

**MINUTES OF THE GENESIS EDUCATION TRUST BOARD
MEETING
HELD ON 12 DECEMBER 2023
AT 6PM
BY VIRTUAL ZOOM**

Present: Mr. Graham Moss (Chair)
Reverend Canon Ade Ademola
Ms. Beverley Hall (CEO)
Mr Hilton Idahosa
Ms. Deborah Haworth-Hampshire
Ms. Figen Bektasoglu
Ms. Fredericka Bines

Also in Attendance: Mrs. Elaine James

Clerk for the Meeting: Mr. Stephen Woodhouse

1. PRAYER, WELCOME AND APOLOGIES FOR ABSENCE

Canon Ade Ademola commenced the Meeting with a Prayer.

1.1 There were Apologies for Absence received and accepted from Ms. Susannah Quinsee and Ms. Alisha Anderson.

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. MEMBERSHIP AND VACANCIES ON THE TRUSTEES BOARD

4.1 Members agreed to the ratification of local vicar, Mark Adams to St Margaret's LGB.

4.2 Members agreed to the ratification of Stephanie Kreft as Staff Governor to Federation LGB.

5. ELECTION OF KEY POSTS

5.1 Election of Chair Academic Year 2023-2024

The Clerk asked for nominations for the position of Chair for the academic year 2023-2024. Graham Moss was nominated by Beverley Hall and seconded by Canon Ade Ademola.

It was **Agreed** to elect Graham Moss as Chair for the academic year 2023-2024.

5.2 **Election of Vice-chair Academic Year 2023-2024**

The Chair asked for nominations for the position of Vice-chair Academic Year 2023-2024. Canon Ade Ademola was nominated by Beverley Hall and seconded by Deborah Haworth-Hampshire.

It was **Agreed** to elect Canon Ade Ademola as Vice-chair Academic Year 2023-2024.

5.3 **Election of Chair of Standards Committee Academic Year 2023-2024**

The Chair asked for nominations for the position of Chair of Standards Committee Academic Year 2023-2024. Susannah Quinsee was nominated by Graham Moss and seconded by Beverley Hall.

It was **Agreed** to elect Susannah Quinsee as Chair of Standards Committee Academic Year 2023- 2024.

5.4 **Election of Chair of Finance Committee Academic Year 2023-2024**

The Chair asked for nominations for the position of Chair of Finance Committee Academic Year 2023-2024. Canon Ade Ademola was nominated by Beverley Hall and seconded by Hilton Idahosa.

It was **Agreed** to elect Canon Ade Ademola as Chair of Finance Committee Academic Year 2023- 2024.

5.5 **Election of Committee members**

It was **Agreed** that Committee membership should remain as it was for the last academic year.

Finance Committee

Canon Ade Ademola
Alisha Anderson
Frederika Bines
Deborah Haworth-Hampshire- reserve

Standards Committee

Susannah Quinsee
Deborah Haworth-Hampshire
Hilton Idahosa
Figen Bektasoglu
Graham Moss

6. **CHAIR'S ACTION**

6.1 The Chair reported that the only action had been to consider the recruitment and retention strategy, which appears later in this agenda.

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

7.1 The Chair reported that the following annual forms needed to be completed and placed on the Website.

- A. Skills Audit 2023-2024
- B. Pecuniary Interest Declaration 2023-2024
- C. Code of Conduct Declaration 2023-2024
- D. Safeguarding Declaration 2023-2024
- E. Acceptable Use Policy 2023-2024

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7.2 **ACTION** – It was **Agreed** that the Chair would request that members complete these forms and that they be placed on the Website as soon as possible.

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

8.1 Minutes of the GET Board Meeting held on the 4th July 2023

The Minutes of the Meeting held on the 4th July were agreed as a true record of that Meeting and the Chair agreed to sign these Minutes for retention at the School.

8.2 **Matters arising:**

It was agreed that a date would be found for the Standards Committee to meet. This had been actioned.

9. **FINANCE – matters to discuss**

- A. Chair of Finance Report – verbal
- B. Post Audit Report
- C. Final Annual Reports and Financial Statements
- D. Letter of representation
- E. On-going concern document
- F. Minutes of Finance meeting 6th November 2023 to be reviewed
- G. GET and Schools Consolidated Management Accounts
- H. 208 Markhouse Road Diocese debtors Update – verbal
- I. Update flood all three schools – verbal

9.1 The Chair of the Finance Committee gave a verbal report.

9.2 The Chair announced that the Audit report had gone very well and that there were no immediate concerns. There was just one recommendation which was to record the names of the attendees to Committee meetings and to reproduce these on the Website.

The Trust Chair asked who was responsible for this? The CEO stated that this fell to Alison and that this had been an oversight on her behalf and had instantly been attended to and updated.

The Finance Committee Chair continued that overall, the Auditors were very impressed and that after sign-off the report can be placed on the Web Portal. He added that the Auditors complete 90% to 95% of the report leaving the Trust to complete just 5 to 10%.

