

**MINUTES OF THE TRUST BOARD MEETING OF THE
GENESIS EDUCATION TRUST BOARD
HELD ON 22 MARCH 2021 AT 6.00PM VIA ZOOM**

Present: Graham Moss (Chair)
Heather Fleetwood
Beverley Hall CEO
Lisa Collinson
Professor Susannah Quinsee
Paul Powell – left at 7.55pm
Hilton Idahosa – arrived at 6.15pm
Canon Ade Ademola – arrived at 6.15pm

In attendance: Elaine McDonald-James – Chief Operating Officer

Clerk: Sarah Davies

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
6b	To review scheduling of committee meetings and rearrange if required.	AB	ASAP
7b	All Trustees to review the self-assessment checklist information.	All	ASAP
7g	Short video of each school to be produced to show the works that had been completed.	AB	ASAP

The meeting started at 18.00.

1) Welcome/ Opening Prayer and Apologies

All were welcomed to the meeting. Apologies were received and accepted from Ms Heather Boardman.

There were no apologies received from Ms Nicola King.

2) Declaration of Interests

There were no declarations of interest received.

3) Notification of any other business

It was confirmed that there were two additional items to be discussed: TLR report and Indicative 5-year plan.

4) Membership and vacancies on the Trustees Board

PP left the meeting for this item.

- a. Approval of Gabriel Gottlieb to the Federation Governing Body as a Parent Governor
- b. Nomination of Paul Powell to Member Board
- c. Approval of Ruth Keane to transfer to Foundation Governor
- d. Approval of Iftakhar Latif to transfer to Associate Governor position

All **agreed** to the above positions.

5) **Chair's Action**

GM gave the following updates:

- Discussion regarding TLR and the proposal to move to accelerated leadership posts; this will be discussed under any other business.
- Interim Head of School at St Saviour's.
- Discussion held regarding the teaching school; which is on the agenda for discussion.
- Letter written with BH, which was circulated to members, to the Regional Schools Commissioner.

6) **Minutes to be approved**

- a) Minutes of 23-November 2020 meeting to be approved

It was agreed that the minutes were a true and accurate record of the meeting.

Matters arising:

The following updates were given:

- Trustee forms – AB chased Trustees for any outstanding forms and therefore it is assumed that all are up-to-date.
- Finance committee meeting minutes – these were discussed at the last meeting but had not formally been signed off, therefore there are two sets of minutes to review at this meeting.
- Standards Committee – a meeting was held in December, however the next meeting had to be postponed due to a lack of Trustees present, therefore two sets are to be presented at the next Board meeting.

Trustees discussed that they need to ensure that the committee meetings are taking place with enough time to allow distribution of minutes for discussion at Board meeting. It was agreed that that AB would look and rearrange any meeting which did not allow sufficient time for minutes to be circulated..

ACTION – AB to review scheduling of committee meetings and rearrange if required.

All other matters arising were completed.

7) **Finance**

- a) GET Accounts

EJ presented the accounts for all 3 schools including the consolidated Accounts. All of them were discussed in detail at the last Finance Committee, the discussion was captured in the Finance Committee meeting minutes. It was noted that the majority of variances whether

income of expenditure was COVID related. All schools currently show a positive surplus at year end.

b) Self Assessment Checklist – this was included in the Trustee pack; EJ stated that this document is pre-populated by ESFA based on information they hold from the previous year's financial information. The information regarding the premises does not include any CIF funding received.

It was confirmed that the RAG rating for St Margaret's and St Saviour's are inaccurate as the progress measures are completely inaccurate. EJ had contacted the ESFA over 3 inaccuracies on the report.

c) Financial Risk Assessment COVID 19

An update was provided for the Spring term and circulated for Trustees information.

d) 208 Markhouse Road Update – Verbal

All paperwork was passed on to our solicitors by EJ and it has been confirmed that this does relate to section 544. GM has written a letter to the Diocese following advice from our Solicitors regarding the next steps to be taken and we await a response. We hope that by working together with the Diocese the resolution will be quicker. The Board will be kept up to date with developments.

e) Capital Works – Verbal

EJ confirmed that the carbon reduction bid was unsuccessful. The bid was managed by the Diocesan Project Managers. However, they were informed that there was a huge demand for the funding.

