



Llantwit
Major
School

Ysgol
Llanilltud
Fawr

SUBSTANCE MISUSE POLICY 2017

Responsibility:	L E Pownall
Review:	September 2018

SUBSTANCE MISUSE POLICY

Rationale

The policy has been formulated with reference to the strategy document: 'Working Together to Reduce Harm: The Substance Misuse Strategy for Wales 2008-18' and Welsh Government Guidance (2013): Guidance for Substance Misuse Education 107/2013

The school has a very strong ethos of care and support through its Learning and Wellbeing team and a proven record of promoting health through its Healthy Schools national award.

This policy has been written in conjunction with staff, pupils and governors and key partners. The main aim of this policy is to help children and young people resist substance misuse in order to achieve their full potential in society. Effective substance misuse guidance enables children and young people to make responsible, well informed decisions about their lives. This policy approach ensures that it is not delivered in isolation but as part of the approach within the Personal and Social Education Framework for Wales. The school will endeavour to support pupils with their own and/or with their family member's substance misuse. Within the schools' Learning and Wellbeing Department, appropriate intervention and education programmes will be considered e.g. counselling; education about smoking via local projects. Relevant staff will give due consideration to the identification and support of vulnerable, at risk pupils.

Definitions and Terminology

This policy covers the wide range of substances, both legal and illegal which are misused in Wales. This policy also includes e-cigarettes - which should be treated the same as regular cigarettes. The standard definition used in this policy for substance misuse is:

'A substance people take to change the way they feel, think or behave' United Nations.

Under the Misuse of Drugs Act 1971 the following are offences:

- Possession of a drug unlawfully
- Possession of a controlled drug with intent to supply it
- Supplying or offering to supply a controlled drug (even where no charge is made for the drug)
- Allowing premises you occupy or manage to be used unlawfully for the purpose of producing or supplying controlled drugs

The School and governors have a responsibility to ensure that the activity of pupils, staff and visitors adheres to the law relating to substance misuse. In order to comply with these requirements of this policy, the Headteacher will:

- Ensure the Substance Misuse Policy is in place and that it is understood by all relevant individuals including pupils
- Maintain vigilance over the school premises and grounds through the duty teams operating to the best of their abilities within the constraints of time and coverage
- Establish systems to oversee and co-ordinate substance misuse procedures
- Keep a record of all substance misuse incidents
- Follow any advice from police and liaise closely with them to ensure that there is an agreed local policy for dealing with the range of illegal substance misuse incidents which might arise.

In all matters appertaining to managing substance misuse, the first concern must always be the health and safety of the whole school community.

Purpose/Principles of the Policy

- To establish the legal requirements and responsibilities of the school and clarify their approach to substance misuse for all staff, pupils and governors, parents/carers, external agencies and the wider community.
- Enable staff to manage incidents of substance misuse with confidence and consistency, ensuring their response complements the overall approach to the values and the ethos of the school, whilst ensuring the best interests of those involved.
- Reinforce and safeguard the health and safety of pupils and whole school community and others who use the school.
- Give guidance on developing, implementing and monitoring the schools PSE programme in conjunction with the All Wales core programme.
- Provide a basis for evaluating the effectiveness of the school substance misuse education programme.

Broad Guidelines

- The procedures and practices of this policy relate to all times of the day both within the school boundaries and beyond the school premises. Students working in part with other educational organisations are bound by the same procedures as if they were on the school site, as will be the case with school visits regardless of the rules / laws of the venue or host country.
- The policy applies to all staff, pupils, parents/carers, governors and partner agencies working with the school.
- A wide variety of frameworks will be used to deliver the substance misuse education programme e.g. the use of assemblies, tutorial time, cross-curricular activities. Staff support will be provided and training encouraged.
- The School will ensure that all incidents are recorded and that the school procedures are followed.
- Schools will engage with the School Police Liaison Officer, local police and relevant Vale of Glamorgan Council departments in all methods of prevention and deterrence.

Substance Misuse Education in the Curriculum

Substance misuse education will form part of the PSE provision in accordance with the PSE Framework and will be taught by the All Wales Core Programme, Outside Agencies such as Inroads and Theatre groups, and classroom teachers. Outside visitors should not provide a 'one off' input but should be part of a teacher led, comprehensive substance misuse education programme.

The content will be based on the National Curriculum science subject order and on the PSE Framework. A balanced approach will be taken to develop knowledge skills and understanding. Pupils will be given opportunities to clarify their attitudes skills and understanding towards about drugs.

Key Stage 3 programme includes:

- Displaying a responsible attitude towards keeping the mind and body safe and healthy
- Developing positive attitudes towards themselves and others
- Understanding the effects and risks from the use of a range of legal and illegal substances and the laws governing their use
- How to use alcohol responsibly and the risks of binge drinking
- How to access different sources of information, support and advice.

Key stage 4 programme includes:

- Accepting personal responsibility for keeping the mind and body safe and healthy
- Understanding the short and long term consequences when making decisions about personal health
- Understanding the social and legal consequences of the use of legal and illegal substances
- How to access professional health advice and personal support with confidence.

Post 16 programme includes:

- Accepting responsibility for all aspects of personal and social development and well-being
- Acting as role models for younger students
- Understanding how to evaluate personal lifestyle choices
- Understanding the need to exercise responsibility for personal and group safety in social settings.

Welsh Baccalaureate:

- Drugs, alcohol and smoking are covered in the health section of the Welsh Baccalaureate SoW
- Important skills related to substance misuse education to be developed in the school are resisting pressure, analysing risk, decision making, problem solving and simple first aid skills

- Important values related to substance misuse education to be promoted in the school are: respect for self and others; independence of mind and the right to hold individual views; keeping oneself safe; looking after the body; honesty and truth; sensitivity to the environment
- The school has a PSE Co-ordinator and she will ensure that a planned and co-ordinated programme of substance misuse education is in place. She will monitor and evaluate the drug education as part of the PSE provision. Outside agency input will be evaluated by relevant staff monitoring delivery and resources and via the use of ‘pupil voice.’

Policy Exceptions

Although illegal substances have no place in school, there are instances where some substances may legitimately be in school:

- Medicines: Prescribed and over the counter medicines are only permitted for use when authorised by letter from parent to school and for the sole use of child. There are set procedures for storing and administering medicines in school.
- Volatile substances: Those used by specific departments in school.

Alcohol: If alcohol is authorised at school, for example at parent or community events, the arrangement for storage or use should be adhered to. It is an offence under the Licensing Act 1964 to sell alcohol without a license. The school may obtain an occasional license to sell alcohol under the Licensing (Occasional Permissions) Act 1983. However, no license would be needed by the school to offer alcohol at school events (where no sale takes place) or to store alcohol.

Monitoring & Evaluating

An audit of the substance misuse provision will be undertaken annually in light of the National Curriculum and WAG guidelines for Science and PSE.

A comprehensive substance misuse education programme is provided by the school in conjunction with staff, Police Liaison Officer and other relevant agencies/ partners.

The Governing Body will be invited to monitor the development of the school’s response to substance misuse.

Development Process

This revision of the school substance misuse policy follows consultation with all staff, governors, School Council, Public Health Wales, the Police and the Vale of Glamorgan substance misuse group. The format is taken from the documents: WG (2013) Guidance for Substance Misuse Education - Guidance 107/2013; the Personal & Social Education Framework for 7-19 Year Olds in Wales (WAG, January 2008) and Drug Guidance for Schools (DFES, February 2004).

Location and Dissemination

This policy will be on the School Website.
Context of Policy and Relationship to other Policies.

This substance misuse policy has links with the following policies:

- School Discipline Policy
- Anti-Bullying Policy
- Health and Safety Policy
- School Visits Policy
- Safeguarding Policy
- PSE Policy

and any other relevant policies.

Staff with key responsibilities

The following members of staff have a key role in overseeing and co-ordinating substance misuse procedures:

Name	Role	Responsibility
Jo Rosser	Leader of PSE	Education about substance misuse through PSE
Leanne Pownall	Assistant Headteacher	Lead responsibility for policy; Designated Child protection Senior person

Staff support and training

In-school induction

It is essential that all school staff have general substance misuse awareness and a good understanding of the school's Substance Misuse Policy and other related policies. This understanding should include first steps in managing substance-misuse incidents and identifying and responding to pupils' needs.

Continuing Professional Development

All staff will receive updates on relevant substance misuse related matters. Those directly involved in the delivery of substance misuse education will receive appropriate training in knowledge, skills and teaching methodology before they are expected to deliver programmes of study.

