

**Sawston Village College  
Local Governing Body  
Approved Meeting Minutes**



**Sawston**  
Village College

20<sup>th</sup> September 2022  
6pm – 8pm, Walnut Room

**Governors Present**

Polly Stanton (PS), Jonathan Russell (JRU), Alan Sutton (ASU), Eleanor Clapp (EC), Gloria Reed (GR), Priya Schoenfelder (PSC), Sam Abbs (SA), Sophie Palmer (SP) (Clerk)

**In attendance**

Sue Gelder (SGE), Daniel Burgess (DBU), Martha Gregg (MGR)

**Apologies received**

Rachel Kerr (RK), Colin Sausman (CS)

The meeting was quorate throughout.

| ITEM NO. | PAPER NUMBER | ITEM  | ACTION                         |
|----------|--------------|---|--------------------------------|
| 1        |              | <b>Confirmation of Local Governing Body Chair and Vice Chair from September 2022 – Clerk / Chair</b>  |                                |
| 1.1      |              | Sophie Palmer (SP) advised that Polly Stanton (PS) had been nominated as the Chair and Colin Sausman (CS) had been nominated as the Vice Chair. LGB agreed the Chair and Vice Chair respectively.   | SP to inform Kerrie Jones (KJ) |
| 2        |              | <b>Welcome and acceptance of apologies for absence - Chair (PS)</b>   |                                |
| 2.1      |              | <ul style="list-style-type: none"> <li>● PS welcomed everyone to the meeting and introduced SP as the new Clerk to the Governors.</li> <li>● PS introduced the names of all Governors to SP who recorded the minutes of the meeting.</li> <li>● Apologies were received from Rachel Kerr (RK), Colin Sausman (CS).</li> </ul> |                                |
| 2.2      |              |   |                                |
| 2.3      |              |   |                                |

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Chair's signature..... *Polly Stanton* ..... Date.....08/11/2022.....

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| <b>3</b> |  | <b>Declarations of Interest with regard to agenda items – Chair (PS)</b>   |  |
| 3.1      |  | There were no declarations of interest.  |  |
| <b>4</b> |  | <b>Chair / Clerks business – Chair (PS) and Clerk (SP)</b>   |  |
| 4.1      |  | <b>Clerks’ business</b><br><ul style="list-style-type: none"> <li>Form LGB 04 01 Declarations of Pecuniary Interests form had been sent to Governors in advance for completion.</li> </ul> | Governors to complete Pecuniary Interests from.                        |
| 4.2      |  | <b>Chairs business</b><br><ul style="list-style-type: none"> <li>PS reminded Governors to complete Safeguarding training as soon as possible.</li> </ul>                                   | Governors to complete Safeguard training.                              |
| <b>5</b> |  | <b>Minutes of the 19<sup>th</sup> July 2022 LGB meeting – Chair (PS)</b>   |  |
| 5.1      |  | <ul style="list-style-type: none"> <li>Minutes of the 19<sup>th</sup> July 2022 LGB meeting were approved as a true and accurate record.</li> </ul>  | PS to electronically sign minutes.<br><br>SP to upload to SVC website. |
| <b>6</b> |  | <b>Matters arising not on this agenda – Chair (PS)</b>   |  |
| 6.1      |  | <ul style="list-style-type: none"> <li>The action from item 8.4 is still to be followed up, PS to discuss with RK.</li> </ul>  | PS to discuss with RK.   |
| <b>7</b> |  | <b>Safeguard training and policy – Martha Gregg (MGR)</b>  |  |
| 7.1      |  | MGR gave a presentation on updates to the school’s safeguarding training and policy. Main points to note:  |  |
| 7.2      |  | <b>Team</b>  |  |

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| 7.3 |  | <ul style="list-style-type: none"> <li>●MGR remains as the Designated Safeguarding lead. David Hunt and Vicky Linzell are Deputy Safeguarding Leads (DSL), and SGE replaces DBU on the Safeguarding team and, along with 3 other members of staff (JRU, JFI and CWO), has also received the Designated Safeguarding Lead training. This was supported by LGB.</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>●Governor safeguard training is delivered using the 'Mentor' platform to which Anglian Learning Trust (ALT) has subscribed. It is available via the information forwarded by Kerrie Jones. All Governors should have received this information and completed training. Certificates awarded on completion of training should be forwarded to MGR.</li> <li>●All staff are given basic safeguarding at the start of each academic year and new staff are given additional training. Training given is inhouse but based on the training available on Mentor.</li> <li>●Staff and Governors complete the online assessment to demonstrate their understanding of their roles and responsibilities and that of the external services. Where they are uncertain of any role or responsibility they should meet with a DSL.</li> <li>●The pastoral team will be given additional training through Cambridge County Council for their areas of speciality.</li> </ul> | <p>Governors to forward Safeguard training certificates to MGR.</p> <p>PS/JRU to review the Governor Safeguarding training checklist and confirm where this information should be held.</p> |
| 7.4 |  | <p><b>Changes to Safeguard Training and Policy</b></p> <ul style="list-style-type: none"> <li>●There are changes to the safeguarding training and policy which includes looking at safeguarding issues outside of the home, for example, peer groups, school and in the community. This is called contextual safeguarding.</li> <li>●Other changes include the use of the new terminology of child-on-child abuse, new information on domestic abuse impact, external support for DSL, new safeguard training at induction, new information on the Human Rights Act (1998), Equality Act (2010) and Public Sector Equality Duty.</li> <li>●The policy also suggests as best practice during the recruitment process that CVs should only be accepted alongside completion of an application form and online</li> </ul>   |   |

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| 7.5 |  | <p>searches should be carried out for shortlisted candidates. SVC does not accept stand alone CVs.</p> <p><b>MyConcern</b></p> <ul style="list-style-type: none"> <li>•The team monitors the MyConcern dashboard on a daily basis and ensures any concerns are dealt with in a timely fashion.</li> <li>•MGR meets with the pastoral team weekly to go through any outstanding concerns/actions.</li> <li>•MGR has encouraged staff to ensure information that is logged onto MyConcern reads well and is factually correct so that it can be used to determine action in relation to support.</li> <li>•There are, on average, five concerns raised per day. There was a rise in September 2021 as a result of pupils grieving over the sad loss of a pupil in the summer.</li> <li>•All concerns are triaged, reviewed on a case-by-case basis and each case is talked through with JRU and taken forward to ALT when needed.</li> <li>•The slides show a breakdown of concerns raised in a large number of categories. Many of these concerns are dealt with at the time with staff engaging with the pupil raising the concern as per the safeguarding process and policy. This data is reviewed across ALT in order to provide preventative measures.</li> <li>•There are currently three child in risk investigations and three child in need investigations.</li> </ul> |  |
| 7.6 |  | <p><b>Safeguarding topics</b></p> <ul style="list-style-type: none"> <li>•Spotlights on safeguarding topics will be focused on throughout the academic year, and online safety will be a running theme. This will include highlighting and discussing arising topics from a school and a national level.</li> </ul>  |  |
| 7.7 |  | <p><b>Tranquility (an ALT initiative)</b></p> <ul style="list-style-type: none"> <li>•A pilot of Tranquility was started last term. This was delayed due to technical issues at Tranquility's end.</li> </ul>  |  |

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| 7.8 |  | <ul style="list-style-type: none"> <li>● Staff feedback at a mentor level worked well and it was found to be useful to direct conversation with young people.</li> <li>● Year leads couldn't see any information and therefore Tranquility was less useful.</li> <li>● SLT will review the finds of the pilots before a full review in January 2023.</li> <li>● University of Cambridge (UoC) contacted SVC with an alternative platform which could be used. This requires further discussion with UoC but SLT are keen not to have more than one platform and ALT has committed to Tranquility.</li> </ul> <p><b>Questions</b></p> <p>A governor questioned how the school assessed the "harm threshold" when dealing with allegations against staff.</p> <p>The approach to allegations has to be on a case by case basis. The normal referral channels operate with advice sort when required.</p> <ul style="list-style-type: none"> <li>- MGR left the meeting.</li> </ul> |   |
| 8   |  | <b>Feedback from Trust and Summer Update – Jonathan Russell (JRU)</b>  |   |
| 8.1 |  | <p><b>Principal's update</b></p> <p>Comprehensive briefing papers were distributed by JRU as part of the meeting documentation. Main points noted:</p>   |   |
| 8.2 |  | <p><b>Feedback from Trust</b></p> <ul style="list-style-type: none"> <li>● ALT are developing four leadership blueprints. These are very much a work in progress and are values driven. The aims of these are to act as a mechanism for quality assurance purposes. The areas included are inclusion, curriculum, leadership, people, wellbeing and safeguarding.</li> <li>● It was suggested, and LGB agreed, it would be advantageous for a member of ALT to attend a future LGB meeting to discuss the Trusts strategic objectives.</li> </ul>  | <p>Invite a member of the ALT to attend a future meeting to discuss the ALT's strategic objectives.</p> |
| 8.3 |  | <b>QASI – Quality Assurance System</b>   |   |

