

1. Attendance & Apologies

| Members | Title | Representing | ✓ ✗ | Name of Substitute |
|--------------------------|---|--|--------|--------------------|
| Colin Morris (CM) | LSCB Independent Chair | | ✓ | |
| Jane Humphreys (JH) | Corporate Director of Children, Education & Social Care (CESC) | Local Authority | ✓ | |
| Lynda Brown (LB) | Head of Education, Early Years & Complex Needs | | ✓ | |
| Peter Kelly (PK) | Director of Public Health | | ✓ | |
| Liz Hanley (LH) | Adult Services Lead | | ✗ | |
| Shaun McLurg (SMCL) | Head of Children & Young People's Services (Children's Social Care, Youth Offending & Connexions Service) | | ✓ | |
| Julie Nixon (JN) | Head of Housing | | ✓ | |
| Reuban Kench (RK) | Head of Culture & Leisure, | | ✓ | |
| Cllr Ann McCoy (AMc) | Lead Cabinet Member - Children and Young People (Participating Observer) | | ✓ | |
| Neil Schneider (NS) | Chief Executive (Participating Observer) | | ✗ | |
| Jason Dickson (JD) * | Interim Detective Chief Inspector - Cleveland Police (Crime / Child Protection) | | Police | ✓ |
| Dave Toor (DT) | Inspector - Cleveland Police (Stockton District - Prevention) | | ✗ | Andy Fox |
| Bev Walker (BW) | Deputy Director of Nursing, Quality and Safety | NHS England (LAT) | ✗ | |
| Jean Freund (KF) | Executive Nurse | Stockton & Hartlepool CCG | ✗ | |
| Linda Watson (LW) | Clinical Director Community Services- NT&H FT (SLSCB Vice Chair) | North Tees & Hartlepool Foundation Trust | ✓ | |
| Lesley Mawson (LM) | Associate Director of Nursing and Compliance | Tees Esk & Wear Valley NHS Trust | ✓ | |
| Janice Deakin (JDe) | Service Manager | CAFCASS | ✓ | |
| Elaine Hunneysett (EH) | Head of Offender Management | Prisons | ✗ | |
| Lucia Saiger-Burns (LSB) | Director Of Operations | Durham & Tees Valley Probation Service | ✓ | |
| Lesley Cooke (LC) | Lay Member | Lay Members | ✓ | |
| Jo Thornhill (JT) | Lay Member | | ✗ | |
| Kerry Coe (KC) | Head Teacher – Primary Schools | Education Establishments | ✗ | |
| Sue Cain (SC) | Head Teacher – Secondary Schools | | ✓ | |
| Alex Taylor (AT) | Head Teacher - Independent Schools | | ✓ | |
| Phil Cook (PC) | Principal SRC | | ✗ | |
| Sandra Egleton (SE) | Assistant Director Barnardos | Voluntary Sector | ✗ | |

| SLSCB Advisors | | Representing | ✓ ✕ |
|-----------------------|---|---------------------------|-----|
| Karen Hedgley (KH) | Senior Manager, Children's Safeguarding and Looked After Children (Designated Nurse). | Stockton & Hartlepool CCG | ✓ |
| Kailash Agrawal (KA) | Designated Doctor | Stockton & Hartlepool CCG | ✓ |
| Pauline Beall (PB) | Business Manager | SLSCB | ✓ |
| Diane McConnell (DMc) | Chief Advisor School Effectiveness | SBC Schools | ✓ |

| Task Group Chairs | | Representing | ✓ ✕ |
|-------------------|---|------------------------------------|-----|
| Eric Jewitt | SBC CESC Childrens Workforce Manager | Childrens Workforce Training Group | ✓ |
| Simon Willson | SBC CESC Head of Business Support & Improvement | Performance & Practice Group | ✓ |
| Jason Dickson* | Cleveland Police (Crime / Child Protection) Detective Chief Inspector | Serious Case Review Sub Committee | ✓ |

Guests

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|----------------|--|
| Lindsey Tanner | Safer Families Policy Coordinator, |
| Sonia Daniel | Safer Families Tees Valley Regional Co-ordinator |

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|---------------------------|-----|
| Meeting Quorate: Yes / No | Yes |
|---------------------------|-----|

| Agenda No. | Agenda Ref | Discussion | Action | BY Whom / When |
|------------------------|--|---|---|----------------------|
| Business Issues | | | | |
| 1b | Safer Families Presentation | Prior to the presentation JD welcomed everyone to Police HQ, advised of the housekeeping and safety measures and in turn was thanked for the use of the building by the Chair. Presentation received from Lindsey Tanner, Policy Officer Safe Families followed by a question and answer session. | | |
| | | Request for Tees Valley Regional Co-ordinators details to be widely circulated. Sonia Daniel Tees Valley Regional Co-ordinator, Venture Hse, Aykley Heads, Durham DH1 5TS. Tel 0191 74 477 Email: soniadaniel@safefamiliesforchildren.com | 1b; Provide Contact details for Safe Families and Power Point presentation as presented. | PB 27.06.13 ✓ |
| 2a | Minutes of Board & Matters Arising from the Meeting held on: 16.05.13 | Minutes agreed as a true record. Follow up discussion took place regarding items: 2b - Safeguarding in Schools / Education Settings / Elective Home Education report - Action outstanding. | 2a (2b): Update report and recirculate to Members. <i>NB Updated and sent out 21.06.13</i> | DMc 30.06.13 ✓ |

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| | | <p>3a – Holme House Prison Safeguarding Procedures. Positive work to progress this had been taking place however JH had received an email from EH to advise JH her role is being deleted as part of the restructure taking place in Holme House Prison and there will no longer be a specific lead for public protection and safeguarding in the future. This will impact on the earlier discussion regarding liaison in respect of the prison safeguarding policies and procedures which are nationally written and implemented locally. EH questioned whether it would be possible to have an experienced Social Worker or manager to spend a few days in the prison working alongside their Public Protection Team to see if they can pick up any ways of streamlining processes re any gaps or advise how we could interface more effectively with community teams.</p> <p>JH will respond in respect of the procedures however the more pressing issue of who would assume the safeguarding role in the prison was of concern, especially as as a Board we had previously received positive assurance reports and were confident in with the work and contribution to safeguarding presented by EH.</p> | 2a (3a); Send letter to Governor HH Prison regarding restructuring and effect on safeguarding issues. | CM 30.06.13 ✓ |
| | | <p>5iv - Tees LSCB's Child Sexual Exploitation Procedure JD confirmed that the content within the procedures regarding under 13's and 16's was factually correct and was a direct lift from Government Guidance.</p> | | |
| | | <p>7 – CDOP Minutes 7a JH had received the breakdown of outstanding cases.</p> <p>7b – The issue regarding oxygen on the RAF helicopter now appears to have been misleading. Oxygen was on board however there wasn't anyone trained to use it. The RAF rescue service has now been privatised and it was agreed that a letter, taking into account our confidentiality issues, should be sent to the new providers regarding appropriate use of equipment.</p> <p>7c Meeting date for LSCB Chairs and DCS is 12.07.13 at Police HQ Middlesbrough. CM & JH to attend.</p> | 2a(7b): Letter to be sent from SCR Sub Committee on behalf of SLSCB re use of oxygen on rescue / emergency helicopters and vehicles. | JD 31.07.13 |

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| | | <p>12 – Impact of Welfare Reforms JH is arranging cross references of families who are to be subject to the Benefit Cap with those on RAISE and thus may be in need of more services. There are potentially 116 families involved.</p> | | |
| | | <p>14 – E-Safety Conference PB attended Tees E-Safety meeting in an attempt to move things forward. A 'flyer' providing clearer details of who the conference is for and what will be included should be available soon for Members to consider.</p> <p>Suggested audience is front line staff and designated safeguarding officers. Structure of event has been streamlined.</p> | <p>2a(14):Send flyer out when received for members to make decision regarding Stockton involvement in E-Safety Conference.</p> | <p>PB 28.06.13</p> |
| | | <p>16 Partners Operational Safeguarding Issues</p> <p>i. Workload Pressures CESC JH had expected partner agencies to have shared information regarding the proposed workload pressures letter and this indeed relates to the expected roles and responsibilities of Board Members.. Health representatives advised that it had been shared however there had been an issue in respect of the wording of the letter. 4 more Social Workers have been appointed, 3 of whom are experienced staff. The meeting with the Institute for Local Governance (ILG) has taken place and Cordis Bright has been engaged to look at workloads which will require interface with partner agencies.</p> <p>ii ACE Project Meeting has taken place with Barnardos and there may be the possibility of work continuing whilst the required commissioning arrangements are put in place. If direct work with schools is required this will need to be commissioned separately by schools and funded by them.</p> <p>iii. Meeting with Police & Police & Crime Commissioner Meeting took place on 18.06.13. Further discussions are to take place at the Tees DCS & LSCB Chairs meeting on 12.07.13</p> | <p>2a(16ii): Provide progress report regarding interim arrangements for ACE and future plans.</p> | <p>JH 15.08.13</p> |

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| 2b | Endorsement of the SLSCB Annual Report 2012 / 2013 | <p>The Chair presented the Annual Report which had previously been circulated for comment. No comments or suggested amendments were received by the reply date of 14.06.13. One omission was however raised at the meeting regarding the colour key on page 8 relating to Board Members who have left and their replacements on SLSCB.</p> <p>Subject to this amendment the Report was agreed.</p> <p>Board Members were advised that now agreed it will be sent to the Local Authority Chief Executive, Leader of the Council and the Police & Crime Commissioner and the Chair of the Health & Wellbeing Board in line with statutory requirements.</p> <p>A summary briefing has also been prepared which will be issued for all staff and other interested parties, including elected members of Stockton-on-Tees Borough Council.</p> | 2bi: Rectify colour key omission on page 7 of the Annual Report. | PB 27.06.13 ✓ |
| | | | 2bii: Send Annual Report as per Children Act 2004 requirements | PB 27.06.13 ✓ |
| | | | 2biii: Send Copy of Annual Report to Board Members | PB 27.06.13 ✓ |
| | | | 2biv: Issue Safeguarding CP Briefing, Summary Annual Report June 2013. | PB 27.06.13 ✓ |
| 2c | Andrew | <p>Précis of the current position in relation to concerns regarding the Foster Carers of 'Andrew' and the referral to the DBS provided.</p> <p>Discussion took place regarding the powers of the DBS to request reports as part of their consideration to bar, which they have implemented and what the implications of this may be.</p> <p>Consideration to be given as to whether the parents of children 1 & 2 should be made aware of the situation – decision to be taken following further discussion with DBS related to 'timing' should they proceed with the investigation.</p> <p>SBC Head of Legal Services provided guidance prior to the submission of the referrals and continues to support in respect of this matter.</p> <p>All present agreed to support and progress this agreed process and were fully aware of the possible implications that the information contained in the reports may be released into the public domain if DBS provide the reports to the Foster Carers. The letter accompanying the report to the DBS will again stress the confidentiality issues of the case and the possible need to only partially disclose information to the Foster Carers</p> | 2ci: 'Andrew' report to be provided to DBS following legal advice. | SMcL / PB 05.07.13 ✓ |
| | | | 2cii: Ask DBS if they could notify us prior to sharing the information with the Foster Carers. | SMcL / PB 05.07.13 ✓ |
| | | | 2ciii: Determine whether to inform Parents 1 & 2 of the situation | CM / JH 26.07.13 |
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| Development Day: Embedding the Culture of Greater Openness & Challenge | | | | |
| 3 | SLSCB Delivery Method: Review & Effectiveness | <p>CM as Chair highlighted the structure and reasoning for the title and issues relating to the Development session. Reference was made to the recently issued consultation document from Ofsted Inspection of services for children in need of help and protection, children looked after and care leavers with particular reference to pages 20 and 21 regarding the grade descriptors of an effective LSCB. This was also used to demonstrate the pace of change LSCBs needed to adopt linked to Working Together 2013, the recent Ofsted inspection and why today's session was timely and required input from everyone in attendance.</p> <p>Group work and feedback took place in respect of the perceived effectiveness of SLSCB looking at:</p> <ol style="list-style-type: none"> a. What's working? b. What doesn't work? c. What's the solution? d. Resources? <p>Although some issues of what's working overlapped with what doesn't work there were some common themes that arose.</p> <p>a) What works? Good attendance, contribution of key partners, Executive & Board approach, Quality Assurance sessions and checks. Front line sessions and feedback. Email Bulletins. Honesty. Staff engagement sessions. Board Members observations.</p> <p>b) What doesn't work? All Board Members aren't always aware of what and why things / decisions are happening / made at Executive meeting. The volume of work. Exec doesn't appear to be reducing workload. Is there an inner / outer circle. We don't use data to influence, challenge or</p> | 3ci: Send letter to Barnardos relating to decision regarding Voluntary Sector representation on SLSCB. | CM 15.07.13 |

