Date 24/11/20 Present:

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|  | **ITEM** | **NOTES / ACTIONS** |
| **1** | Annual leave to be agreed /  Admin cover arrangements |  |
| **2** | Meetings (New dates, Minute taker required etc.) |  |
| **3** | Office IT issues |  |
| **4** | Online Information |  |
| **5** | Priority Baskets and Education (New training dates, materials etc.) |  |
| **6** | AOCB |  |

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