

**MINUTES OF THE MEETING OF THE  
GET EDUCATION TRUST BOARD  
HELD ON 18 JULY 2022  
AT 6PM  
BY VIRTUAL ZOOM**

Present: Mr. Graham Moss (Chair)  
Ms. Beverley Hall (CEO)  
Reverend Canon Ade Ademola  
Mr. Hilton Idahosa  
Ms. Susannah Quinsee

Clerk for the Meeting: Pauline Dorney

**1. WELCOME AND APOLOGIES**

- 1.1 The Chair welcomed everyone to the Meeting.
- 1.2 Apologies for Absence were received and accepted from Ms. Lisa Collinson, Ms. Heather Fleetwood, Ms. Deborah Haworth-Hampshire and Ms. Elaine McDonald-James
- 1.3 The Meeting was quorate.

**2. DECLARATION OF INTERESTS**

- 2.1 Mr. Graham Moss declared that he was a Director of the Arbor Academy Trust Board.

**3. NOTIFICATION OF ANY OTHER BUSINESS**

- 3.1 Closing Statement by Mr. Graham Moss.

**4. CHAIR'S ACTION**

- 4.1 It was noted that a discussion with Beverley Hall relating to the completion of the school's building works in time for the next academic year had taken place. The following points were highlighted:-
- 4.2 The Building Works were mostly on track although there had been some delay. Commencement on removal of the portacabins was currently taking place and re-organisation and reinstatement of classrooms would go through to the Summer Holiday. It had been a very busy and difficult year. There were nine areas of the playground that had to be reinstated.
- 4.3 Insets would have to be changed to building days but there would be no changes to the parental arrangements. A Chair's Action decision had been made and pupils would be in school for 189 days instead of 190 days during the next academic year. It was hoped that commencement in September would not be affected.

There would be a nine month Programme outside Brooke Road and it was uncertain how this would impact on entrances and exits for Parents but the School would be operating as normal.

--

- 4.4 At St. Mary's it was noted that the temperatures of the upstairs classrooms had soared above 35 degrees during the ongoing heatwave. The intention was that the pupils came into School early and finish at 12.45pm to reduce the impact of the heat. The pupils' learning on the ground floor would continue as normal. This had been agreed under Chair's Action and this had worked very well. There were concerns from parents in Year 1 and Reception – these children had the option to undertake online learning at home. Temperatures had been very high but the School had managed; using the shady areas and provided the extra provision of drinking water for the pupils.

The intense heat had been due to the design of the building with many glass windows and the lack of insulation. This arrangement would remain in place until the weather is cooler.

**5. CEO'S ACTION**

- 5.1 Confidential Item – reported separately.  
5.2 Confidential Item – reported separately.

**6. MEMBERSHIP OF THE TRUSTEES BOARD**

6.1 Resignations to the Board to be noted and vacancies to be discussed

- 6.1.1 Resignations to the Board were noted and vacancies were discussed under Items 6.3 and 6.4.

6.2 Changes to Sub Board composition make-up to be agreed for Finance Sub Board and Standards Sub Board

- 6.2.1 Ms. Deborah Haworth had indicated that she wished to join the Standards Committee and would be a member from 1 September 2022. Deborah had arranged to visit the School and have a meeting with Ms. Beverley Hall relating to her role on the Board.

6.3 Resignation of Heather Fleetwood

- 6.3.1 The Board had recently accepted the resignation from Ms. Heather Fleetwood due to pressure of work and having to look after her young children. Unfortunately this prevented her from devoting her time that she wanted to.

6.4 Nicola King End of Term

- 6.4.1 Ms. Nicola King's term of office had come to an end. This would leave the Trust with one vacancy and it would be necessary to recruit a replacement preferably with Property Management and skills in Strategic Leadership.  
**ACTION: Alison to contact the Academy of Ambassadors to look for suitable candidates.**

6.5 Appointment of Angela Alabi as Associate Governor to St. Margaret's LGB

- 6.5.1 The CEO advised the Board that St. Margaret's LGB had appointed Ms. Angela Alabi as Parent Governor.

**7. MINUTES TO BE APPROVED**

- 7.1 The Minutes of the GET Board Meeting held on the 21 March 2022 were

--

agreed as a true record of that Meeting and would be signed by the Chair.

7.1.1

Matters arising:

Item 6.1.2

Young Transformers Programme to be added to the next Standards Agenda and invite ALPS to attend the Meeting.

This Meeting took place and a very good Presentation was provided. The Schools were doing a whole summer project on Refugees and pupils were invited to speak about their experiences. Finance had also been raised to bring an Afghan family from a Refugee Camp to Great Britain and £9,000 has to be raised to secure housing, education and work of which the Schools had been involved. Between the three Schools £12,000 had been raised which was a very good achievement.

The CEO clarified this initiative in detail to the Trust Board.

7.1.2

Item 7.1.2

A letter to be drafted for the Chair to review and send to the Bishop of Barking, seeking intervention in respect of 208 Markhouse Road.

The CEO stated that this matter looked very positive. The Department of Education had agreed to the transfer and were investigating and auditing their accounts to establish the exact figure that was owed.

It was noted that as all three Schools were badly damaged by flood, a bid relating to flood resilience work had been made. St. Mary's has a sum of £150,000. St. Saviour's were looking at soft play work, new tarmac and a water garden – which was currently in progress. It was noted that contact had been made with the Diocese and it is hoped that this work could take place in the Summer and perhaps the School could borrow against it in the same way as had happened previously with St. Margaret's. This looked very

positive.

7.1.3

Item 11.2.6

The Extension of the Year – starting the Autumn Term on the 22 September 2022 which would mean pushing everything into an additional week in July in Summer 2023

The Board had previously agreed to this suggestion by email.

7.2

The Minutes of the GET Board Finance and Premises Meeting held on the 28 June 2022 were agreed as a true records of that Meeting and would be signed by the Chair.

7.2.1

Matters arising:

It was noted that the Three Year Budgets were circulated to members of the Finance Committee in advance of this Meeting. The Board were satisfied that the Budgets were in a format acceptable to members.

Other items on the Agenda were not covered due to the Meeting being inordinate.

7.3

The Minutes of the GET Board Standards Meeting held on the 12 July 2022 were agreed as a true record of that Meeting and would be signed by the

--

Chair.

7.3.1

Matters arising:

The Board discussed the SAT's results in detail which were very pleasing considering the impact of covid. The pupils had done very well.

The Trust congratulated the Leadership and the staff from the three Schools in producing such wonderful results.

The CEO advised the Board that in 2017 St. Margaret's data was at 57% not 65% which was an error in reporting.

The School Risk Analysis was discussed; particularly around flooding. Discussion took place on ECT's and the Young Transformer's Programme. There were no major concerns reported.

The Board commented positively on the way that the School Development Plans were reported together with the tracking and monitoring which was very helpful. This format would be kept for next year.

8.

**FINANCE AND PREMISES DOCUMENTATION**

8.1

St. Margaret's Three Year Budget

8.1.1

The Chair advised the Trust that the Three Year Budgets were previously discussed with Ms. Elaine James in detail. The assumptions relating to inflation over the next three years was discussed previously with Ms. Elaine James. The outcome was that the Trust were carrying forward enough funds to deal with unexpected issues which Ms. Elaine James was comfortable with.

8.2

St. Mary's Three Year Budget

8.2.1

This item was covered under 8.1.1.

8.3

St. Saviour's Three Year Budget

8.3.1

This item was covered under Item 8.1.1

8.4

GET Three Year Budget

8.4.1

This item was covered under Item 8.1.1.

8.5

GET Consolidated Management Accounts

8.5.1

Nothing to report.

8.6

GET Consolidated Monthly Cash Flow Report

8.6.1

Nothing to report.

8.7

Spring Term Audit HR Report

8.7.1

The Spring 2022 Audit and HR Report together with Benchmarking was not discussed at the Finance and Premises Meeting.

The CEO advised the Board that there were no recommendations and all the processes were very robust.

In answer to a question the CEO stated that the Audit was consistent and

--

there were no problems with the Auditors.

Thanks were conveyed to Alison for her work on this.

8.8 Spring Term Audit Internal Controls and Income Report

8.8.1 It was noted that there were two large Invoices in the September Term which related to the flood and would be audited separately and that was to do with the Mobile Classrooms. There were no recommendations.

8.9 Benchmarking Report

8.9.1 The CEO stated that the Trust has a higher teacher/pupil ratio than other Schools. This improves results. Premises costs seemed higher compared to other Schools but nurseries run on site for 50 weeks per year. The Utility Bills would be slightly higher but a significant income is generated.

General discussion took place.

St. Mary's Outreach is more significant than others. There were no large numbers of supply staff and each School was different.

The CEO clarified the extra support for the vulnerable pupils and confirmed that the Benchmarking Tool was very useful.

The Chair clarified the process of Benchmarking to the Board.

8.10 208 Markhouse Road – verbal report

This item had previously been covered under Item 7.1.2.

8.11 CIF Bids – Verbal

8.11.1 Confidential Item – reported separately under Item 5.2..

**9. REPORTS**

9.1 SAT's Data

9.1.1 The SAT's data had been shared with the Trust and had previously been interrogated at the Standards Committee Meeting. The results were pleasing and the Schools did previously make an undertaking to ensure that the Pandemic would have little impact on the pupils as much as possible.

There had been a lot of opportunity for learning. Assessments were carried out and staff tried very hard to identify what was required for future development. Pupils were offered a full and broad curriculum. Critical Thinking Skills were embedded within the full Curriculum Areas.

9.2 St. Margaret's Teaching and Learning Support

9.2.1 It was noted that Sir Robin Boshier had visited St. Saviour's and St. Margaret's and will arrange a visit in the Autumn Term 2022.

9.2.3 When Sir Robin carries out his deep dives he identifies areas that an Ofsted Inspection would look into. This is a useful process and it has been made clear to endeavour to continue development at St. Margaret's to become

--

Outstanding at the next Ofsted Inspection. This had been conveyed to Sir Robin for his future visits.

Sir Robin met with Leaders, Pupils and the Senior Leadership Team and inspected the SENCO Department. This was a very positive experience and stated that it would be necessary to develop Science further. The CEO clarified this item in detail to the Trust.

In answer to a question it was confirmed that the School would address items of concern in the School Development Plan particularly the Science Area. It was considered of paramount importance to maintain consistency in teaching and learning.

9.3 Flood Works – verbal update

9.3.1 This item had previously been covered under Item 5.2.

9.4 Planner of Dates

9.4.1	GET Finance and Premises	15 November 2022	6pm
	St. Mary's and St. Saviour's LGB	24 November 2022	6pm
	GET Trust Board	6 December 2022	6pm
	GET Members Board	24 January 2023	6pm
	GET Finance and Premises	7 February 2023	6pm
	St. Mary's & St. Saviour's LGB	9 March 2023	6pm
	GET Trust Board	21 March 2023	6pm
	GET Finance & Premises	6 June 2023	6pm
	St. Mary's & St. Saviour's LGB	6 July 2023	6pm
	GET Trust Board	18 July 2023	6pm

**10. GET Policies**  
**The following Policies were ratified by the Trust Board and the statutory and good practice policies had been placed on the Trust Website:-**

- 10.1 Accounting Policy
- 10.2 Members' Directors' and Governors' Allowances
- 10.3 Risk Register
- 10.4 Risk Management
- 10.5 Equalities and Cohesion
- 10.6 Data Protection Policy (GDR)
- 10.7 Data Breach Policy (GDPR)
- 10.8 Data Retention Policy (GDPR)
- 10.9 Private Notice Pupils and Parents (St. Mary's, St. Saviour's and St. Margaret's) GDPR
- 10.10 Private Notice Staff (St. Mary's, St. Saviour's and St. Margaret's) GDPR
- 10.11 Maternity Policy
- 10.12 Paternity Leave
- 10.13 Recruitment and Selection
- 10.14 Code of Conduct

**11. ANY OTHER BUSINESS**

Chair's Initials:
-------------------

11.1 It was stated that it was great that the Trust could deliver such high quality education to the young children.

Thanks were conveyed to all Trust Members and Staff for their hard work and input in what had been a very difficult year. It was hoped that there may be further developments within the Trust relating to other Schools which could be supported that had the same ethos as the Genesis Trust Schools.

**12. DATE OF NEXT MEETING**

12.1 GET Trust Meeting 6 December 2022 6pm (Virtual Zoom)

Thanks were conveyed to everyone for attending the Meeting.

The Meeting closed with a Prayer at 7.15pm.

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:
-------------------