

**MINUTES OF THE GENESIS EDUCATION TRUST BOARD  
MEETING  
HELD ON 4 JULY 2023  
AT 6PM  
BY VIRTUAL ZOOM**

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

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 relating to the Agenda items.

**3. NOTIFICATION OF ANY OTHER BUSINESS**

- 3.1 Nothing to report.

**4. CHAIR'S ACTION**

- 4.1 The Chair reported that he had been involved in dealing with the salary of the CEO., the appointment of the Deputy; and discussions relating to 208 Markhouse Road, the most recent Inspection and the Government announcement about how commissioning would be carried out relating to the creation, consolidation and growth of academy chains. An invitation to attend an online Meeting had been received and this was shared with the CEO.
- 4.2 The Chair did share the work carried out by the Confederation Schools' Trust work that in identifying the key characteristics of quality academy trusts. This would be covered in this meeting. This document is still under Consultation. This document was considered important as it provides a useful check to identify any gaps not carried out by the Trust.

**5. CEO'S ACTION**

- 5.1 Nothing to report.

**6. MEMBERSHIP OF THE TRUST BOARD**

- 6.1 It was noted that no resignations had been received by the Chair.
- 6.2 The Trust Board confirmed the appointment of Emma Cherry as Associate Governor to St. Margaret's LGB. The CEO reminded the Board that it is part

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of the strategic responsibility to ensure that all Governors are agreed and ratified by the Board. The CEO stated that by appointing Emma Cherry who had led St. Saviour's very effectively during the recent Section 48 would be a very useful link Governor to St. Margaret's School providing their LGB with opportunities to have that insight in training and a continual ongoing process.

**The Trust Board agreed to appointing Emma Cherry as Associate Governor.**

6.3 Ratification of Ms. Figen Bektasoglu

6.3.1 The CEO provided a brief background to the Board. Ms. Figen Bektasoglu has been the Headteacher at Coppermill Primary School for approximately fourteen years. Figen attends the Independent Teaching and Learning Reviews and is very interested in the running of academy trusts. Both Schools have worked together on the curriculum areas. By joining the Trust Board, it was considered a great opportunity to learn more about the strategic side of things. Figen had expressed an interest to be appointed on the Standards Board from September 2023. However, an invitation to the next Standards Committee would be sent to Figen accordingly.

**The Trust Board agreed to appoint Ms. Figen Bektasoglu to the Board.**

6.3.2 The Chair advised Governors that he had been advised by the National Governors' Association (NGA) that the DfE believed that membership of nine members on a Trust Board was favourable.

**7. MINUTES OF PREVIOUS MEETING TO BE APPROVED**

7.1 Minutes of the GET Board Meeting

7.1.1 The Minutes of the Meeting held on the 21 March were agreed as a true record of that Meeting and the Chair agreed to sign these Minutes for retention at the School subject to one amendment: -  
Item 11.3 – Ms. Lauren Long should be amended to Ms. Lauren Ovenden.

7.2 Minutes of the Finance and Premises GET Board

The Minutes of the Meeting held on the 13 June 2023 were agreed as a true record of that Meeting.

7.2.1 Matters arising:

The new Deputy Candidate was very successful, very strong and exciting at joining the Trust. She is currently a School Business Manager at another school and long conversations took place about different ways of reading spreadsheets. There were four applicants in total with two being shortlisted. A brief summary had been provided to the Trust by Elaine James.

Question:

What attracted her to the Genesis Trust?

Answer:

We were supporting the School where she had worked in the past. The candidate understood what work had to be done to get through some difficulties.

This was clarified in detail by the CEO.

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The candidate sees this appointment as a very good career opportunity and she was particularly interested in the generation of funds and how this worked within the GET Trust.

General discussion took place amongst the Trust Board.

**8. FINANCE & PREMISES DOCUMENTATION**

**8.1 Get AND Schools Consolidated Management Accounts**

8.1.1 It was noted that the Finance and Premises Board had a meeting recently. The following points were highlighted:-

8.1.2 The variances across the three Schools were discussed; particularly resources and catering. The Catering Facility has been very successful and they are now providing catering for the Breakfast and After School Club. This had been previously trialled at St. Mary's which had been a great success and will be rolled out to all three Schools within the Trust.

8.1.3 The variances shown in the Maintenance of the Premises at St. Saviour's was discussed. A Specialist would be inspecting the playground to install wonderful structures in the playground which would help the pupils' mental health and wellbeing. There will be many photographs taken once the structures are in place for circulation.

8.1.4 The Directors mentioned the School Uniform variance within the budget. Ms. Elaine James explained that there had been many hardship families requiring free uniforms; including refugee families. It was pleasing to be able to support these parents and all three schools had undertaken a massive amount of fundraising to help members of the school community. This was clarified in detail to the Trust which would be developed further.

8.1.5 It was noted that the CIF Bids were unsuccessful and despite submitting an appeal the Trust were still unsuccessful which was very disappointing. It is hoped that success would be awarded next year. Ms. Elaine James clarified this item in detail to the Trust Board.

General discussion took place.

**8.2 GET and School's 3 Year Forecasted Budget**

8.2.1 The documentation including the Cash Flow Management Accounts were circulated to the Trust Board for their information.

8.2.2 It was noted that Staffing costs were an issue; the Government had intimated that all schools would receive .5% with the remainder of 5% being paid by all Schools. The Budget had been set with this criterion from the Government. It was noted that the generated income from Breakfast/After School Club and Lettings had made it possible to set a budget successfully.

8.2.3 The COO confirmed that she had advised the Finance Director that the Trust takes 5% from each school into the Central System that covers HR, Legal, Audit and Finance Teams which had been working very well.

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- 8.2.4 The Budget had also taken into account the 2.5% increase for Support Staff which has yet to be decided and currently with the Unions.
- 8.2.5 There had been an increase in GAG Income in respect of the increase in Pupil Numbers.
- 8.2.6 The Utility Bills were static at the present time.
- 8.2.7 The Universal Free School Meals would be increasing to £2.33 from September 2023. This would help with the additional costs involved.

General discussion took place amongst the Trust Board.

8.3 208 Markhouse Road – Verbal Report

- 8.3.1 The CEO advised the Trust that a meeting had been held with the Diocese and the Director of Education recently. The Instrument of Government Scheme now states that the money now returns to the Diocese. It was stated that on the 26 January 2023 money belonged to St. Saviour's and on the 27 January 2023 it became the property of the Diocese. The Trust requested an explanation of this – originally, before the 27th January the Trust were promised that the proceeds of this sale would belong to St. Saviour's. They were given assurances of a positive and transparent relationship. There was some mixed response at this Meeting from the Chair of the Cadet, the Chair of Finance, the CEO of the Diocese and the Board of Education from Chelmsford. This will be discussed at another Meeting, hopefully to resolve the situation in an amicable way; and they have asked for further documentation which they already have. The Trust would need to seek legal support and advice with this situation. This was clarified further in detail by the CEO to the Trust Board.

It was evident that they did not have any systems in place to utilise this amount of money and more questions would have to be asked.

The Trust will be writing to the Department of Education and the matter is currently with Solicitors.

It was agreed that this situation should be pursued further and the Diocese should honour their commitment to St. Saviour's.

General discussion took place.

**9. REPORTS**

9.1 Flood Works Phase 1 – verbal report

- 9.1.1 It was noted that this item was still ongoing and should have been finished at Easter 2023. This should be completed by September 2023.

9.2 Flood Works Phase 2 – Verbal report

This work is coming to an end at St. Saviour's.

The works should be completed at St. Mary's by September 2023.

