

MINUTES OF A MEETING OF THE
GENESIS EDUCATION TRUST BOARD
HELD ON MONDAY 23 NOVEMBER 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
 Professor Susannah Quinsee
 Heather Fleetwood

Clerk to the Directors: Sarah Davies

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
7	Alison Brown to confirm which Directors have forms that are outstanding.	Alison Brown	
9	Finance Committee minutes to be discussed at the next Board meeting.	Clerk	
10	Standards Committee meeting to be held before the end of term.	Susannah Quinsee and Beverley Hall	
11	Plans to be reviewed and any comments fed back to Beverley Hall by the end of the term.	All	18.12.2020

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome and Apologies

All were welcomed to the meeting and Canon Ade led a prayer. A welcome was especially given to Heather Fleetwood and Susannah Quinsee

Apologies were received and accepted from Nicola King and Heather Boardman.

2. DECLARATIONS OF INTEREST

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

3. NOTIFICATION OF ANY OTHER BUSINESS

There was no any other business to be discussed.

4. MEMBERSHIP AND VACANCIES ON THE TRUSTEES BOARD

A – Approval of Board Directors- Heather Fleetwood and Professor Susannah Quinsee

All **agreed** to the approval of Heather and Susannah as Board Directors.

Chair's Initials:

B – Extension to Paul Powell's term of office

All **agreed** to extend Paul Powell's term of office by one school term.

C – Re appointment of Graham Moss and Canon Ade

All **agreed** to the re-appointment of Graham Moss and Canon Ade Ademola.

5. ELECTION OF KEY POSTS

A – Election of Chair Academic year 2020-2021

Canon Ade Ademola nominated Graham Moss to be Chair for the Academic Year 2020-21, this was seconded by Lisa Collinson. All **agreed** that Graham Moss would be the Chair for the Academic Year 2020-21.

B - Election of Vice-Chair Academic year 2020-2021

Beverley Hall nominated Canon Ade Ademola to be Vice Chair for the Academic Year 2020-21; this was seconded by Paul Powell. All **agreed** that Canon Ade Ademola would be Vice Chair for the Academic Year 2020-21.

C – Election of Chair of Standards Committee Academic year 2020-2021

Beverley Hall nominated Susannah Quinsee as Chair of the Standards Committee; this was seconded by Canon Ade Ademola. This was **agreed** by all.

D – Election of Chair of Finance Committee Academic year 2020-2021

Beverley Hall nominated Canon Ade Ademola to be Chair of the Finance Committee; this was seconded by Paul Powell. All **agreed**.

6. CHAIR'S ACTION

The Chair confirmed that he had a telephone meeting regarding current national issues within the Trust. There was also a discussion regarding a confidential item.

7. ANNUAL FORMS BOOKLET TO BE COLLECTED FROM BOARD MEMBERS

A – Skills Audit

B – Pecuniary Interest Declaration 2020-21

C – Code of Conduct Declaration 2020-21

D – Safeguarding Declaration 2020-21

E – Acceptable Use Policy 2020-21

ACTION – Alison Brown to confirm which Directors have forms that are outstanding.

8. MINUTES TO BE APPROVED

A. Minutes of 6th July 2020 meeting to be approved

All **agreed** that the minutes were a true and accurate record of the meeting, subject to the following amendments:

- 7.5 – time that Lisa Collinson left should read 7.43pm and not 8.43pm.
- 8.1 – 3 positions on the Accelerated Leadership Programme is noted in the minutes, however the document states 2. Bev Hall confirmed that there are now 4 positions; but the report was correct at the time of writing.

Matters Arising:

3.1 Membership of the Board; this action has been completed with the new members voted on above. The Board will continue to be developed as vacancies arise.

7.3 Support for Families in need; it was confirmed that the Heads of Schools have identified families in need and support has been provided in a number of ways.

Director Question – has there been any contact from LBWF regarding Government support?

Answer – no, not as yet. It can take a while for these to filter down.

It was confirmed that the school have provided food for any students who are self-isolating via Morrisons which is a scheme for those who are eligible for free school meals.

10.2 Capital funding – this is on the agenda for discussion.

11.1 Date and time of next meeting – this action was completed.

9. FINANCE

A – Chair of Finance Report

It was noted that the Finance Committee minutes were not circulated until 1pm today; therefore the minutes will need to be discussed at the next meeting.

ACTION – Finance Committee minutes to be discussed at the next Board meeting.

B – Buzzacott Audit Report

The final version of the audit report was circulated today for information. Canon Ade Ademola commented that they were pleased with Buzzacott. Suggestions made in the report were due to changes in recommendations and most of them are already in place.