Managing Incidents of Substance Misuse

Guidance in this section has made reference to the document produced by the Welsh Police Forces entitled 'School Beat Protocol' 14/15.

Supervision

As part of their duty of care and as a security measure, anyone suspected of using, being in possession of, or under the influence of a legal or illegal substance should be supervised at all times, in isolation.

Searching

(Please also refer to

<http://wales.gov.uk/docs/dcells/consultation/091126behaviourinschoolsen.pdf>)

- School staff may not carry out personal searches of pupils or adults, their clothing or their personal property even if they suspect that the person is in possession of a forbidden substance or article.
- School staff should follow the school procedures and/or contact the Senior Management Team if it is felt that a search may need to be undertaken.
 1. If a pupil fails to comply with a request to search property when they are suspected of substance misuse, senior staff may contact parents and request that they come into school and search the pupil and his/her property;
 2. Proceed on formal lines and contact the police.
- Staff may search school property e.g. desks, lockers, although prior permission should be sought. Searches may be conducted even if permission is refused.
- The headteacher will need to balance the likelihood that an offence has been committed against the risk of infringing the individual's privacy without just cause.

On finding a substance

- If legal substances (including cigarettes, e-cigarettes and tobacco) are confiscated they should be given to a designated senior member of staff or headteacher. Parents have the right to collect the confiscated property
- If illegal substances are confiscated or found, they should be kept in a safe and secure place in school until they can be handed over to the police. Staff must not store them in their own bags, car or home.
- A Substance Misuse Incident Form should be completed by the designated member of staff and filed in the school records. This should be completed for all substance misuse incidents, not just illegal drugs. (APPENDIX 1)

Dealing with the media

All enquiries from the media about substance misuse incidents and the programme of substance misuse education should be directed towards the Head Teacher. The school will attempt to build good relationships with local reporters and bring to their attention examples of good practice within the school.

Substance Misuse incidents involving adults

This guidance applies also to:

- Teachers
- Non-teaching staff
- Any other adult involved in any school activity, on or off the school site

Any employees of the Vale of Glamorgan council involved in substance misuse incidents will be dealt with through the staff Disciplinary Policy. The headteacher will make a decision as to how to deal with non-VOG employees involved in such incidents.

Smoking

To promote and protect the health, wellbeing and safety of the whole school staff and pupils the school and all its buildings, grounds and school transport are SMOKE FREE.

The policy applies to - all teaching staff - permanent, temporary, full or part time and supply; peripatetic teachers; support staff; canteen staff; caretakers and cleaners; administration staff; students on placement; contractors; parents/visitors; committee members such as governors, PTA; and all pupils

Pupils: Pupils will learn about the benefits of being smoke-free through a variety of lessons/initiatives. Any pupil caught smoking on the school site or property will be subjected to the sanctions detailed in this document. Any pupil wishing to stop smoking should be put in contact with the school nurse. E-cigarettes will be dealt with in the same way.

Staff: There will be no designated smoking areas. Smoking will not be permitted on the school site or in the immediate vicinity, whereby smoke may affect other employees or pupils or portray a negative image of the school. Anyone wishing to smoke whilst on official breaks or whilst clocked off must leave the immediate vicinity of the school premises.

A breach of the policy by staff will be treated as a disciplinary issue and the full range of disciplinary penalties as described in the schools Disciplinary Procedures can be imposed.

Any member of staff wishing to stop smoking can contact Stop Smoking Wales (0800 0852219) or contact Occupational Health

Visitors and Parents

Visitors and parents should be asked to extinguish their cigarettes in line with the school policy.

Conclusion

The main aim of this policy is to help children and young people resist substance misuse in order to achieve their full potential in society and to enable the school to manage incidents of substance misuse efficiently and sensitively. This policy ensures that substance misuse is not delivered in isolation but as part of the approach within the Personal and Social Education Framework for Wales.

Outside Agencies

The Filter Wales Organisation

UP2U

Switched on

www.red-button.org (website)

INTERVENTIONS

SUBSTANCE	INITIAL ACTIONS	WHO	FOLLOW-UP ACTIONS
Cigarettes	1. Confiscate and destroy	Any member of staff	1. Follow school internal referral procedures Possession or consumption <ul style="list-style-type: none"> • First offence = After school Detention. Send Standard Letter 1 (Appendix 2). Issue smoking related information to pupil • Repeat offences = 1 day isolation/exclusion off site
Alcohol	1. Ensure safety of child if alcohol consumer 2. Confiscate any alcohol child may have	Any member of staff Any member of staff	1. Follow school internal referral procedures 2. Designated person carries out guidelines on Managing Incidents of Substance Misuse 3. Contact parents to remove child 4. Send Standard Letter 2 (Appendix 3) Possession or consumption <ul style="list-style-type: none"> • First offence = 1 day isolation from mainstream lessons • Repeat offences = 2 day isolation/exclusion from mainstream lessons Supplying = Sanction to depend on individual cases. Possible referral to police for any adult who may have purchased alcohol for an under-age drinker. <ul style="list-style-type: none"> • Re-integration meeting with parents to include: • Pastoral Support Plan • Information & advice on alcohol misuse and support services available

			<ul style="list-style-type: none"> • Support sessions with appropriate member of staff to be offered on return day to school • Onward referral to Young Person's Substance Misuse Service offered • Possible referral to other services if applicable <p>5. Refusal of bullet points 3 & 4 above to be recorded in pupil file</p>
Volatile Substances	<ol style="list-style-type: none"> 1. Ensure safety of child if they have used a substance 2. Confiscate any substance child may have 	<p>Any member of staff</p> <p>Any member of staff</p>	<ol style="list-style-type: none"> 1. Follow school internal referral procedures 2. Designated person carries out guidelines on Managing Incidents of Substance Misuse 3. Contact parents to remove child if necessary 4. If no necessity to remove pupil, contact parents to raise concern 5. Send Standard Letter 2 (Appendix 3) <p>Possession or consumption</p> <ul style="list-style-type: none"> • First offence = 2 day isolation from mainstream lessons/exclusion off site per school protocols • Repeat offences = 2 day isolation from mainstream lessons/exclusion off site as per school protocols <p>Supplying = 3 day exclusion from mainstream lessons/exclusion off site as per school protocols</p>

			<p>These sanctions may differ if there is a serious Health & Safety concern attached to an incident</p> <p>6. Re-integration meeting with parents to include:</p> <ul style="list-style-type: none"> • Pastoral Support Plan • Information and advice on substance misuse and support services available • Support session with appropriate member of staff to be offered on return day to school • Onward referral to Young Person's Substance Misuse Service offered • Possible referral to other services if applicable <p>7. Refusal of bullet points 3 & 4 above to be recorded in pupil file</p>
<p>Unrestricted or Psychoactive Drugs</p> <p>e.g. Alkyl Nitrates, Khat</p>	<ol style="list-style-type: none"> 1. Ensure safety of child if they have used a substance 2. Confiscate any substance child may have 	Any	<ol style="list-style-type: none"> 1. Follow school internal referral procedures 2. Designated person carries out guidelines on Managing Incidents of Substance Misuse 3. Contact parents to remove child if necessary 4. If no necessity to remove pupil, contact parents to raise concern 5. Send Standard Letter 2 (Appendix 3) <p>Possession or consumption</p> <ul style="list-style-type: none"> • First offence = 2 day isolation from mainstream lessons

			<ul style="list-style-type: none"> • Repeat offences = 2 day exclusion from mainstream lessons <p>Supplying = Sanction to depend on individual cases</p> <p>6. Re-integration meeting with parents to include:</p> <ul style="list-style-type: none"> • Pastoral support plan • Information and advice on substance misuse and support services available • Support session with appropriate member of staff to be offered on return day to school • Onward referral to Young Person’s Substance Misuse Service offered • Possible referral to other services if applicable • Possible Prevent & Deter referral <p>7. Refusal of bullet points 3 & 4 above to be recorded in pupil file.</p>
<p>Over the counter prescription medicines</p> <p>This guidance has been written with reference to the WAG document entitled ‘Access to Educational Support for Children &</p>	<ol style="list-style-type: none"> 1. Ensure safety of child 2. Check for permission letter 3. If no permission letter, confiscate medicines 	<p>Any</p> <p>Any</p> <p>Any</p>	<ol style="list-style-type: none"> 1. Follow school internal referral procedures 2. Designated person carried out guidelines on Managing Incidents of Substance Misuse <p>Possession or consumption</p> <p>First Offence</p> <ul style="list-style-type: none"> • Contact parents to remind them of procedure • Ask them to remove child if necessary • Send Standard Letter 2 (Appendix 3)

<p>Young People with Medical Needs' May 2010</p>			<p>Sanctions may be applied depending on the circumstances of individual incidents Repeat Offences = Parents called in to discuss the issue and possible sanctions depending on circumstances Supplying Apply sanction as deemed appropriate</p>
<p>Illegal Substances e.g. Cannabis Cocaine Mephadrone</p>	<p>1. Ensure safety of child if they have used a substance 2. Confiscate any substance child may have</p>	<p>Any Any</p>	<p>1. Follow school internal referral procedures 2. Designated person carried out guidelines on Managing Incidents of Substance Misuse Possession or Consumption First offence = fixed term exclusion: Send Standard Letter 3 (Appendix 4)</p> <ul style="list-style-type: none"> • Police notified - initially the School Liaison Officer but if not available, then the local police • LEA notified <p>Supplying First offence: Sanction may differ depending on individual cases and may lead to permanent exclusion for a first offence</p> <p>3. Re-integration meeting with parents to include:</p> <ul style="list-style-type: none"> • Pastoral Support Plan • Governors' Committee and contract • Information & advice on substance misuse and support services available

			<ul style="list-style-type: none">• Support sessions with appropriate member of staff to be offered on return day to school• Onward referral to Young Person's Substance Misuse Service offered• Possible referral to other services• Possible Prevent & Deter referral <p>4. Refusal of bullet points 4 & 5 above to be recorded in pupil file</p> <p>Second Offence - possession, consumption, supplying</p> <ul style="list-style-type: none">• Permanent exclusion• Police notified - initially the School Liaison Officer but if not available, then the local police.
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Appendix 1 (a)

YSGOL LLANILLTUD FAWR

Record of Substance Misuse Related Incident (including smoking)

People Involved

Pupil Name(s)	Form Class(es)	Repeat offence Y/N
Witness Names	Other staff/agencies involved	

Type of Incident

Smoking on school premises	✓
Drug, drug paraphernalia or drug litter found on or near school premises	
Pupils in possession of substances on school premises, trip or transport	
Pupils misusing substances on school premises, trip or transport	
Pupils selling or supplying substances on school premises, trip or transport	
Pupil discloses that they are misusing substances in and out of school activities	
Pupil discloses that their parent/guardian are misusing substances	

Description of Incident

Date	Time	Location	Substance(s) involved
Description of incident including description of any symptoms, what was seen or said and actions taken.			
First aid treatment given <input type="checkbox"/> Yes <input type="checkbox"/> No	By Whom	What treatment was given	
Ambulance called <input type="checkbox"/> Yes <input type="checkbox"/> No	By Whom	Time	
Were any searches made? <input type="checkbox"/> Yes <input type="checkbox"/> No	By Whom	Description	Witness names
Substances seized <input type="checkbox"/> Yes <input type="checkbox"/> No	By Whom	Where stored	Witness names
Substance disposal <input type="checkbox"/> NA <input type="checkbox"/> Toilet/sink <input type="checkbox"/> Collected by parent <input type="checkbox"/> Collected by police	By Whom	Date/Time	Witness names
Have parents been informed <input type="checkbox"/> Yes <input type="checkbox"/> No	By Whom	Name of Parent	Date/time
Who else has been informed about the incident	<input type="checkbox"/> Police <input type="checkbox"/> School Substances Lead <input type="checkbox"/> Head Teacher <input type="checkbox"/> Young Person Substance Misuse Service <input type="checkbox"/> Form Tutor <input type="checkbox"/> Other.....		
Pupil removed from school <input type="checkbox"/> Yes <input type="checkbox"/> No	Collected by		Time

Form completed by

Name	Signature	Date
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Appendix 1 (b)

YSGOL LLANILLTUD FAWR

Record of Follow Up Action to Substance Misuse Related Incident

Sanction given to pupil(s)

Sanction	Start date/time	End date/time
Letter sent to parents/guardians <input type="checkbox"/> Yes <input type="checkbox"/> No		
Further sanctions following investigations/re-integration meetings		

Smoking Incidents Only

Smoking health leaflets and verbal information issued to pupil <input type="checkbox"/> Yes <input type="checkbox"/> No	By Whom	Pupil Signature
Information about cessation support issued to pupil <input type="checkbox"/> Yes <input type="checkbox"/> No		

Re-integration Meeting (N/A for smoking)

Re-integration meeting letter sent <input type="checkbox"/> Yes <input type="checkbox"/> No	By Whom	Date Sent	
Who was present (please provide name and who they are)			
Date of Meeting	Time of Meeting	Location	
Key discussion points from the meeting and agreed actions/support			
Actions (✓)		Who	Details
<input type="checkbox"/>	Leaflets and verbal information on substances given		
<input type="checkbox"/>	Information about support service given		
<input type="checkbox"/>	Pastoral Support Plan		
Onward referral to other service (✓)			
<input type="checkbox"/>	Young person Substance Misuse Service		
<input type="checkbox"/>	Social Services		
<input type="checkbox"/>	Other _____		
Was a support session with a member of staff organised on return day to school? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date and time planned	With Whom?	Did this take place? <input type="checkbox"/> Yes <input type="checkbox"/> No If pupils refused, they must sign here
Was a follow up meeting planned? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date and time planned	With Whom	Did this take place?

Pupil and Parent/Guardian Declaration

We agree that this is an accurate record of the discussion held and confirm that we have received a copy of this form

Pupil Name	Signature	Date
Parent/Guardian Name	Signature	Date
School Staff Name	Signature	Date
Other	Signature	Date

Appendix 2

Dear

Substance Misuse Incident

Your child has been involved in an incident of substance misuse.

The substance concerned was cigarettes.

Details of incident:

.....
.....
.....

The School views substance misuse extremely seriously and as a result of this incident your child has been given an after school detention on.....

Your child has been issued with information about the negative effects of smoking on his/her health and the smoking cessation services that are available.

.....

Appendix 3

Dear

Substance Misuse Incident

Your child has been involved in an incident of substance misuse.

The substance concerned was:

.....

Details of incident:

.....

.....

.....

The School and Governors views substance misuse extremely seriously and as a result of this incident the following sanction has been applied to your child:

.....

.....

Your child will return to mainstream lessons / school on:

.....

We would like you to attend the re-integration meeting in school for your child

on..... at.....

At this meeting we will discuss how to help your child manage any problems related to substance misuse and the support that the school or other services can offer to prevent any further incidents which may lead to exclusion.

Please confirm your attendance at this meeting.

Substance Misuse Policy: Standard Letter 2

Appendix 4

Dear

Substance Misuse Incident

Your child has been involved in an incident of substance misuse.

This was a serious incident of substance misuse involving an illegal substance. The substance involved was

.....

Details of incident:

.....

.....

.....

The School and Governors view substance misuse extremely seriously and as a result of this incident your child will be excluded from school for 5 school days.

Your child will be excluded from school from.....
and will return to school on.....

The Police and Local Education Authority have also been informed of the incident.

We would like you to attend the re-integration meeting in school for your child on

.....at.....

At this meeting we will discuss how to help your child manage any problems related to substance misuse and the support the school and other services can offer.

You have the right to make representations to the School Governors Pupil Discipline Committee if you so wish. To make representations, please contact the Chairman of the Governing Body at Llantwit Major School, Ham Lane East, Llantwit Major, Vale of Glamorgan, CF61 1TQ. Tel. 01446 793301, as soon as possible.

You have the right to see a copy of (pupil name's) School record. Due to confidentiality restrictions, you will have to notify me in writing if you wish to be supplied with a copy of (pupil name's) School record. There will be a charge for photocopying.

You may wish to contact Mrs Jane Werrett at The Vale of Glamorgan Council, Pupil Support Services, Civic Offices, Holton Road, Barry, Vale of Glamorgan, CF63 4RU. Tel. 01446 741219, who can provide advice.

IT IS OF UTMOST IMPORTANCE THAT YOU AND YOUR CHILD UNDERSTAND THAT A SECOND OFFENCE INVOLVING AN ILLEGAL SUBSTANCE COULD RESULT IN A PERMANENT EXCLUSION FROM SCHOOL.

Please confirm your attendance at this meeting.