUSINESS</p> <p>The Chair advised governors that a new planning application has been submitted by the owners of The Hoops to put in a revised fire escape (without a kitchenette). As there is no direct impact on school, it was agreed that governors did not need to comment on the proposals.</p>	
26	<p>DATE OF NEXT MEETING – WEDNESDAY 29th MARCH 2023 at 7.00pm</p> <p>The meeting ended at 9.00pm.</p> <p>The Chair advised governors that there may be a change to the date of the last FGB of the academic year as this clashes with the KS2 Trip to see "Matilda the Musical" in London.</p>	

Scheduled meetings for 2022-23.

2022-23		FGB	Resources	Standards
Autumn	1	14.09.22	19.10.22 (Salaries)	12.10.22
	2	23.11.22	09.11.22	
Spring	1	25.01.23	15.03.23	11.01.23
	2	29.03.23		
Summer	1	03.05.23	26.04.23	05.07.23
	2	12.07.23	21.06.23	

FGB will start at 7pm and will be held in person at school.

Committee meetings will start at 7.15am unless notified otherwise and will be held via Zoom.