9.3 The Ongoing Concern document – The Chair described this as a standard document that was completely written by the Auditors. Elaine James informed the Board that the audit started in early July and was not completed until late October. One of their main concerns was to ensure that public money had not been spent inappropriately and particularly on the flood work. The audit took account of the Trust's money and the £9 million from Insurers and the DfE. They also spent a lot of time looking at the IT structure and potential for Cyber fraud. Estate management was also scrutinised and in particular, maintenance and planned maintenance. The Auditors found no areas of concern. The one recommendation was, as referred to earlier in the meeting,

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to complete the record of attendance at meetings. Elaine James agreed to confirm that no significant events had taken place, which might affect the accounts, prior to signing the report off.

9.4 Beverley Hall reported on Markhouse Road and informed the Board that the money for the sale of the house in 2009 was now in their account. This money was held in trust for St Saviours and has now, in fact, been spent! It was Agreed that this item on the on-going agenda could now be closed. The Trust Chair asked if this money is included in the accounts? The CEO replied that, yes it was, and is coded under Capital. Elaine James added that the money is ringfenced for St Saviours and is not part of the Trust's funds. The CEO also stated that the issue is well documented for audit purposes. The Trust Chair moved a vote of thanks to Beverley and Elaine for their hard work over the years on this issue.

9.5 The CEO gave an update on the flooding situation. Thankfully, there was no repeat of the flooding, despite the recent heavy rain. The Environment

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does not give advance warning regarding surface water floods, however they had acquired an 'Ap' that does. The gutters had been cleared in the summer. St Margaret's was now signed off and St Saviours was partially signed off. One-way valves had been fitted to some pipes to prevent water back flowing. Waiting for DfE funding before final mitigation work can be started. Probably 2/3rds of the way there. A new company was now servicing the boiler as the the original company had gone into liquidation. The boiler is still temperamental, as it had been even before the floods. A separate boiler has been installed on the second floor.

10. STANDARDS

- A. Minutes of Standards Meeting 21st November to be reviewed
- B. School Improvement Risk Analysis 2023-2024

10.1 Deborah Haworth-Hampshire reported that the information provided by the schools was well prepared and very helpful. It was useful to work through the similarities and differences between each school. Figen Bektasoglu stated that she also found the information to be highly informative and useful. It provided good detail and thorough analysis. It was helpful to not only go into lessons but also to receive feedback and discussion afterwards. Deborah added that there is a curriculum development meeting at St Margaret's this coming Friday.

10.2 The Chair concluded that the most difficult area to manage is standards. Finance in comparison is relatively straight forward. The ability to accept challenges together with openness and cohesiveness is especially important. The reports show that progress is being made. He reminded the Board that trustees must be satisfied that the evidence is there.

11. REPORTS – to consider

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- A. Strategic Action Plan Review 2022-2023
- B. Strategic Action Plan 2023-2024
- C. Confidential item

11.1 The Chair said that these Strategic Action plans should not be a surprise to any Trustee. The CEO added that the Performance Management plan and the MAT Action plan constituted part of this. The plans show areas of development and consolidation.
The Chair stated that they provided a good overview and checklist.

11.2 **Confidential item.**
The Board had a confidential discussion on succession planning, retention and recruitment, focusing on maintaining staffing stability despite various London wide and local factors.

Hilton Idahosa left the meeting at 7pm.

12. GET POLICIES – Reviewed at Finance and Standards Committees to be ratified

The Chair noted that these policies had all been circulated to members and that no comments had been received and he recommended that they all be ratified and placed on the website.

12.1 Capital and Revenue Reserves Policy
The Trust Board ratified the Capital and Revenue Reserves Policy

12.2 Charging and remissions Policy
The Trust Board ratified the Charging and Remissions Policy

12.3 Conflict of Interest Policy
The Trust Board ratified the Conflict of Interest Policy

12.4 Debt Recovery Policy
The Trust Board ratified the Debt Recovery Policy

12.5 Investment Policy
The Trust Board ratified the Investment Policy

12.6 Parental acceptable use Policy
The Trust Board ratified the Parental acceptable use Policy

12.7 Pay Policy
The Trust Board ratified the Pay Policy

12.8 Remote Learning Policy
The Trust Board ratified the Remote Learning Policy

13. ANY OTHER BUSINESS

11.1 Nothing to report.

12. DATES OF FUTURE MEETINGS

12.1 At 6pm on the 19th March 2024

12.2 Academy Planner of Dates

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

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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	to be agreed	@ 6pm

It was pointed out that the date for the Summer Term GET Board meeting has yet to be agreed. Alison to be asked to advise on this.

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

Canon Ade Ademola concluded the meeting with a prayer.

The Meeting closed at 7.10pm

Chair: (print)

..... (sign)

Date:

Chair's Initials:
