

**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
Hilton Idahosa
Heather Boardman
Heather Fleetwood
Professor Susannah Quinsee

Clerk to the Governors: Alison Brown

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
5.5	Board and Committee membership to be looked into	BH	ongoing
6.1	The Self assessment checklist to be recirculated to ensure all Trustees had reviewed	AB	22/7/21
6.3.1	Headlines for teacher assessments to be sent to trustees	AB	22/7/21
7.2.3	To share final SMRA audit report	EJ	Once received
8.2	Confirm meeting dates	All	22/7/21

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting by the chair which opened with a prayer by Canon Ade Ademola

1.2 Apologies for Absence

1.2.1 Apologies were received and accepted from Lisa Collison

1.2.2 Apologies were not received from Nicola King

1.3 The meeting was quorate with 8 trustees present.

1.4. Notification of Any Other Business

1.4.1 Additional Bank Holiday for The Queen's Jubilee to be discussed

Chair's Initials:

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

GM updated on the following items:

3.1.1 208 Markhouse Road to be discussed under minute item 7.3

3.1.2 A discussion had taken place to recruit an AHT for the Trust, GM had agreed this should go ahead.

3.1.3 Confidential Item

4.

CHIEF EXECUTIVE OFFICER'S ACTION

4.1. BH confirmed the SMRA had recommended the Trust look at centralised staffing and had discussed the Trust AHT position which had now been advertised both internally and externally.

5 MEMBERSHIP OF THE GOVERNING/ TRUSTEES BOARD

5.1 Approval of the Re appointment of Canon Ade, Alisha Anderson and Hilton Idahosa to St Margaret's LGB

5.2 Approval of the Re appointment of Father Salvador Telen and Alisha Anderson to the Federation LGB .

5.3 Approval of the appointment of Susannah Shaldas as parent governor to the Federation LGB

5.4 It was noted that this would be PP's last board meeting, thanks were given to PP for his dedication to the Trust as a whole and for his support during significant changes and challenges for the Federation and Trust. It was noted that his challenge and support had helped to grow the Trust and create stronger schools. He would be sorely missed but the board was looking forward to him becoming a Member. PP expressed his thanks to BH and GM and all of the board and LGB

5.5 It was noted that a discussion would need to be held on the membership of the board and whether the number of trustees would need to be increased. The Standards committee in particular struggled with low numbers attending meetings

ACTION: Board and Committee membership to be looked into

6. MINUTES

6.1. Minutes of GET Board meeting -22nd March 2021

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

ACTION:The Self assessment checklist was to be recirculated to ensure all Trustees had reviewed

6.2 Minutes of Finance and Premises GET Board - 7th June 2021

CA noted that these minutes had been reviewed and agreed by the finance committee and had been signed as an accurate representation of the meeting

6.3 Minutes of Standards GET Board- 24th May 2021

SQ noted that these minutes had been reviewed and agreed by the standards committee and had been signed as an accurate representation of the meeting.

6.3.1 A discussion took place on the progress of pupils during the difficult year with SQ confirming that although full school had only returned for a few months at the time of the last meeting she was confident that the Schools were doing all they could to bring pupils back to pre covid levels. BH confirmed that subsequently to this meeting the focus had been on teaching and learning and that attainment testing had taken place with all schools reporting good results. The focus would remain on making up the lost learning and the hope was that all pupils would be where they should be by this time next year

ACTION: Headlines for teacher assessments to be sent to trustees

7. FINANCE AND PREMISES DOCUMENTATION

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

7.1.1 EJ stated that the 3 year budgets were showing a surplus for both St Saviours and St Marys. All budgets had been looked at in depth by the SRMA in conjunction with all CIF bids and tenders. No issues had been reported from this.