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| 8.4 |  | <ul style="list-style-type: none"> <li>● JRU went through the items listed on QASI. There are a few listed areas for which determining if they are amber or green is difficult because of the RAG wording used.</li> <li>● There are two amber areas noted with all other areas highlighted as green. The amber areas are:</li> </ul> <p><b>(i) Attendance:</b> It is too early in the term to estimate a meaningful figure. The current estimate for this term is 94% and 91% at the end of last term (though this needs context to be meaningful). Our aim is to have attendance at 95%.</p> <p>At last week's staff meeting SLT engaged staff in a discussion about how to improve attendance, the role of the mentor in this and how attendance could be celebrated.</p> <p>The attendance and behaviour role has now been divided into two roles. This is more expensive, but it was decided that it was important to invest in attendance. These roles will develop family liaison by forming links with families (as required).</p> <p>Governors asked if the family liaison role would be the same as that of an Education Welfare Office. Staff replied that it would be similar but more supportive .</p> |  |
| 8.5 |  | <p><b>(ii) Finance:</b> The pressure of surging cost of energy is out of the school's control. JRU confirmed that we are protected due to a fixed tariff for this academic year. The impact of increased energy prices the next academic year is dependent on the support provided by the Government to schools.</p>  |  |
| 8.6 |  | <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>● Aaron Hamlin (Premises Manager) started in September 2022.</li> <li>● Hugo Brown (Finance Manager) is moving to work at ALT for two days/week and will retain 3 days/week at SVC.</li> <li>● Lucy Tanner (HR Manager) is leaving at the end of October 2022, and we are advertising for a replacement as soon as possible.</li> </ul>   |  |

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| 8.7 |  | <ul style="list-style-type: none"> <li>• Two HR administrator assistants positions were successfully filled today.</li> <li>• Peter Wallace is covering the Exam Officer position.</li> <li>• We have successfully recruited an Office Manager.</li> <li>• We are looking to recruit an office administrator, caretaker, letting administrator and a part time finance position.</li> <li>• We currently have two TA vacancies.</li> <li>• All teaching staff positions (maternity cover or vacant posts) are filled by long-term agency or supply teachers.</li> </ul> <p><b>Premises</b></p> <ul style="list-style-type: none"> <li>• The HMH exterior paintwork and interior corridors will be refurbished, work that was due in the summer but delayed due to inability to find contractors.</li> <li>• The Rebuilding Schools Project has been delayed by a further four weeks. The College expects to hear the outcome of the feasibility stage this half-term.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Some national teaching unions are balloting members about the possibility of strike action over pay and conditions. The proposed salary increase does not come with any additional funding from the ESFA.</li> <li>• PSHE has been remodelled, now with fortnightly lessons and a Subject Lead who is revamping the curriculum with a focus on progression, continuity, relationships and assessment.</li> <li>• Some year groups exceed 240. This means that class sizes can reach 31.</li> <li>• The total number of pupils registered at the school is 1180.</li> </ul> |  |
| 8.8 |  |  |  |
| 9   |  | <b>Progress and Assurance – Dan Burgess (DBU)</b>  |  |
|     |  | <p>DBU presented an overview of the initial data from the 2022 exam results. Points to note are:</p> <ul style="list-style-type: none"> <li>• The threshold for exams in 2022 was set nationally as better than 2019 results but with lower than 2021 TAG results. It should be noted that these are a different cohort of pupils.</li> </ul>  |  |

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|             |  | <ul style="list-style-type: none"> <li>• All KPIs were met and the overall initial analysis of 2022 results is positive. English literature and combined science (grade 9-4), were lower than the GCSE+FFT20 benchmark. All other subjects were higher.</li> <li>• For non-EBacc subjects, art and business studies were lower than GCSE+FFT20 benchmark. All other subjects were higher. It should be noted that these subjects are for a different cohort of pupils, had a small class number (which distorts the figure). In addition, staff absence due to COVID had an impact.</li> <li>• FFT early results analysis shows the school's attainment is above the national average for 2022 and 2021.</li> <li>• The results show a strong performance by our pupils who are achieving more than 0.5 grade higher than expected.</li> <li>• FFT analysis shows that SEND pupils have a positive value added whereas PP pupils are very slightly below.</li> <li>• The data shows a strong set of results. This is a reflection on the dedication, motivation and engagement of both staff and pupils. JRU thanked the staff for all their hard work.</li> <li>• There are a few appeals which are being actively worked through.</li> <li>• DBU will bring back contextualised data to a meeting at a later date.</li> <li>• Governors noted the improvement in MFL grades. Staff commented that they were encouraged that the support provided to the department had been effective.</li> </ul> <p>- DBU left the meeting.</p> | DBU to bring contextual data at a later date. |
| <b>10</b>   |  | <b>CIP update – Jonathan Russell (JRU)</b>   |   |
| <b>10.1</b> |  | <ul style="list-style-type: none"> <li>• JRU presented an update and reminded the Governors of the CIP key objectives.</li> <li>• CIP is linked to our CARE values, each of which has three objectives in each strand.</li> <li>• Key focus for the year include; wellbeing, reading, SEND provision, quality first teaching, and further development of assessment.</li> </ul>  |   |
| <b>10.2</b> |  | <b>The inclusive classroom</b>   |   |

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| 10.3             |  | <ul style="list-style-type: none"> <li>●The inclusive classroom establishes core aims and four curriculum principles to drive thinking. These, along with the Rosenshine’s principles, are embedded into and inform all lessons. These go into the planning of lessons and any teacher should be able to talk about this.</li> <li>●Tom Sherrington divided the Rosenshine’s principles into four strands. SLT plans to work with teachers to focus on and drill into one strand at a time throughout the academic year.</li> <li>●The inclusive classroom includes five classroom essentials to set the tone and dyslexic-friendly resources for all.</li> </ul> <p><b>Curriculum vision</b></p> <ul style="list-style-type: none"> <li>●The inclusive classroom and curriculum vision with assessment work together with a subject driven approach. All of the school is part of the curriculum – from the time staff and pupils arrive onsite, and quality assurance ensures the curriculum is current, ambitious and inclusive.</li> <li>●The CIP provides details on how this will be achieved and monitored.</li> </ul> |  |
| 11               |  | <b>Ofsted preparation – Chair (PS)</b>  |  |
| 11.1<br>11.2     |  | <ul style="list-style-type: none"> <li>●PS requested Governors provide their availability for potential OFSTED visit (this was provided at the meeting).</li> <li>●PS has created an OFSTED folder on the shared drive in which to store shared information.</li> </ul>   |  |
| 12               |  | <b>Governance</b>   |  |
| 12.1<br><br>12.2 |  | <p><b>Governance Plan</b></p> <ul style="list-style-type: none"> <li>●LGB agreed that the information on the CIP and what the school is doing provided by JRU forms the Governance plan.</li> <li>●LGB agreed to increase the number of Governors to 14. It was noted that no more than 50% of Governors can be parents.</li> </ul> <p><b>LGB skills audit and training needs</b></p> <ul style="list-style-type: none"> <li>●Prior to the meeting, PS circulated a google form which gathered information from each Governor on their skills and training needs.</li> </ul>  |  |

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| 12.3 |  | <ul style="list-style-type: none"> <li>•This information is important when recruiting replacements for parent and trust governors to ensure we have all areas supported.</li> <li>•The elections of a replacement Parent Governor and the recruitment of a replacement Trustee Governor to start in September 2022.</li> <li>•We currently have two link governor (health and safety and respect) gaps due to vacancies. LGB agreed to provide extra support when and where needed until new governors are in post.</li> </ul> <p><b>Parents' Event (28<sup>th</sup> September) – Priya Schoenfelder (PSC)</b></p> <ul style="list-style-type: none"> <li>•This event is an opportunity for parents to meet with staff, governors and pupils to learn more about College life. PSC circulated a proposed programme prior to the meeting.</li> <li>•The email has gone out to parents and so far, there are 38 families wishing to attend. The majority of these are year 7 and 8.</li> <li>•Following the parents' event, it was agreed feedback should be sought. This will be used to inform future similar events.</li> </ul> | <p>Governors forward their availability for taking part in Parents event to PSC.</p> <p>Following the parent's event, it was agreed feedback should be sought.</p> |
| 12.4 |  | <p><b>Risk register</b></p> <ul style="list-style-type: none"> <li>•The risk register will be reviewed at a later date. PS to go through and check off what this meeting has covered.</li> </ul>   | <p>The risk register will be reviewed at a later date. PS to go through and check off what this meeting has covered.</p>   |
| 13   |  | <b>Policies – Sue Gelder (SGE)</b>   |  |
| 13.1 |  | <b>Safeguarding policy</b>   |  |

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| 13.2 |  | <ul style="list-style-type: none"> <li>•SA provided feedback on typos and terminology around partnerships.</li> <li>•LGB approved policy.</li> </ul>   |  |
| 13.3 |  | <p><b>H&amp;S policy</b></p> <ul style="list-style-type: none"> <li>•LGB approved policy.</li> </ul>   |  |
| 13.4 |  | <p><b>Behaviour and discipline policy</b></p> <ul style="list-style-type: none"> <li>•This was updated to ensure it is aligned with new government advice.</li> <li>•A governor asked for clarification if all parents have emails as the policy states it will update parents by email. There are some parents for which email is tricky - these parents will be contacted by phone or post.</li> <li>•A governor asked if the amendments were statutory. SGE confirmed the majority were guidance and therefore best incorporated into the policy.</li> <li>•LGB approved policy.</li> </ul> |  |
| 13.5 |  | <p><b>Anti-bullying policy</b></p> <ul style="list-style-type: none"> <li>•SA – safeguarding and anti-bullying updated.</li> <li>•JRU asked if, as the Safeguarding Governor, SA was comfortable overseeing bullying or if a separate person should be identified. SA agreed they are comfortable with the existing arrangements.</li> <li>•SVC to do more work on anti-bullying which includes bringing in anti-bullying ambassadors to help raise its profile. SA to support and challenge this work.</li> <li>•LGB approved policy.</li> </ul>  | SGE to review the wording for how conflict at home is managed. |
| 14   |  | <b>AOB</b>   |  |
| 14.1 |  | The next meeting will be virtual. LGB to contact PS if they have concerns with the hybrid approach to meetings.  |  |

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| 14.2 |  | The meeting closed at 20:30.                                |  |
| 14.3 |  | The next meeting will be on Tuesday 8th November (virtual). |  |

| <b>Action Log</b> |  |                 |                       |
|-------------------|--|-----------------|-----------------------|
| <b>ITEM</b>       | <b>ACTION</b>  | <b>DEADLINE</b> | <b>RESPONSIBILITY</b> |
| 1.1               | SP to inform Kerrie Jones (KJ) of Chair and Vice Chair nominations supported by LGB.                             | 14/10/2022      | SP                    |
| 4.1               | Governors to complete Pecuniary Interests from.  | 14/10/2022      | Governors             |
| 4.2               | Governors to complete Safeguard training.  | 14/10/2022      | Governors             |
| 5.1               | PS to electronically sign minutes from 19/07/2022  | 14/10/2022      | PS                    |
| 5.1               | SP to upload signed July minutes to SVC website.   | 14/10/2022      | SP                    |
| 6.1               | PS to discuss with RK item 8.4.  | 08/11/2022      | PS                    |
| 7.3               | Governors to forward Safeguard training certificates to MGR.   | 08/11/2022      | Governors             |
| 7.3               | PS/JRU to review the Governor Safeguarding training checklist and confirm where this information should be held. | 08/11/2022      | PS/JRU                |
| 8.2               | Invite a member of the ALT to attend a future meeting to discuss the ALT's strategic objectives.                 |                 |                       |
| 9                 | DBU to bring back contextualised exam results data to a future meeting.  |                 | DBU                   |
| 12.3              | Governors to forward to PSC their availability for taking part in Parents' event                                 | 23/09/2022      | Governors             |
| 12.3              | Following the parents' event, it was agreed feedback should be sought.   |                 |                       |
| 12.4              | The risk register will be reviewed at a later date.  | 08/11/2022      | CS                    |
| 12.4              | PS to go through the risk register and check off what this meeting has covered.                                  | 08/11/2022      | PS                    |

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| 13.5 | SGE to review the wording for how conflict at home is managed. | 08/11/2022 | SGE |
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| ROLLING ACTION LOG | DEADLINE | RESPONSIBILITY | UPDATE |
|--------------------|----------|----------------|--------|
|                    |          |                |        |
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|                    |          |                |        |

| AGREEMENTS LOG  |
|---|
| Polly Stanton (PS) had been nominated as the Chair. LGB agreed.   |
| Colin Sausman (CS) had been nominated as the Vice Chair. LGB agreed.  |
| LGB agreed that the information on the CIP and what the school is doing provided by JRU forms the Governance plan |
| LGB agreed to increase the number of Governors to 14.   |
| LGB agreed to provide extra support when and where needed until new governors are in post.                        |

| APPROVALS LOG  |
|--|
| Minutes of 19th July 2022 approved as a true and accurate record |
| Safeguarding policy approved                                     |
| H&S policy approved  |
| Behaviour and discipline policy approved                         |
| Anti-bullying policy approved                                    |

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