

**MINUTES OF THE GENESIS EDUCATION TRUST BOARD MEETING  
HELD ON 13 DECEMBER 2022  
AT 6PM  
BY VIRTUAL ZOOM**

Present: Canon Ade Ademola  
Mr. Graham Moss (Chair)  
Ms. Bonnie Buckley  
Ms. Beverley Hall (CEO)  
Mr. Hilton Idahos  
Ms. Susannah Quinsee  
Ms. Deborah Haworth-Hampshire  
Ms. Alisha Anderson

Also in Attendance: Mrs. Elaine James

Clerk for the Meeting: Pauline Dorney

**1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE**

Canon Ade Ademola commenced the Meeting with a Prayer.

1.1 There were no Apologies for Absence received and accepted.

1.2 There were no Apologies for Absence not accepted.

1.3 The Meeting was quorate.

**2. DECLARATION OF INTERESTS**

2.1 There were no Declarations of Interest noted.

**3. NOTIFICATION OF ANY OTHER BUSINESS**

3.1 Section 48 Report to be presented.

**4. MEMBERSHIP AND VACANCIES ON THE TRUST BOARD**

4.1 Ms. Alisha Anderson joined the Trust Board and provided a brief summary of her background to Trustees

**It was unanimously agreed to appoint Ms. Alisha Anderson to the Trust Board.**

**5. ELECTION OF KEY POSTS**

5.1 Election of Chair for the Academic Year 2022-2023

5.1.1 Ms. Bev Hall nominated Mr. Graham Moss to be Chair of the Trust for the Academic Year 2022-2023. This was seconded by Canon Ade Ademola.

**The Trust Board appointed Mr. Graham Moss as Chair of the Trust for the Academic Year 2022-2023.**

5.2 Election of Vice Chair for the Academic Year 2022-2023

5.2.1 Ms. Bev Hall nominated Canon Ade Ademola Vice Chair of the Trust for the academic year 2022-2023. This was seconded by Ms. Susannah

Quinsee.

**The Trust Board appointed Canon Ade Ademola as Vice Chair of the Trust for the Academic Year 2022-2023.**

- 5.3 Election of Chair of Standards Committee for the Academic Year 2022-2023  
5.3.1 Mrs. Bev Hall nominated Ms. Susannah Quinsee as Chair of the Standards Committee for the Academic Year 2022-2023. This was seconded by Mr. Graham Moss.

**The Trust Board appointed Ms. Susannah Quinsee as Chair of the Standards Committee for the Academic Year 2022-2023.**

- 5.4 Election of Chair of the Finance Committee for the Academic Year 2022-2023

- 5.4.1 Mr. Bev Hall nominated Canon Ade Ademola as Chair of the Finance Committee for the Academic Year 2022-2023. This was seconded by Ms. Susannah Quinsee.

**The Trust Board appointed Canon Ade Ademola as Chair of the Finance Committee for the Academic Year 2022-2023.**

- 5.5 Election of Committee Members

- 9.5.1 The Chair encouraged all Members to join the Committees.

- 5.6 The following Committee Structure was confirmed:-

Finance Committee

Graham Moss  
Deborah Haworth-Hampshire  
Canon Ade Adewola  
Alisha Anderson  
Beverley Hall

Standards Committee

Susannah Quinsee  
Beverley Hall  
Deborah Haworth-Hampshire  
Hilton Idahosa

**6. CHAIR'S ACTION**

- 6.1 A discussion took place on appointing additional Trustees to the Trust Board which is in hand.  
6.2 A discussion also took place relating to School Meals which will be noted under this Agenda.  
6.3 The Structures Report was referred to on how the Trust should be thinking ahead in terms of the current Leadership which enables the Trust to respond to situations.

**7. ANNUAL FORMS BOOKLET TO BE COLLECTED FROM BOARD MEMBERS (circulated by email)**

- 7.1 It was confirmed that this Booklet had been sent to all Trustees.  
**ACTION: Alison to chase outstanding Trustees for their return.**

**8. MINUTES**

- 8.1 The Minutes of the Meeting held on the 18 July 2022 were agreed as a true record of that Meeting and would be signed by the Chair accordingly.

- 8.2 Matters arising:

- 8.2.1 Nothing to report.

- 8.3 Confidential Item – reported separately.

**9. FINANCE**

- 9.1 Chair of Finance Report

- 9.1.1 It was noted that this Report showed an improvement in ‘getting our house in order’. All processes had been tightened up. The extra income had made a difference which can be used on the education of the children.  
Ms. Elaine James wished to note that the Trust did have surpluses across all three Schools. The financial climate and the growing concern assessment was reviewed. It was very good that they had taken into account the present energy situation, the increased staffing costs and that they were satisfied with this aspect. This is constantly monitored accordingly.

Thanks were conveyed to Ms. Elaine James for all her hard work and input in obtaining additional funding for all three Schools.

9.2 Post Audit Report

- 9.2.1 Nothing to report.

9.3 Final Annual Reports and Financial Statements

- 9.3.1 It was noted that this document had been written in the light of a recent Audit.

9.4 Letter of representation

- 9.4.1 This document would have to be signed by the Trust.

9.5 Ongoing Concern Document

- 9.5.1 The Chair advised Trustees that the Trust Board have to sign this document to confirm that the Trust Board had perused the Accounts.

9.6 Minutes of Finance Meeting 15 November 2022 to be reviewed

- 9.6.1 It was noted that the Minutes were sent to Trustees and the Confidential Summary from this meeting was also sent to Trustees today.  
Unfortunately, due to the absence of Canon Ade Ademola having to leave this Meeting, it had to close.

9.7 GET and Schools’ Consolidated Management accounts

- 9.7.1 This document was clarified by the Chair to the Trustees in detail.  
The Trust had only received the Accounts for September and part of October 2022 so nothing significant would show up at this time.

Ms. Elaine James reported that the Support Staff Pay Increases had been taken into account in last year’s accounts – April to August 2022. A percentage increase had also been taken forward from September to 31 March 2023. Mrs. Elaine James and Mrs. Beverley Hall had been meeting on a daily basis looking at the accounts and making changes accordingly. They were confident that the arrangements in place would still provide the surpluses originally expected at the end of this financial year. An update would be provided to the Trust Board accordingly.

9.8 208 Markhouse Road Diocese debtors update – verbal

- 9.8.1 Mrs. Beverley Hall reported that the Trust had received an email recently confirming that the new Statutory Instrument Document had been agreed by the Legal Representative and agreed by everyone. This document is awaiting a final signature from the Secretary of State and the Trust would then receive the relevant finance which the Diocese is currently working on.

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| Chair's Initials: |
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It was noted that this extra income would be ring fenced as it was not classed as revenue. General discussion took place amongst the Trustees.

**ACTION: Mrs. Elaine James to update**

9.9 Update Flood on all three schools

9.9.1 Mrs. Beverley Hall reported that she had met with the Director from the Environmental Agency to look at all three Schools. They are convinced that the issue is to do with the drainage at St. Margaret's School and need to investigate further.

With regard to St. Mary's School – a Structural Engineer has to carry out some exploration work and this would have to be submitted to the Planning Department. The Flood Gates and Doors are ready but these will be fitted in the Summer 2023. The School has expressed concern over this and wish it to be brought forward.

With regard to St. Saviour's the Flood Gates and Doors had been signed off and soft ground landscaping is currently being reviewed. This is progressing.

Discussion took place amongst the Trustees.

9.10 CIF Bid – Verbal

9.10.1 Mrs. Elaine James reported the following:-

A CIF Bid had been submitted for a new Boiler at St. Margaret's School.  
A CIF Bid had been submitted for the old roof at St. Saviour's to be replaced.  
A CIF Bid had been submitted to replace the drainage at St. Saviour's School.  
A CIF Bid had been submitted to replace a part of the roof at St. Mary's School.

It is hoped to provide an update of the above during March/April 2023 to all Trustees.

**Agenda item**

Question:

The Genesis Trust was awarded recently a sum of £100,000 from the Government which is for Boiler Replacement – can you please clarify?

Answer:

It was for Energy Efficiency to start with, it could only be spent on Capital Projects.

St. Mary's received just over £20,000

St. Saviour's received £17,000

St. Margaret's received £17,500

This would not only go towards the Energy Efficiency but would also be used for the Capital Project of renewing the Computers in the ICT Suites.

## 10. STANDARDS

10.1 Minutes of Standards Meeting 8 November 2022 to be reviewed

10.1.1 The Chair of this Committee reported that they had met recently and discussed the Floods. The Risk Analysis was perused.

The Curriculum was discussed especially what the Schools were doing around the subject of Diversity, Inclusion, the Young Transformers' Programme and Refugees. The Impact of the cost of living crisis on pupils and the School and how the

School were supporting the pupils. The ECT's were also discussed and how the risks were being managed.

Attendance was satisfactory and targets met and feedback on the data was requested.

A strong Application had been submitted to the Local Authority applying for the School to be 'a school of sanctuary' in relation to Refugees. Mrs. Beverley Hall clarified this Project to Trustees in detail.

Mr. Graham Moss advised Trustees that the Ofsted Report had been published today. It highlighted School Attendance; more so in secondary than primary schools. This is an area of concern that school attendance is running several percentage points lower than pre-pandemic. In future Ofsted Inspections will be looking at School strategies in improving their attendance figures.

It was noted that the Schools do monitor Attendance very closely. Mrs. Beverley Hall clarified the procedure carried out during the COVID Pandemic. The children suffered less than other Institutions and Saturday School has helped the catch up situation.

General discussion took place amongst the Trustees.

10.2 School Improvement Risk Analysis 2022-2023

10.2.1 Nothing to report.

## 11. **REPORTS**

11.1 Strategic Action Plan Review 2021-2022

11.1.1 Trustees were invited to comment on this Report and email Mrs. Beverley Hall accordingly

11.2 Strategic Action Plan 2022-2023

11.2.1 Trustees were invited to comment on this Action Plan and email Mrs. Beverley Hall accordingly.

11.3 SLT Restructure proposal

11.3.1 Confidential Item

11.4 Catering Report

11.4.1 Confidential Item

## 12. **POLICIES REVIEWD AT FINANCE & STANDARDS TO BE RATIFIED**

12.1 Capability Policy

12.1.1 **The Trust Board ratified the Capability Policy**

12.2 Charging and Remissions Policy

12.2.1 **The Trust Board ratified the Charging & Remissions Policy**

12.3 Conflict of Interest Policy

12.3.1 **The Trust Board ratified the Conflict of Interest Policy**

12.4 Data Protection Policy

12.4.4 **The Trust Board ratified the Data Protection Policy**

12.5 Data Retention Policy

12.5.1 **The Trust Board ratified the Data Retention Policy**

12.6 Investment Policy

12.6.1 **The Trust Board ratified the Investment Policy**

12.7 Pay Policy

12.7.1 **The Trust Board ratified the Pay Policy**

- 12.8 Private Notices – Parents, Staff, Students, Governors
- 12.8.1 **The Trust Board ratified the Private Notices – Parents, Staff, Students and Governors’ Policy**
- 12.9 Supply Staff Handbook – change AM school times
- 12.9.1 **The Trust Board ratified the Supply Staff Handbook**
- 12.10 Whistleblowing Policy
- 12.10.1 **The Trust Board ratified the Whistleblowing Policy**

**13. ANY OTHER BUSINESS**

- 13.1 Confidential Item – reported separately.
- 13.2 The Section 48 Inspection Report was referred to. Mrs. Beverley Hall reported on this Report. Positive feedback was received which was very pleasing.

It was agreed to circulate this Report at the next Standards Committee Meeting for perusal and discussion.

**Agenda item – Standards Committee Meeting**

Thanks were conveyed to everyone during the Inspection for their hard work and input.

**13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

- 13.1 Get Trust Board Meeting 21 March 2023 6pm (ZOOM)

**10. CLOSING PRAYER**

- 10.1 The Meeting closed at 7.45pm with a Closing Prayer.

Thanks were conveyed to everyone for attending the Meeting and best wishes were conveyed to everyone for a Happy Christmas.

Chair: ..... (print)

..... (sign)

Date: .....

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| Chair's Initials: |
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