It was confirmed that the Trust are awaiting the outcome of the CIF applications which is likely to be in May.

The Trust 5 year maintenance plan was circulated to all; the document is to ensure that the Trust is proactive rather than reactive in terms of building maintenance. The plan will be updated annually.

Trustee Question –are some of the unforeseen circumstances covered by insurance?

Answer – the insurance is to cover the buildings, for example if there were a flood or a roof collapsed, the insurance would not cover maintenance issues. The Trust has a statutory duty to maintain the buildings.

Trustee Question – the items are identified are priority 1, 2 or 3; how have these priorities been reached? Is there a definition of the risk? Could banding for estimated costs also be included?

Answer – EJ stated that she would look to introduce keys into the document for priority and risk.

f) Finance and Premises Minutes 2nd November 2020

The minutes were agreed at the Finance Committee and are circulated for information.

g) Draft Finance and Premises Minutes 1st February 2021

AA stated that the main areas reviewed at the meeting were the Retirement Policy; CIF bid information, Markhouse Road and the health and safety and mental wellbeing of staff. The accounts were presented to the meeting.

It was agreed that a short video would be undertaken of the schools to show the works that have been done.

ACTION – Short video of each school to be produced to show the works that had been completed.

8) **Standards**

a) COVID-19 Risk Assessments

The Trustees were given an overview of keeping students safe as they return to school. Government recommendations were already in place at the Trust schools. Since opening, all staff are recommended to carry out a lateral flow test at home twice a week; anyone who is symptomatic would be required to undertake a PCR test.

It was confirmed that one bubble closed yesterday due to a child who tested positive and one teacher is self-isolating.

Regular cleaning is maintained throughout the day. The children were very quiet when they returned at the beginning of the week but as they settled in, they were reminded of the behaviour standards at school. The Trust is teaching a full curriculum and any recovery curriculum would be completed outside of the usual school day. An Easter school is being arranged and a possible Saturday school may be introduced after summer.

The Trustees were informed that there definitely was lost learning; with the gap being more pronounced with the more able students. It is anticipated that it would take several years for the gap to be addressed. The schools continue to monitor this through the trackers.

9) **Reports**

a) Teaching school update – verbal

Walthamstow School for Girls had applied to be the Teaching School hub with support from the Trust and they were successful. Staff from the Trust are involved in the establishment of the programme and updates would be shared. The teaching hub covers 500 schools across 3 boroughs.

10) **Policies**

- a) Risk Register
- b) Retirement Policy
- c) Stress Policy
- d) Smoke free Policy

It was confirmed that the Risk Register and Retirement Policy were discussed at the last Finance Committee.

Spring Term 2021

It was **agreed** that if there were no comments sent to AB within two weeks, then the policies would be ratified.

11. Any other Business

a) TLR Proposal

The Accelerated Leaders Programme training had been very successful and it is felt that the Trust would like to move from senior TLRs and place these on the Lead Practitioner scale as part of the programme. It was confirmed that the proposal had been discussed with HR and that it is not a restructure; going forward once staff leave with senior TLRs then the role would be advertised as an LP position.

The Standards Committee would review the impact of these positions.

Trustee Question - for staff who may want a change but do not want to become more senior, would this impact them?

Answer – there will be no change to anyone’s role or their job description.

The Trustees **agreed** the proposal.

b) Training & development

If any Trustees have an area of interest that they wish to develop as way of expertise, they are to contact GM or BH and training would be identified.

ACTION – Any Trustees are to inform GM and BH of training required.

12. Date of next meeting

12 July 2021, 6pm via Zoom.

The meeting closed at 8.05pm.

Chair: (print)

..... (sign)

Date:

Chair’s Initials:
