

**Approved minutes for the meeting of the Capella House School Local Governing Body held on 1 October 2024 at 5.00pm at Capella Secondary School (RTS Conference Room)**

[Link to Teams Meeting](#)

Link to Papers [CHSC-24-1 011024](#)

Key:- ➤ Note; ⦿ Discussion; ☑ Discussion and Decision; **XX** Sponsor/Lead; **X mins** allotted time.

Items in square brackets are references to documents related to this agenda found in the folder CSC-24-011024.

**Members of the Governing Body in attendance:** Meredith Hamilton, Kate Nepstad, , Dominic Sunderland (Headteacher) and Andrew Whiteside (Chair).

**Members of the Governing Body in attendance virtually –** Peter Bailey, Kristy Craik, Simon Gordon and Julia Morley (from item 2E).

**Members of the Governing Body absent:** Niale Cleobury, Michele Coleman and Claire Richmond.

**Also in attendance:** Julie Adams, Governance Professional.

**Clerk:** Gilly Hudson

**1. Welcome, apologies, declarations of interest and items from the Clerk.**

- 1.A The Governing Body **noted** apologies had been received from Michele Coleman and **noted** the absence of Niale Cleobury and Claire Richmond. The Governing Body **agreed** to consent to their absence.
- 1.B The Chair **reminded** the Governing Board that all members of the LGB must abide by the Auriga Academy Trust Declarations of Interest Policy and should declare if they have an interest in any matter that comes before the LGB. The Governance Professional **informed** governors of the new definition relating to close family relationships. There were no declarations made.

*Supporting Papers: Personal Details Check (Hard copy to be given out at meeting)*

**2. Minutes**

- 2.A The Governing Body **received** the draft minutes of the meeting held on 19 June 2024 [CAP-24-1-02A Previous Draft Minutes 190624.pdf](#) and **approved** them as an accurate record of the meeting.
- 2.B The Governing Body **noted** the completed actions from the previous meeting.

Number	Extract	Notes
3	The Governing Board had an extensive discussion on the options to increase contact with parents, including the recruitment of a family support worker at the Strategy Session. This will feature on the Schools Development Priorities as well as an item for governors on their development plan	Completed -Part of SDP - engagement
6	The Headteacher to circulate the dates for end of year activities.	Completed
7	The Governance Professional would investigate and resolve the issues with EDI training from the NGA	Completed

8	Presentations from Strategy Session to be added to the meeting papers	Completed
9	Kate Nepstad to provide a safeguarding link Governor report covering filtering and monitoring and share with the LGB following the meeting	Completed
10	Headteacher, Andy Whiteside and Niale Cleobury to refine the wording of the School Development Priorities ensuring they link to the Trust 5-year Action Plan	On agenda for this meeting
11	Kate Nepstad to develop a detailed Governance Development Plan for 2024-25 for approval in September	On agenda for this meeting
12	Simon Gordon to draft the annual governance report for 2023-24 for approval in September	On agenda for this meeting

2.C The Governing Body **considered** actions arising from the previous meeting that were incomplete.

Number	Extract	Owner
1	The Headteacher / Maria Landeira Frias to present to the Local Governing Board on Carecalc at the next meeting when a fuller understanding of Carecalc is available.	DS / MLF
2	The Governing Board would like to receive the presentation from the Director of Therapies on Outreach when it is appropriate	DS / KM
4	Arising from the discussions which followed it was agreed that the Governing Board should explore methods to engage with the pupil and student councils - this would be captured on the Governance Development plan	AW
5	The Governing Board agreed to continue to use presentations at the start of each meeting in the next academic to inform and give them a better understanding of the school, and or update progress on development priorities. A timetable for these will be produced	Will be on each agenda – LGB to agree programme.

Actions #1 and 2 The Governing Body **agreed** presentations should occur when there is a better understanding of Carecalc and the Director of Therapies role is more established. The Governing Body **requested** that these actions roll forward.

Action #4 The Governing Body **noted** that this action had been incorporated into the School Development Plan. The Headteacher explained that pupils, whilst willing to engage with governors, felt that it would be more beneficial for a governor to attend pupil council meetings, where they felt comfortable and during the school day. The Governing Body **agreed** for a governor to attend the pupil council meetings (**ACTION**).

Action #5 The Headteacher and Chair / Vice-chair would consider a programme of presentations linked to school priorities for LGB meetings this academic year (**ACTION**).

2.D The Governing Body **noted** that Board minutes are published on the Trust website once approved. The Chair **noted** that the last Trust Board meeting had focussed on ensuring the continued financial stability of the Trust, growth and outreach and the 5-year objectives for the Board. The Chair **commented** the School Development Priorities align with those of the Trust.

The Governing Body **noted** that whilst some actions relating to the partnership with the Beckmead Trust at Tangle Park involved the Headteacher, the ownership of the project was retained by the CEO and Trust Board. The Chair **noted** the benefits to the Trust by establishing a positive relationship and learning culture with another MAT, especially one that specialises in Social, Emotional and Mental Health.

The Governing Body **expressed** concerns surrounding the legality of the arrangement. The Chair **advised** that this arrangement had been approved by the DfE and he would share that information (**ACTION**). The Headteacher **explained** that the opportunity cost diverting his time from Capella House School had been greater than expected. There

had been logistical problems with aligning systems, for instance with assessment and creating 'workarounds' for safeguarding, attendance and GDPR issues. The Chair and Headteacher would draft wording to be included in the LGB report to the Board  
**(ACTION)**

2.E There were no other matters arising that are not covered elsewhere on the agenda.

Supporting Papers: [Trust Board Minutes](#), [Capella House School Minutes](#)

### **Headteachers Report**

The Governing Body **received** a report from the Headteacher [CAP-24-1-03 Capella House School Headteacher Report.pdf](#) to include Items 3-13.

## **7. School Development Plan and School Self Review**

7.A The Governing Body **received** the detailed [CAP-24-1-07A SDP Priorities 24 -25.pdf](#) which the headlines had been agreed during the Strategy Session in June. The Governing Body **noted** the four areas of Leadership and Governance, Teaching and Learning, KS4 and Post 16 and Personal Development and Enrichment, has been expanded. The Headteacher **advised** that further detailed actions would be included in the document shared with governors at LGB's. The Governing Body **approved** the priorities.

7.B The Governing Body **agreed** that link governor roles for each of the areas would be confirmed outside of the meeting and that at least one focussed visit for each priority would occur in the Autumn term.**(ACTION)**

The Headteacher **advised** in previous years, a governor had met with him to discuss and review the supporting documentation for his pay progression proposals (Item 10). This had not occurred due to difficulty co-ordinating schedules. The Governing Body **agreed** that Kate Nepstad would conduct a visit to review this with the Headteacher to ensure that a consistent approach is occurring. **(ACTION)**.

The Governing Body **discussed** also considering curriculum alignment in their link visits and noted that Capella, curriculum leaders may also be middle leaders.

7.C The Governing Body **noted** the full School Self Review would be presented to the November LGB meeting. The Headteacher had included a summary of updates in his Headteacher report.

7.D The Governing Body **noted** that the new School Improvement Partner, Marie Newman, had visited the school as part of her induction with AfC. The Headteacher felt that she had a good understanding of the school, and he was looking forward to working with her. He added that reports from the SIP report in the summer term did not raise any concerns. The Headteacher **asked** governors to pay particular attention to SIP reports as these are helpful in directing their questions at meetings.

Supporting Papers: SDP, SEF, SIP Reports

## 6. Pupil progress and achievements

The Governing Body **received** the report on pupil progress for school year 2023-2024, including external assessments [CAP-24-1-06 KS4 - Results Briefing and Summary - 2024.pdf](#). The Headteacher **advised** that the results in Art had been disappointing. The school had applied for re-moderation of this to understand the specific reasoning. The Governing Body **noted** that the Art teacher is a shared resource with other schools in the Trust. The Governing Body **noted** that this provides challenges with line management and attendance at multiple school's parents evenings. It was also **noted** that many of the pupils sitting the examinations this year had not moved through from Capella Primary. The Governing Body **noted** that this was a key learning point in the maturity of the school, to be able to deliver external examinations, reflecting that being able to cope with formal examination conditions was in itself a success for many students.

The Headteacher **advised** that there is concern for the availability and suitability of external functional assessments and this will have an impact on pupils and has been picked up in the School Development Priorities.

The Headteacher **explained** that the school uses reading age and teacher assessments to consider challenging targets for every pupil, and that using case studies are a better measure of success. The most important outcomes for the school were what level the pupil achieved and what this enabled them to do when leaving.

The Governing Body **asked** if stakeholders were happy with their outcomes and **noted** the responses to the Leavers and Parents surveys. The Headteacher **acknowledged** that only four responses from parents had been received, but was extremely pleased with the comments from pupils, which acknowledged the support they had been given, allowing them to "thrive" and "reach my full potential". Anecdotally he **added** that some parents had not expected their children to undertake a GCSE, let alone get a grade.

The Governing Body **congratulated** the Headteacher and staff and acknowledged that with small pupil groups data may not tell the whole story.

## 3. General Update and key risks

The Governing Body **noted** that these were the key risks across the Trust and the November meeting would contain a more Capella specific report.

## 4. Attendance and behaviour

The Governing Body **noted** the behaviour information contained in the Headteacher's report. The Headteacher **advised** that this is an indicator of need, citing an example of 'avoidance' as a form of communication about something else. He **explained** that recording behaviour information helps to provide evidence to engage other external services to support the family and young person. The Governing Body **acknowledged** the overlap with behaviour and mental health challenges for young people, especially in a special educational needs environment.

The Headteacher **explained** that attendance is another signal to indicate concern for pupil wellbeing. The Headteacher was confident that all pupils who were persistently absent were supported, however noted the continued lack of support from the Educational Welfare Officer at AfC where higher level engagement and sanctions may be needed, which are outside of the school's authority to initiate. The Governing Board **agreed** to raise this with the Board of Trustees as an ongoing concern. **(ACTION)**

The Governing Body **asked** about the statutory late classification and the discretion the Headteacher had when applying it. The Headteacher **explained** that there is no discretion and that it is for any pupil which arrives after registration had closed. This may be because trains or transport were delayed, and it was outside of the pupil's control. This may be reviewed if there were incidences of persistent, unexplainable lateness, but otherwise there was no negative impact on the school or pupil.

The Governing Body **queried** if there was guidance for Headteachers when determining the period for which a pupil can be suspended. The Headteacher **explained** that there is statutory guidance on exclusions and suspensions, but each decision should be made on a case-by-case basis and not adhering to any pre-set determinations, as the context for the suspension was most important to consider.

## 5. Safeguarding

- 5.A The Governing Body **received** the report from DSL on Safeguarding for 2023-2024 [CAP-24-1-05A Safeguarding Report to LGB 23 24.pdf](#).
- 5.B The Governing Body **noted** that they must undertake safeguarding training before the next LGB meeting and read Keeping Children Safe in Education 2024 and the School's Safeguarding Policy which is for approval at this meeting. Slides and a briefing given to staff would be shared with governors **(ACTION)**.
- 5.C The Governing Body **noted** the safeguarding arrangements within the schools.
- 5.D All SLT are trained to Level 3 and there is support from the Trust CEO as Designated Safeguarding Lead for the Trust. Niale Cleobury and Kate Nepstad are the Safeguarding Link Governors and Sarah Baker is the Safeguarding Link Trustee.

The Safeguarding Link Governor gave a verbal update of her meeting with the DSL on the 12 September. The DSL had reported that safeguarding training had occurred for all staff during the INSET days, and this would be shared with governors (ACTION). Follow up on the detailed action plan for safeguarding had been discussed and the visit had highlighted some issues with archive folders for children who had left the school which was now resolved.

The Governing Body **noted** that whilst the Safeguarding Action Plan is not identified on the School Development Priorities, it remains an area of high focus for them as the pupils in the school remain particularly vulnerable.

The Governing Body **noted** the revised Safeguarding and Child Protection Policy was developed from the model provided by AfC to recognise contextual issues

within the local area and community and had then been further amended to reflect the practice and detail related to the school.

The Governing Body **received** and **approved** the Capella House School Safeguarding and Child Protection Policy (Item 15A)

#### 4. Pupil Numbers for 2024-25

The Governing Body **noted** that pupil numbers were seventy-nine currently and **queried** how they were being accommodated safely. The Headteacher **explained** that there are eight more pupils now in Key Stage 4 and that due to better understanding of the pupils needs at acceptance the correct ratios could now be implemented. He had been working closely with the Trust Finance Director. The Headteacher **explained** that he was also exploring options with AfC to use playground space for demountables (Portacabins) to create further capacity (7 places). Currently there is one place in Year 7 in 2025 and the Headteacher had received twenty-six consultations for that single space. Parent tours are fully booked. Governors **expressed concern** regarding the quality and impact on learning and wellbeing that demountables had from their experience. The Headteacher **explained** that quality had improved in recent years and **reassured** governors that his plan is to ensure no class is permanently based there, and its use would be for a specialist area (kitchen, art space). The Governing Body **noted** the additional spaces created would be for local pupils from Richmond.

The Headteacher **explained** that he is also working with Richmond upon Thames College (RuTC) to create a bridging pathway to support Post 16 learners. The **responsibility** for the pathway rests with RuTC and Capella House School would be supporting as consultants with therapy and curriculum support to assist learners moving to RuTC to access the courses provided by the College.

#### 8. Visitors Reports

The Governing Body **noted** that the [2024 Summer SIP Report Capella House.pdf](#) had been discussed at Item 7.

#### 9. Partnerships and community links

#### 10. Staffing

See also Confidential Appendix A to these minutes.

The Governing Body **received** and **reviewed** the anonymised pay progression report. [CAP-24-1-10 Anonymised Pay Progression Report.pdf](#)

The Headteacher **advised** that, unlike previous years, a governor had not been able to meet with him to discuss and review the supporting documentation for his proposals. This was solely an issue with co-ordinating times.

The Governing Body **noted** that an unqualified teacher (UQT) was progressing and **asked** how they were assessed and quality assured. The Headteacher **explained** that an UQT are set objectives and assessed in the same way any other teacher. A UQT may be from overseas, and their qualification is not recognised in the UK, or be an HLTA, TA, a sports or IT technician who wish to progress. All UQT's will be actively pursuing Qualified Teaching Status. The Governing Body **asked** how often a UQT would be expected to be teaching in class. The Headteacher **explained** that, as any other teacher, they would have a full teaching timetable. The Governing Body **noted** that employing a majority of UQT's could cynically be used as a way of reducing the costs for a school. The Headteacher **highlighted** the current national recruitment crisis in teaching with not enough coming through normal routes which leads many schools to use UQT's. He **re-iterated** that all UQT's were working towards QTS, and that he had the responsibility of ensuring the quality of teaching in the school. The Headteacher **explained** that since he had been at Capella House School, three UQT's had been employed, all of whom had been immersed in and engaged and wanting to do the best for the children in the school, in some cases demonstrating a higher aptitude for the role than a Qualified Teacher. The Governing Body **acknowledged** that, whilst not a preferred option, employing UQT's had benefits of continuing the school's culture of 'growing your own' which was well established at Capella House School.

The Governing Body **advised** that the supporting guidance document was unclear as to what the LGB's role in the process was. The Governance Professional would review the document **(ACTION)**.

The Governing Body **advised** that they had confidence in the Headteacher's recommendations and were happy to recommend to the Board Pay Committee, partially based on the diligence of governor review in previous years. The Governing Body **agreed** that the governor visit to occur to review the documentation should still go ahead as previously discussed (item 7b).

The Headteacher **reported** that in terms of staffing this had been the most stable start to the year. There is currently an advertisement for a full time Teaching Assistant, which will be arranged through an agency, to ensure the high quality of the placement.

Supporting Papers – [10. Guidance for LGB's on recommendations for Teacher Pay Progression.pdf](#)

## 11. Learner, Family and Community Voice

The Governing Body **received** the pupil, parent and staff surveys and noted these had been discussed (Item 6)

[CAP-24-1-11 Parent Survey - June 2024.docx](#)

[CAP-24-1-11 Pupil Survey - June 2024.docx](#)

[CAP-24-1-11 Staff Survey - June 24.docx](#)

[CAP-24-1-11 Y11 parent survey - June 24.docx](#)

[CAP-24-1-11 Year 11 Leavers Survey - Google Forms.pdf](#)

## 12. Finance Commentary

The Headteacher **explained** that changes to the roles of staff members, developing from a TA to an HLTA and the expanded role of the receptionist has affected the budget for this academic year. The appointment of the Assistant Head at Secondary, whilst being included in the opening plans had not been in the 2023-2024 budget.

The Governing Body **asked** if there was a fully costed staffing plan and if there is a model for each individual pupil. The Headteacher explained that the 2024-25 budget reflects the full staffing structure, but that this is a base model and does not include all associated costs. Pupil income is based on Carecalc. Costs for each pupil's provision will be amended in real time based on the pupil's needs, however, increases to income (changes in banding / Carecalc values) may be retrospective when amending the EHCP at the Annual Review.

The Headteacher **explained** that due to the maturity of the school, both in pupil and staff stability, this enables him to make better decisions on staffing and create efficiencies and being able to ensure that better. The Governing Body **asked** if the place funding arrangement with AfC, which was used when the school first opened was still in place. The Headteacher **explained** that this funding had been for two empty places but as the school is full this is no longer needed.

### 13. Health and Safety / Premises Update

[CAP-24-1-13 Capella House Secondary H&S Review 2024.docx.pdf](#)  
[CAP-24-1-13 Capella Primary H&S Review Update 2024.docx.pdf](#)

The Headteacher **explained** that two fire drills had taken place, one which has not been planned. Two actions had arisen from them; the updating of Personal Emergency Evacuation plans and ensuring the school iPad are fully charged.

The Safeguarding Link Governor **advised** that she would follow up actions arising from the two Health and Safety Reviews on her next visit **(ACTION)**.

The Headteacher **explained** that the current Trust process for logging minor accidents took too long (15mins for a graze), and he would be making recommendations for change.

Supporting Papers: SDP, SEF, SIP reports, [Management Accounts](#), [AAT 3 Year Budget Summary.pdf](#) and [12. 24.25 3 year budget DRAFT 26.6.24 Capella.pdf](#), [12. AAT 3 Year Budget Summary.pdf](#), HR Summary

### 14. Governance

14.A The Governing Body **reviewed** the membership overview [CAP-24-1-14A Governor Overview inc. Training.pdf](#).

The Chair **noted** that the expectations were for governors to update their training as per the mandatory requirements. The Governance Professional **explained** that a one-page

document was available which contained direct links to all the necessary training. The Governing Body **agreed** that mandatory training and confirmations would be completed before end of the Autumn term. **(ACTION)**

- 14.B The Governing Body **received** draft Governance documentation for approval by the Board of Trustees at their meeting on 17 October. [CAP-24-1-14B Governance Q&A notes.pdf](#), [LGB Folder of Documents](#)

The Chair **informed** the Governing Body that the proposal to rename to Academy Committees had been changed to 'Local Governing Body' as opposed to 'Board'. He **emphasised** that no matter what the name was for the LGB there was parity of status between any other Committee of the Board and the LGB. The name and role of 'Governors' would also remain.

The Chair **explained** that the removal of Headteacher position as governors remained, as did the tapering and eventual removal of staff governor position . The proposal to have one elected parent governor also remained, however, it was emphasised that this did not restrict parents from being appointed as co-opted governors. There had been no objections noted to an elected Parent Trustee.

A governor **expressed** concerns about how these changes would be perceived by the parent and staff bodies, possibly suggesting they may feel disenfranchised. He also felt that there was not a justified reason for the Headteacher not being a governor and that the role of the governing Body was being diluted by responsibilities being retained centrally. The Chair **felt** that the changes implemented across the Trust reflected the legal responsibilities which sit with the Trust Board (finances and single employer) and provided build on the prior decisions to move to a structure without Committees. He noted the effectiveness of the Link governor role is important to the success of engagement with all stakeholders.

The Chair **thanked** governors for their consideration of the proposals as it again highlighted their care for the school and the communities it serves. The Governing Body **noted** the comments and discussion would be fed back to the Chair of Trustees by 11 October **(ACTION)**

- 14.C The Governing Body **noted** that the Annual Governance Report will be drafted by Simon Gordon and would be circulated following the meeting. **(ACTION)**
- 14.D The Governing Body **noted** the Governance Development Plan for 2024-25 included stakeholder engagement, getting to know the school more, ownership of the SDP areas and succession planning would be circulated following the meeting. It would be monitored at each future LGB meeting.
- 14.E The Governing Body **noted** that there were no other Link Governor visit reports for inclusion at this meeting.

## 15. Approval of Policies / Statements

The Governing Body **noted** that the Capella House School Safeguarding and Child Protection Policy had been approved at Item 5d.

## 16. Election / Appointment to key LGB roles for October 2023-24

The Governing Body **noted** that Andy Whiteside had been appointed as a Trustee which required him to step back from the Governing Body leaving a vacancy for Chair and expressions of interest had been invited for this role.

The Governing Body **noted** that Simon Gordon had expressed an interest in becoming Chair. Kate Nepstad explained that she would be happy to remain as Vice-Chair.

The Governing Board **agreed** to recommend Simon Gordon to the position of Chair of the Governing Board from 1 October 2024 to 31 August 2024.

The Governing Body **invited** interest from all governors in the vice-chair role as a co-vice chair arrangement had worked previously. Simon Gordon **agreed** to continue with the Finance Link Governor role.

The Governing Body **expressed** their thanks to Andy Whiteside for his leadership and guidance and wished him well for his new role as a Trustee. He confirmed that he would remain in contact with the LGB going forward and would be providing support to Simon and other Chairs in the Trust.

## 17. Review impact, planned actions and agree feedback to the Board of Trustees

The Governing Body **noted** that the discussion about exams, leavers survey and destinations, unqualified teachers and pupil numbers had been impactful. The opportunity costs of the Tangley Park project, ongoing issues with Educational Welfare Officer support and accident recording would be raised with the Trust.

The Governing Body **noted** the actions arising from this meeting.

Number	Extract	Owner	Due Date
1	The Headteacher / Maria Landeira Frias to present to the Local Governing Board on Carecalc when a fuller understanding of Carecalc is available. Presentation from the Director of Therapies on Outreach when it is appropriate	HT / SG	Asap
2	Governor to attend pupil council meetings	ALL	ASAP
3	The Headteacher and Chair / Vice-chair would consider a programme of presentations linked to school priorities for LGB meetings this academic year	ALL	HT / SG / KN
4	DfE approval of Tangley Park proposal would be requested and shared	AW	ASAP
5	The Chair and Headteacher to provide update on Tangley Park to be included in the LGB report to the Board	DS/ AW	11/10/24
6	link governor roles for each of the areas would be confirmed outside of the meeting and that at least one focussed visit for each priority would occur in the Autumn term.	ALL	asap
7	Safeguarding Slides and update given to staff to be shared by the HT	DS	Asap
8	Kate Nepstad would conduct a visit to review evidence for pay progression with the Headteacher to ensure that a consistent approach is occurring.	KN	11/10/24
9	Lack of EWO support to be raised with the Board of Trustees	SG	11/10/24
10	Guidance on the LGB role on pay progression to be reviewed by the governance professional in advance of next year	JA	ASAP

11	All mandatory training and confirmations would be completed before end of the Autumn term	All	31/12/24
12	AW to feedback to the Chair of Trustees n the Governance proposals	AW	11/10/24
13	Annual Governance Report was being drafted and circulated	SG	20/10/24

Supporting Papers – [17. Committee reporting template.docx](#)

## 18. Confidentiality

The Governing Board **agreed** that the discussion at the meeting, the background papers, and any reports identified as confidential above, and the minutes contained in the confidential appendix to the minutes relating to item 10 , should remain confidential and be excluded from the published minutes and papers.

A further matter was raised and is recorded in the Confidential Appendix A minutes of the meeting.

The date of the next meeting is **27 November 2024**

Simon Gordon (May 21, 2025 08:00 GMT+1)

Simon Gordon

21/05/25

# CAP-24-1-00 Approved Minutes 011024

Final Audit Report

2025-05-21

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