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| | | <p>plan.</p> <p>Voluntary sector representation.</p> <p>Commitment to CAF.</p> <p>Interface with children and young people.</p> <p>c) What's the solution? Review and decide on structure and membership. This includes reviewing the Voluntary Sector representation on the Board, moving away from input from a national organisation i.e. Barnardos, to that of representation from the local voluntary and community sector. It was agreed that the local Voluntary Sector Consortium would be approached and SE from Barnardos would be advised of the decision that agreement was reached not to have a representative from a national organisation representing the Voluntary & Community Sector on SLSCB.</p> <p>Have themed meetings.</p> <p>Differentiate different roles of Statutory Board Members and other.</p> <p>Determine how we get to 'Good'. Executive Group to drill down into detail, provide summaries and make recommendations to Board.</p> <p>Agree and use an SLSCB Data Set.</p> <p>Deliver CYP Group.</p> <p>Be able to demonstrate outcomes for children.</p> <p>Consider holding evening meetings.</p> <p>Structure agendas to allow time for operational issues.</p> <p>Board to develop a 'Quality Mark' to be signed up to for a high profile campaign e.g. Protect young people from increasing sexualism and the resulting pressures to change behaviours and values.</p> <p>d) Solutions Task Group restructure. Input from the right people with sufficient allocation of time. Training.</p> <p>Have a Performance Manager.</p> | | |

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| | | <p>Flag up issues with Chief Executives.</p> <p>Become more practice focussed.</p> <p>Tweak current Board & Executive Group arrangements.</p> | | |
| 4 | Performance Framework / Data Set | <p>SW presented a proposed Data Set with key indicators based on national guidance and requested members to determine whether they were correct for Stockton; check whether anything missing; and could it once populated be used for monitoring assurance which over time would allow us to look at trends and analyse performance.</p> <p>Agreement reached that the proposed Data Set was comprehensive and that nothing should be removed. Information should be by agency where ever possible, this could be built up over time. Offences committed by children should be included, Attendance at ICPCs needs to help identify whether the people attending had the confidence and ability to make decisions. How are we hearing the voices of children under 8?</p> <p>Question raised as to whether we could learn from other LSCBs Data Sets. This may be something P&P could follow up on.</p> <p>Everyone agreed we need to start using the information we have. Data Set to be populated based on last year and quarter one (April – June) 2013 to provide a starting position. Additional indicators can be added as long as we don't loose focus.</p> | <p>4i: Review other LSCB Data Sets and report to Board on what we could learn / adopt from them.</p> <p>4ii: Proposed Data Set to be populated from 2012 / 2013 information for presentation to July Board.</p> <p>4iii: 2013 / 2014 Quarter 1 data to be presented to September Board.</p> | <p>SW 29.08.13</p> <p>05.07.13 SW</p> <p>SW 29.08.13</p> |
| 5 | 6 Issues | <p>JD provided a summary of the discussion that had taken place at the Executive meeting on 21st February regarding issues that we face, the Inspection Action Plan and partnership working. Executive Members had been asked to provide their 6 Key issues in advance of the meeting which were shared. The main issue for today was '<i>Are they, should they be in the Performance Framework?</i>'</p> <p>There was some confusion regarding what had been requested in advance of the meeting, however issues were identified from group work which took place.</p> <p>Examination of the issues presented were compared with the indicators included in the</p> | 5i: Caseloads of Health Visitors, School Nurses, Midwives and Social Workers to be included in SLSCB Data Set. | 05.09.13 SW |