***Trustee Question** –Has the closure of St Margaret’s Nursery had an impact?*

***Answer** – The potential impact has been averted by us seeing the trend before and acting accordingly so this will not have an impact. The possibility of a private nursery being put on the site would be explored which would bring in additional income*

***Trustee Question** –Extended services is a source of income that was impacted by Covid, how is that looking now?*

***Answer** – At St Marys and St Margaret’s the numbers are back to pre covid levels with St Saviours actually having a higher number now*

7.2 Spring term Procurement Audit

7.2.1 EJ stated that there were a number of points within this audit that had management comments added where some points had been explained and justified. One financial regulation point had been agreed on which stated CEO incorrectly when 2 signatories were and had always been required to access the banking system

7.2.2 BH noted that the same anomalies had been recorded on previous audits with the procurement policy being given as an example of this, in some cases you could not get the required 3 quotes as only one company could provide a bespoke item that was needed.

7.2.3 The audit had returned a medium, which EJ felt was overly harsh as it appeared that the auditors did not understand the changes in financial management in academies compared to maintained schools with the SMRA backing this up.

ACTION: To share final SMRA audit report once it has been received

7.3 208 Markhouse Road

7.3.1 A discussion was held on the progress for recovering the funds from 208 Markhouse Road with EJ stating that she had not had a response to the last correspondence sent and that she would chase this up. GM noted that it may be a case of having to wait for the DfE to change how they agree to matters such as this. It was noted that the Trusts solicitor agreed there was a case that the Trust was determined to see it through until the funds were returned.

7.4 CIF Bids

7.4.1 EJ stated that she had been successful in the bids for St Margaret's with just over 1 million pounds worth of funding being allocated to refurbish the roof, increase and improve the security fencing and complete the refurbishment of the school

7.4.2 A significant appeal had been launched for St Saviours bid which EJ was optimistic would be won.

8. Reports

8.1 Future Direction for academies

8.1.1 BH had provided a detailed report for the Trustees which laid out the Dfe vision of all schools becoming part of a multi academy trust. BH explained that the Trust was very keen to expand and that she was hopeful that the new DfE plans would assist them in this.

8.1.2 It was noted that the average size of a MAT was currently 6 schools compared to 4 schools 2 years ago which meant the Trust was small and that gap was widening

Trustee Question: *Would we be under pressure to join a larger MAT?*

Answer: *There is no lower limit to the number of schools in a MAT currently but it is something that needs to be considered although it is not high on the DfE agenda at this moment*

8.1.3 The possibility of the LA forming an open partnership was discussed, with GM stating that there was a concern that these schools would not be as willing or able to share expertise as academies

8.1.4 The Trust had been successfully supporting a school in the borough and it was felt that collaboration at a level that does not place pressure on schools statuses may be the way forward

8.2 Planner of dates

Trustees acknowledged receipt of this item and would let AB know of any issues

ACTION: Confirm meeting dates

9. Any other Business

9.1 It was noted that there would be an additional Bank holiday in the academic year 2021-2022, thi would fall during half term but the Trust would need to agree an additional holiday date. It was agreed that the Schools would close for the Friday before the half term unless otherwise told by the LA

9.2 It was noted that the recent appeal by an ex employee had not been successful and that the matter was now closed with no further avenues for them to explore

9.3 Thanks were noted for the Heads of School and SLT for working above expectations in what had been a difficult year for all

10. GET POLICIES

It was confirmed the below policies had been reviewed at Finance and Standards committees.

It was **agreed** that the policies would be ratified.

- Disability Equality Policy
- Organisation Change and Redundancy Policy
- Probation Policy
- Data protection Policy (GDPR)
- Data Breach Policy (GDPR)
- Data Retention Policy (GDPR)
- Working from home policy
- Cyber Security Policy
- Cyber Management Plan
- Risk Register
- The Trust's Financial Regulation Manual
- Accounting Policy
- Privacy Notice Pupils and Parents (St Mary's, St Saviour's and St Margaret's) GDPR-
- Privacy Notice Staff (St Mary's, St Saviour's and St Margaret's) GDPR
- Anti Fraud and Corruption Policy
- Business Charge Cards Policy
- Consultancy Policy
- Fixed Asset Policy
- Gifts and Hospitality Policy
- Members', Directors' and Governors' Allowances Policy
- TOIL Policy

11. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

11.1 Date of Next meeting 6th December 2021 via Zoom

The meeting closed at 8.00 p.m. with a prayer by Canon Ade.

Chair: (print)

..... (sign)

Chair's Initials:

Date:

Chair's Initials:
