

**MINUTES OF A MEETING OF THE GENESIS EDUCATION TRUST BOARD HELD ON
MONDAY 6 JULY 2020 AT 6.30 P.M. VIA ZOOM**

Present: Graham Moss (Chair)
Reverend Canon Ade Ademola
Paul Powell
Beverley Hall-Chief Executive Officer
Lisa Collison
Hilton Idahosa
Nicola King
Heather Boardman

Clerk to the Governors: Caroline Russell

Also present: Elaine McDonald-James, Chief Operating Officer

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.1.	Membership of Board: Next meeting to consider	Trust staff	Next meeting
7.3.	Support for Families in Need in September 2020: Individual Heads to action	Heads	Ongoing
10.2.	Capital Funding: CEO/COO to meet with project manager.	CEO/COO	Ongoing
11.1	Date and Time of Next Meeting: To be confirmed by AB at Trust. Draft agenda items per minute	AB	Ongoing

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting by the chair which opened with a prayer by Paul Powell.

1.2 Apologies for Absence

There were none.

1.3 Quorum

The meeting was quorate with 8 trustees present.

1.4 Notification of Any Other Business

- ICT quote additional information
- Teachers' Regulation Agency
- Capital Improvements
- CIF bids

2. DECLARATIONS OF INTEREST

- 2.1 There were no declarations made pertaining to any of the agenda items for this meeting.

3. CHAIR'S ACTIONS

3.1. Trustee Vacancies

The return of Heather Fleetwood as a trustee with HR skills was considered and **AGREED.**

ACTION:

-Formal recommendation to autumn term meeting re this from chair and CEO.

3.2. Return of Year 5 Pupils

Further update was given.

3.3. Leadership Issue

It was noted that the Head Teacher at St Margaret's Primary had applied for a post elsewhere with release agreed from 1 September 2020. Amir as Executive Principal will oversee the school with an appointment of an internal Head of School to follow. David Huntingford was thanked for his service over the last 3 years.

4. CHIEF EXECUTIVE OFFICER'S ACTION

- 4.1. It was noted that regular updates had been received regarding implementation of government guidance in relation to issues including health and safety, welfare and education of children.

- 4.2. Vulnerable and key worker children have been supported with Reception, Year 1, Year 5 and 6 welcomed back to school. Summer and Saturday schools will be run again this year and children are pleased to be back in school.

- 4.3. The Trust has worked to ensure the safe return of all children in September with a broad and balanced curriculum, support targets to be set for all children to recover lost learning by the time they leave school. Further updates will be given when risk assessments have been completed.

- 4.4 Application to various central and local government funds was noted re tutoring and reimbursement of additional costs arising from COVID19.

5 MEMBERSHIP OF THE GOVERNING/ TRUSTEES BOARD

- 5.1 Canon Ade Ademola and Stuart Lambert reappointed to the Federation LGB

6. MINUTES

6.1. Minutes were Received, Approved and Considered as Follows:

- Minutes of GET Board meeting on 16 March 2020.
- Minutes of GET Board meeting on 27 May 2020.
- Draft minutes of Finance and Premises GET Board on 11 May 2020.
- Draft minutes of Standards GET Board on 20 May 2020.

6.2. Minutes/ Reports from Committees

COO reported re 208, Markhouse Road and need to ensure return of funds to the Trust from the Diocese (£92,000 and the internal transfer from St. Margaret's to St. Saviour's of £117,000).

ACTION: Finance and Premises Committee agenda standing item. Advice to be sought on mechanism of transfer.

6.3. Standards GET Board 20/05/2020

Draft minutes were received and accepted.

Q. Have any children been tested for COVID? **A.** Yes, with no positive results. 1 staff member had early COVID. Lap tops have been sent to eligible children by all schools.

Q. Do all have access to remote learning? **A.** Most children do. A weekly return review of those who have been accessing with calls home where necessary. Hard copy learning packs have been sent to children without access.

Q. Percentage of children engaging with online learning? **A.** 75%. 45 children have packs across the Trust and key worker children are in school.

Q. For those not engaging are there catch up plans? **A.** Yes, will be supported. Paul Powell was thanked for this contribution to the committee.

7. FINANCE AND PREMISES DOCUMENTATION

7.1. Monthly Management Accounts and 3 Year Budgets for Each Trust School

Circulation of monthly management accounts and 3 year budgets for each Trust School was noted together with GET consolidated management accounts.

7.2. COO Update

COO updated the meeting regarding refund of additional COVID19 costs. Expenditure has been incurred and continues to be incurred. A claim will be submitted by 21/07/2020. COO noted that there has been loss of income from after school and breakfast clubs which will reduce the carry forward this year. Financial risks from September 2020 relate to new information from Government, COVID and impact on staffing, all of which is unknown so it is hard to have concrete systems in place.

7.3. Return to School in September 2020

The Trust is working hard to ensure the safe return of all children in September but Government guidance is expected to be updated in August and as such further adjustment may be necessary.

ACTION:To review any additional costs/actions that may arise from guidance guidance and pandemic.

7.4. Company Tax Return

This was noted at zero.

7.5. ICT Service Level Agreement

This was reviewed in detail at finance and premises committee with tender documentation resubmitted with the reduced needs and the opportunity to encourage local companies to bid. 3 returns were received with the quote from Adept accepted (unanimously **AGREED** by Board) for the sum of £14,176.20.

Q. Could contracts be merged for economies of scale? **A.** They have been for a combined service level agreement. There has been central government support re procurement of IT including chrome books for vulnerable children.

(Lisa Collison left the meeting at 8.43 p.m.)

8. ACCELERATED LEADERSHIP PROGRAMME

8.1. This programme would be the creation of 3 positions to fast track teachers with leadership potential. The contract will be a 2 year fixed term with the expectation that

the candidates will be able to apply for leadership positions within the Trust or within other schools. The programme will include at least 1 ring fenced position for BAME.

UNANIMOUSLY AGREED

9. GET POLICIES

9.1. Prior E-Circulation

This was noted with policies derived from a variety of sources.

9.2. Adoption of Policies

- Accounting Policy.
- Privacy Notice for Pupils, Parents and Staff
- Business Charge Cards/Consultancy Policy/Data Protection/Data Breach/Data Retention: Agreed per Finance and Premises Committee.
- Vehicles Policy: Agreed with amendments per matters arising.
- Write Off and Asset Disposal: Agreed per Finance and Premises Committee.

10 CAPITAL FUND AND CIF UPDATE

2 Applications were successful to update the premises at St. Margaret's and St. Saviour's (£77,000 approved for St Margaret's and £65,000 for St Saviour's). This enabled funding to be re-directed for playground updates. Work to be urgently undertaken during the summer due COVID restrictions and footfall. Unsuccessful bids for new boilers and heating and roofing at St Saviours will be appealed noting that match funding may increase the likelihood of success.

ACTIONS: CEO/COO to meet with project manager to oversee works.

10.1 Vote of Thanks to Executive Team

This was recorded to the executive team for their efforts at a challenging time.

11. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

11.1 Date and Time of Next Meeting

To be confirmed by AB at Trust.

The meeting closed at 8.30 p.m. with a prayer by Canon Ade.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