Elaine McDonald–James stated that the report gave 3 recommendations overall which the Finance Committee agreed with. An update regarding the LGPS scheme was provided as the information was received from Waltham Forest on Thursday.

A discussion was held regarding the size of reserves; the ESFA state that the reserves should cover 1 month's salary; however there is a danger that the Trust could have too large a reserve. It was agreed at the Finance Committee that the Trust would continue to have reserves in the range of £300k to £400k.

C – Monthly Management Accounts

These were reviewed at Finance Committee

Director Question – Has there been an impact on income from the reduction in pupils attending the breakfast and after school clubs;

Answer –the risk assessment shows how the Trust have mitigated the risks from the loss of income. No curriculum areas are affected in the Trust.

D – GET Consolidated Accounts

These were reviewed at Finance Committee

E – Annual Health and Safety Reports

These were reviewed at Finance Committee

F – Staffing Report (Elaine McDonald-James left at 18.47)

Discussed as a confidential item.

Elaine McDonald-James rejoined at 18.56

Canon Ade Ademola left at 18.56

G – Financial Risk Assessment COVID-19

This was reviewed at Finance Committee.

H – St Margaret’s Intra Company Transfer

The Chair stated that there had been email communication between the Trust and the Diocese regarding 208 Markhouse Road.

Elaine McDonald-James confirmed that the last conversation she had with Bryan Lester had changed from what had been said for the last 2 years. It was previously said that the sale had raised £350k; the Trust were informed that money was used to purchase the community centre and £117k was given to St Margarets; therefore there was £92k allocated to St Saviours.

On the direction of the Finance Committee, Elaine McDonald-James wrote to the Bishop of Barking and the Diocese to ask for the matter to be resolved. Bryan Lester queried the money, the amounts and the process of payment. It was confirmed that a long email was sent by the Trust stating that they did not understand the current position; no response had been received to date.

It was noted that the Trust’s previous auditors did speak to Bryan Lester regarding recording the money on the balance sheet and there is an email regarding this.

It was felt that the Trust now needed legal advice to assist with the next steps.

It was noted that Elaine McDonald-James had started the process of collating all the evidence surrounding this.

ACTION: An update would be given at the next Board meeting.

I – 208 Markhouse Road Diocese Debtors Update

Discussed above.

J – Virements

It was noted that there were none to date.

K – Capital Works

Elaine McDonald-James noted that the Trust were successful in their bid for St Margaret’s to complete the roof works, worth £210k. The safeguarding and fencing works continues at St Margaret’s and St Saviour’s. St Margaret’s is seeking planning permission to finish the fencing. The Trust are working on another 6 bids for the 3 schools; with projects including new drainage at St Mary’s and roof work above the hall at St Saviour’s and St Margaret’s will focus on the fire doors.

It was confirmed that architects had attended all 3 schools to review the lighting and utility bills as part of the Carbon Reduction project.

Action: Updates will be circulated to Board members.

10. STANDARDS

A – Draft minutes of Standards meeting on 20th May 2020

This was discussed at the last meeting.

B – School Improvement Risk Analysis 2020-21

It was noted that this would be discussed in detail at the Standards Committee.

ACTION – Standards Committee meeting to be held before the end of term.

11. REPORTS

A – Strategic Action Plan Review 2019-2020

It was noted that this had been updated but not significantly due to COVID.

It was agreed that the Board would review and any information could be given to Beverley Hall via email.

B – Strategic Action Plan 2020-2021

As above, any comments to be fed back by the end of the term.

ACTION: Plans to be reviewed and any comments fed back to Beverley Hall by the end of the term.

12. POLICIES

These were discussed at the Finance Committee and no comments were received.

It was noted that the Health and Safety policy had an issue with the numbering as item 1.3 was missing; Elaine McDonald-James to review.

ACTION – Elaine McDonald-James to review numbering in Health and Safety Policy.

A – Pay Policy

B – Conflict of Interest

C – Health and Safety Policy

D – Capital and Revenue Reserves Policy

E – Debt Recovery Policy

F – Charging and Remissions Policy

G – Investment Policy

Director Question – are all financial documents required on the website?

Answer– appropriate documents are on the website and this is reviewed by the auditors.

All the above policies were **agreed**.

13. AOB

13.1 Board members asked when would bookings start for trips?

Beverley Hall stated that that it was difficult to assess when trips would re-start and we would have to wait for clarification from the LA and the DfE.

13.2 Teacher training – it was noted that the formal NQT programme had been taking place online. Online Team Teaching continues.

14. DATE OF NEXT MEETING

22nd March via Zoom at 6.00pm

The meeting closed at 7.40p.m. with a prayer by Paul Powell.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