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| | | <p>proposed Data Set to determine whether this process had brought to light any other issues that possibly should be included in the Data Set. In general most things were covered.</p> <p>Caseloads of Health Visitors, School Nurses, Midwives and Social Workers were identified as being missing but required in the Data Set</p> <p>Some other issues were identified however it was felt the data from these areas would be picked up in other reports; i.e. missing children, failure to attend appointments, progress of process and structure of the CCG, quality of risk assessments.</p> | | |
| 6 | Role & Function of Task Groups / Working Groups | <p>CM introduced the next session of the day which started to bring together some of the issues identified in earlier sessions by looking at the role and function of the Task Groups: What do they deliver and What do we need to do to make them more effective?</p> <p>Agreement was reached that the time was right to review them and that refocusing needed to take place. This led to the decision to work towards the following outcomes. The Task Groups as they currently stand would in time be stood down as the following new Sub Groups of the Board with new Terms of Reference emerged.</p> <ul style="list-style-type: none"> ➤ Performance Sub Group: Chair – Simon Willson ➤ Learning & Improving Practice Sub Group: Chair – Jason Dickson ➤ Workforce Sub Group: Chair to be determined. <p>The rational and thoughts behind the decisions were: Task Groups are usually workgroups that stem out of Sub Groups of main Boards.</p> <p>Work of some of the groups was overlapping and therefore losing focus whilst consuming additional and valuable time resources.</p> <p>Timescales for work wasn't clear and therefore drift occurred in some areas where as other groups were being stood down when they could have picking up some of the work.</p> | | |

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| | | <p>An example is P&P which is currently tasked with carrying out the review of whether actions from reviews have had an impact or been implemented. The original plans are developed by the current SCR Sub Group or from an SCR some of which also have training requirements. Recently SCR Sub Committee meetings have been stood down and it was agreed that they could have been progressing the outcomes of action plans rather than not meeting. This was seen very much as meeting the 'learning' needs of the LSCB.</p> <p>Working Together and the proposed LSCB descriptors in the Ofsted inspection document have started to lead the way in terms of the way forward of looking at Performance, Learning & Improving Practice and the Childrens Workforce.</p> <p>The question of whether there was a need for a Stockton Training Group was raised or whether this could be a Tees Group. As this had recently been the subject for some extensive work which may be looked at again in the future as part of the Tees LSCB Chairs and DCS group it was agreed to stay with a Stockton Group however the remit of the group and the chairing arrangements would need to be looked at. As SLSCB 'commissioned' SBC to deliver the training it was agreed EJ should not chair the group. Once a new Chair is agreed a hand over will take place. EJ will remain on the group but as a participant member.</p> | | |
| | | <p>a) Performance Sub Group: Chair – Simon Willson This group will change from its broad focus to that of the Data Set, analysis, picking up national and regional activity and outcomes.</p> <p>Revised Terms of Reference to be presented to the July Board.</p> <p>Membership of the Sub Group appears to be suitable but should be reviewed once the Terms of Reference are agreed.</p> <p>It was proposed that audit of case files will move to fit within the Learning & Improving Practice Group.</p> | <p>6a: Draft Performance Sub Group Terms of Reference for Boards approval.</p> | <p>15.07.13 SW</p> |

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| | | <p>b) Learning & Improving Practice Sub Group: Chair – Jason Dickson</p> <p>This will replace the SCR Sub Committee however it was agreed the Chairing arrangements would remain the same as the current Chair chairs the other Tees LSCBs SCR Groups. JDs replacement (Steve Jerming) to take over the role when he is in post.</p> <p>Reviewing, developing action learning and monitoring actions from all learning reviews, including good examples of positive outcomes from casework should be included to determine and learn from best practice as well as SCRs. This also reflects the requirements in Chapter 4 of Working Together. This should help us take on the learning mantle more rather than just the doing the review elements.</p> <p>Membership of group will need to be expanded.</p> <p>Task & Finish Audit Groups which include members of core groups linked to this Sub Group may be beneficial as audits are seen as key task in Working Together and the proposed inspection. Time will need to be allocated for these tasks if they are to be done properly. Overload could occur if it is included as part of the Sub Groups task.</p> | 6b: Draft Learning & Improving Practice Sub Group Terms of Reference for Boards approval. | 15.07.13 JD |
| | | <p>c) Workforce Sub Group – Review of group required to ensure it meets Working Together requirements and discussions at previous Board meetings and, has a clear focus on all elements of required delivery; single agency and multi agency, development and evaluation of training programme and courses that are effective and evaluated regularly for impact on management and practice.</p> | 6ci: Workforce Sub Group Chair to be sought | 30.07.13 CM |

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| | | <p>Chair from a non LA setting was suggested to provide balance. A strong suggestion was made that the new Chair should come from one of the Board Members representing Health.</p> <p>Current Chair to provide revised Terms of Reference.</p> <p>Membership of the group will require review once the Terms of Reference are agreed.</p> | 6cii: Draft Childrens Workforce Sub Group Terms of Reference for Boards approval. | 05.09.13 EJ |
| | | <p>Sub Group Chairs will need to work together to ensure co-ordinated activity takes place and omissions or drift don't occur.</p> <p>Current Task Groups to remain in place until revised Terms of Reference are agreed and new arrangements are set up.</p> | | |
| | | VEMT Operational Group: Chair Shaun McLurg, Group recently formed and links to Tees VEMT. No changes proposed. | | |
| | | <p>Tees Groups to remain in place:</p> <ul style="list-style-type: none"> ✓ VEMT ✓ Procedures ✓ CDOP ✓ E-Safety ✓ Chairs & DCS | | |
| 7 | Actions to Take Today's Learning Forward | <p>Actions included in minutes to be processed plus:</p> <p>1 Way forward agreed for:</p> <p>a. Board and Executive arrangement to remain in place for the next 12 – 18 months..</p> <p>b. Data Set as a monitoring assurance tool to be up and running by the September Board meeting. See Action 4c:</p> <p>c. Sub Groups to be established and in place by November 2013. See Actions: 6a, 6b and 6cii</p> <p>d. Letter to be sent to Barnardos advising that representation from Barnardos on the Board will not be required however their experience and input to Sub Groups would be welcomed. See Action: 3ci</p> | <p>7.2: Review Board Membership</p> <p>7.3: Contact Stockton Childrens Consortium regarding representative on SLSCB</p> <p>7.4: Plan Staff Engagement Sessions</p> | <p>Exec Group. 15.08.13</p> <p>CM 15.08.13</p> <p>Exec Group. 15.08.13</p> |

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| | | <p>2 Membership of the Board to be reviewed to make best use of peoples time, experience and involvement.</p> <p>3 Stockton-on-Tees Childrens consortium to be contacted to discuss inclusion of a representative from the Local Voluntary Sector on the Board.</p> <p>4 Staff Engagement sessions to be planned, themed e.g. CAF and possibly on an agency basis this year</p> | | |

SLSCB Meetings 2013 / 2014

| Board Meeting | Venue | Executive Meeting | Venue |
|---|-------------------------|------------------------|----------------------|
| 16 th May | Preston Hall | 18 th April | Conf Rm 2 Munic Bldg |
| 20 th June (Development Day 9-4) | Ladgate Lane, Police HQ | 15 th Aug | Conf Rm 2 Munic Bldg |
| 18 th July | Preston Hall | 17 th Oct | Conf Rm 2 Munic Bldg |
| 19 th Sept | Preston Hall | 19 th Dec | Conf Rm 2 Munic Bldg |
| 21 st Nov | Preston Hall | 20 th Feb | Conf Rm 2 Munic Bldg |
| 16 th Jan | Preston Hall | | |
| 20 th Mar | Preston Hall | | |

