

MINUTES OF A MEETING OF THE GENESIS EDUCATION TRUST BOARD HELD ON MONDAY 6 DECEMBER 2021 AT 6.00 P.M. VIA ZOOM

Present: Graham Moss (Chair)
 Beverley Hall - Chief Executive Officer
 Professor Susannah Quinsee
 Heather Fleetwood

Clerk to the Directors: 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
4	Inform members via email of suggested election	AB	On agreement from AS
7	All outstanding forms to be returned by the end of the week	AB	17.12.21
7	Skills Audit to be shared with Directors	AB	January 22
10.1.2	Young Transformers programme to be added to the next Standards agenda	AB	Feb 22
10.1.2	Invite ALPS to attend next standards meeting	AB	Feb 22
13.1.1	Add building works to strategic action plan	BH	Jan 22
13.1.1	Email to all directors ahead of next meeting	BH/AB	Jan 22

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome and Apologies

All were welcomed to the meeting

Apologies were received and accepted from Canon Ade Ademola, Lisa Collison and Hilton Idahosa

Apologies were not received from Nicola King

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

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Chair's Initials:

One item to be discussed under AOB

4. MEMBERSHIP AND VACANCIES ON THE TRUSTEES BOARD

It was noted that a potential new director had been put forward by a Member of the board and it was hoped he would be invited and ratified at the full board meeting in March.

It was agreed to formally invite AS and inform the members prior to their meeting in January for approval

ACTION: Inform members via email of suggested election

5. ELECTION OF KEY POSTS

5.1 Election of Chair Academic year 2021-2022

Beverley Hall nominated Graham Moss to be Chair for the Academic Year 2021-21, this was seconded by Heather Fleetwood.

All **agreed** that Graham Moss would be the Chair for the Academic Year 2021-22.

5.2 Election of Vice-Chair Academic year 2021-2022

Beverley Hall nominated Canon Ade Ademola to be Vice Chair for the Academic Year 2021-22; this was seconded by Susannah Quinsee.

All **agreed** that Canon Ade Ademola would be Vice Chair for the Academic Year 2021-22.

5.3 Election of Chair of Standards Committee Academic year 2021-2022

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

5.4 Election of Chair of Finance Committee Academic year 2021-2022

Graham Moss nominated Canon Ade Ademola to be Chair of the Finance Committee; this was seconded by Heather Fleetwood. This was **agreed** by all.

6. CHAIR'S ACTION

No Chairs actions were recorded

7. ANNUAL FORMS BOOKLET TO BE COLLECTED FROM BOARD MEMBERS

Skills Audit

Pecuniary Interest Declaration 2021-22

Code of Conduct Declaration 2021-22

Safeguarding Declaration 2021-22

Acceptable Use Policy 2021-22

ACTION: All outstanding forms to be returned by the end of next week

ACTION: Skills audit to be shared with Directors

8. MINUTES TO BE APPROVED

8.1 Minutes of 12th July 2021 meeting to be approved

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

9. FINANCE

9.1 Chair of Finance Report and Audit Report

9.1.1 EJ Clarified that auditors were happy that 2 points raised in last years audit had been actioned

9.1.2 There had been 2 recommendations on the audit-

Chair's Initials:

- A fixed asset register for items that had been lost in the recent flooding, this has been put in place
 - Salary statements for support staff. Variations were already in place and statements would be actioned going forward
- 9.1.3 It was noted that the auditors were very happy with the way insurance income had been recorded, with a separate income and expenditure spreadsheet to ensure all monies were accounted for.
- 9.2 Letter of representation and ongoing concern document
- 9.2.1 It was noted that GM and BH would sign the accounts, letter of representation, Trustee report and on-going concern document on behalf of the board of Directors
- 9.2.2 It was also noted that the letter of ongoing concern was a new documents that all Trusts had to have in place which listed any element of potential risk, taking from the SDP's and Audit.
- 9.2.3 These documents showed that the Trust was in a good, stable position
- 9.2.4 All documents would be placed on the Trust's website's and the full report sent to the EFSA once signed
- 9.2.5 It was noted that the level of reserves was lower than similar Trusts but that the DfE did not have a reserves requirement

9.3 Monthly management and consolidated accounts

- 9.3.1 It was noted that the accounts were from September and that there was not much movement, A change would be seen in January once new starters and income from the DfE was recorded

Trustee Question: Has staff absence had an impact on the budget?

Answer: There has been a significant increase in staff absence which we have used intervention staff to cover but the use of agency staff is increasing and this additional cost has been budgeted for

9.4 St Margaret's Intra Company Transfer and 208 Markhouse Road Diocese debtors

- 9.4.1 It had been agreed at the finance meeting that solicitors would be instructed to move to the next stage and write to the diocese suggesting that we should speak directly to the DfE. This letter had now been sent and a reply was awaited. EJ would inform the board of any update as she received it
- 9.4.2 it was noted additional flood costs may be incurred and that it may be worth requesting the funds for that as opposed to just asking for the money to be paid

9.5 Virements and Capital works

- 9.5.1 No virements were reported
- 9.5.2 A bid had been put in for repair to the roof at St Saviours and a new boiler at St Margarets. EJ was hopeful that these would be successful.

- 9.6 The minutes of the finance committee meeting 8th November were acknowledged as an accurate reflection of the meeting

10. STANDARDS

- 10.1 Minutes of Standards Meeting 9th November were acknowledged as an accurate reflection.

Chair's Initials:

10.1.1 A discussion was held on the contents of the Standards meeting with SQ stating that a significant part of the meeting had been spent discussing the flooding and its impact on the staff and pupils

10.1.2 Pupil wellbeing was discussed with SQ noting this had been discussed within other items but would be worth having a focus on. BH noted that the Young Transformers programme had a focus on wellbeing and community tied into the curriculum. This programme was being led by the ALPS and would be useful to have one of them come to the next Standards meeting to go into further detail.

ACTION: Add Young Transformers programme to the Standards agenda

ACTION: Invite ALPS to attend next standards meeting

10.1.3 It was noted that assessment tests would be taking place in the summer term with baseline assessments and formal testing taking place ahead of Christmas which would give the schools a good understanding of where to focus to mitigate any lost learning due to covid.

11. MAT HEAD OF SCHOOLS

11.1.1 BH explained the proposal agreed at the Finance committee to retain the 2 temporary head of school positions at St Saviour's and St Margaret's until the end of the summer term and then recruit permanent Head of Schools rather than headteachers. This was to keep disruption to a minimum and allow continuity for the school communities.

11.1.2 It was noted that the current interim HoS were both working very well with support and development from BH and AL and that by retaining the HoS role it gives further opportunity to grow the team internally as well as externally

Question: Would the HT role come back at some stage?

Answer: Possibly in a few years we would look at the structure again but having HoS works effectively and provides stability in the schools

Question: Is there any issue with the roles the current interim HoS were in?

Answer: Those roles are still there as their substantive role and would only be filled permanently if they successfully interview for the permanent HoS role when it is advertised

11.1.3 It was noted that developing internal staff was often more successful than recruiting externally and that all recruitment processes would need to be completed thoroughly to ensure the best candidates were recruited.

The proposal was agreed by all

12. FLOOD REPORT

12.1.1 The schools had recently had a visit from the DfE who had noted how bad the damage at St Mary's had been. They had also noted the children's behaviour and level of work had been very impressive despite the disruption suffered by the floods. It was hoped that they would return in the summer term once work had been completed.

12.1.2 It was noted that the board received regular updates as and when it was necessary. The works at St Margaret's were now complete. St Saviour's had suffered further flooding and St Mary's still had a lot of issues.

Question: Is there further risk when there is heavy rain?

Answer: Yes. we are in regular contact with the environments agency, DfE and waltham forest council to try and get funding for flood resistant doors and an attenuation tank

13. REPORTS

13.1.1 BH noted that the strategic action plan was a consolidation of targets started in previous years. Focusing on the growth of the Trust and the development and embedding of the Trusts values to secure the future. Covid has interrupted these goals but BH was confident the Trust could get back to the position they were previously in.

Question: Has the flood meant you have managed to bring anything you may not have been able to?

Answer: A large amount of tech equipment had to be replaced. We also have to replace boilers put in flood resistant plaster. New items have to be of the same value as the items being replaced but it has given us a bit of flexibility in terms of room arrangements and layouts.

ACTION: Add building works to strategic action plan

ACTION: Email to all directors ahead of next meeting

14. POLICIES

- Pay Policy
- Conflict of Interest
- Charging and Remissions Policy
- Investment policy

All the above policies were agreed subject to comments to AB

ACTION: Comments to be made to AB

13. AOB

13.1 confidential item

14. DATE OF NEXT MEETING

21st March via Zoom at 6.00pm

The meeting closed at 7.10p.m.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