9.3 Flood Resilience – verbal report

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- 9.3.1 The CEO advised the Board that this had gone out to tender and had been received. At the moment the Walls that require planning permission had not been submitted to the Planning Committee. It was not sure whether work would commence in the Summer 2023. The Internal walls that do not require planning permission would be attended to initially. The Budget had been agreed but there would be further debate relating to Planning. The Trust Board were assured that the appropriate Safeguarding regarding the Nursery would be adhered to.
- 9.3.2 Some Flood 2 work would also take place relating to the Hall and the Gym and further doors would have to be repaired and the Flood Gates would have to be installed.
- 9.3.3 The CEO and COO confirmed that all work was more straightforward at St. Margaret's with completion anticipated at the end of the Summer Holiday 2023.
- 9.3.4 The CEO reported that St. Saviour's are still awaiting the Flood Resilience Plan and this work should be completed in the Autumn/Spring Term 2023/2024.
- 9.3.5 The CEO reported that the Building Company had worked very effectively with the School and the Community at St. Mary's. This was clarified in detail to the Trust Board.
- 9.4 Briefing Documentation:
- 9.4.1 The CEO had produced and circulated the Briefing Documentation to provide the Trust to evaluate and ask questions for review.
- 9.4.2 The CEO advised the Trust that this would be a useful document when the strategic plan is reviewed in the Autumn Term 2023. Some of the central topics and themes are used as Headers. It would be beneficial when the Trust try to evaluate where they are. It would be interesting to know what other Boards had decided to do with this document.

General discussion took place

The Chair stated that he had been trying to make a link between this document and the DfE saying how they were going to approach commission because they are meant to produce a commissioning model that looks at the schools that need support and maybe match the Trusts to it; and where is the evidence of strong leadership in terms of delivering the Curriculum.

The Chair stated that if the Trust carried out an assessment on this basis, is the Trust prepared for any dialogue with the DfE on schools that the Trust would deem as suitable.

The CEO stated that the document was found to be very useful and a check on what the Trust currently does. The Trust has a lot to offer and can demonstrate evidence to show that is why the Trust has such a high quality provision.

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The CEO stated that she would be more than happy to put an evaluation document together which would be very useful.

**10. GET POLICIES – Reviewed at Finance and Standards Committees**

10.1 Accounting Policy

**The Trust Board ratified the Accounting Policy**

10.2 Anti-Fraud and Corruption

**The Trust Board ratified the Anti-Fraud and Corruption Policy**

10.3 Business Charge Cards

**The Trust Board ratified the Business Charge Card Policy**

10.4 Consultancy Policy

**The Trust Board ratified the Consultancy Policy**

10.5 Cyber Security Policy

**The Trust Board ratified the Cyber Security Policy**

10.6 Fixed Asset Policy

**The Trust Board ratified the Fixed Asset Policy**

10.7 Gifts and Hospitality

**The Trust Board ratified the Gifts and Hospitality Policy**

10.8 Risk Register

**The Trust Board ratified the Risk Register Policy**

10.9 Vehicles Policy

**The Trust Board ratified the Vehicles Policy**

**11. ANY OTHER BUSINESS**

11.1 Nothing to report.

**12. DATES OF FUTURE MEETINGS**

12.1 Academy Planner of Dates

Standards Meeting	TBA	@ 6pm
Finance & Premises Meeting	21 November 2023	@ 6pm
LGB Meeting – St. Margaret’s	7 December 2023	@ 9.30am
LGB Meeting – St. Mary’s & St. Saviour’s	7 December 2023	@ 6pm
GET Board Meeting	12 December 2023	@ 6pm
Members Meeting	30 January 2024	@ 6pm
Finance & Premises Meeting	6 February 2024	@ 6pm
Standards Meeting	8 February 2024	@ 6pm
LGB Meeting – St. Margaret’s	7 March 2024	@ 9.30am
LGB Meeting – St. Mary’s & St. Saviour’s	7 March 2024	@ 6pm
GET Board Meeting	19 March 2024	@ 6pm
Finance & Premises Meeting	11 June 2024	@ 6pm
Standards Meeting	18 June 2024	@ 6pm
LGB Meeting – St. Margaret’s	4 July 2024	@ 9.30am
LGB Meeting – St. Mary’s & St. Saviour’s	4 July 2024	@ 6pm
GET Board Meeting	16 July 2024	@ 6pm

**ACTION: Standards Committee Meeting on the 7 November 2023 would have to be re-arranged. All Board Members would be notified of the new date.**

Chair's Initials:

Thanks were conveyed to all staff for their hard work and input undertaken within the Trust.

The Meeting closed at 7.15pm

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:
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