

**MINUTES OF THE GENESIS EDUCATION TRUST BOARD MEETING
HELD ON
16 JULY 2024
AT 6PM
BY VIRTUAL ZOOM**

Present: Mr. Graham Moss (Chair)
Venerable Ade Ademola
Ms. Deborah Haworth-Hampshire
Ms. Alisha Anderson
Ms. Frederikca Bines

Clerk to the Governors: Mrs. Pauline Dorney

Also Present: Mr. Amir Lemouchi
Ms. Elaine James
Ms. Chane Hepper
Ms. Alison Brown

Summary of agreed actions:

Minute Ref:	Formal Agreements and/or Actions identified:	Named person(s) for identified Actions:	Completed By:
6.2	Venerable Ade Ademola's reappointment to the Federation LGB to be noted.	Trust Board/Governor Services	ASAP
6.3	Mr. Amir Lemouchi's appointment as Associate Governor from September 202 to be noted.	Trust Board/Governor Services	ASAP
6.4	Mr. Amir Lemouchi's appointment as Associate Governor to St. Margaret's LGB to be noted.	Trust Board/Governor Services	ASAP
6.5	Ms. Emma Cherry's appointment as Associate Governor to Federation LGB to be noted.	Trust Board/Governor Services	ASAP
6.6	Reappointment of Graham Moss, Venerable Ade Ademola and Susanna Quinsee to the Trust Board to be noted.	Trust Board/Governor Services	ASAP

- 1. WELCOME/OPENING PRAYER AND APOLOGIES FOR ABSENCE**
- 1.1 The meeting opened with a Prayer and the Chair welcomed all those present to the meeting.
- 1.2 Apologies for Absence were received from Figen Bektasoglu, Beverley Hall (CEO and accepted.

Chair's Initials:

AA

1.3 There were no Apologies for Absence not accepted.

2. DECLARATION OF INTEREST

2.1 Governors were reminded to declare their Pecuniary Interests on Governor Hub.

2.2 There were no interests noted relating to the Agenda items to be discussed this evening.

3. NOTIFICATION OF ANY OTHER BUSINESS

3.1 Nothing to report.

4. CHAIR'S ACTION

4.1 The Chair advised Governors that he always had continuing discussions relating to other possible Schools to be included within the Trust.

4.2 It was noted that the Chair from Ongar Primary School had notified various Trusts expressing their Board's interest to be included within a Trust which had been pursued.

4.3 The Chair referred to the draft PPA Report which had been shared with Governors.

4.4 It was noted that the Chair had been involved in the appointment of the Executive Principal which had now been completed.

5. CEO'S ACTION

5.1 In the absence of Beverley Hall (CEO) from the Meeting, Mr. Amir Lemouchi reported a school closure recently relating to the breakdown of the School Boiler at St. Mary's Primary School. The decision was made by the CEO and the Chair of the Trust Board to close the School the following day.

5.2 It was noted that the School had previously reported that they were not happy with this boiler, despite being upgraded. This was discussed, in some depth, by the Finance Committee.

5.3 The School had managed to open the School for Pupils during this week. There was no electricity on the ground floor of the school building which included the staffroom and the Office. The Kitchen was not affected and food was prepared for the Pupils satisfactorily. The Office has now been operational and a photocopier was used on another floor for staff to print their resources for the Pupils. The Staff had been very flexible and supportive throughout this ordeal.

5.4 Testing would take place on the whole Site and the Contractors were very confident that there would be no further problems. The School do have 'top of the range' boilers but there seems to be an issue with the installation. There had been a number of concerns relating to the pressure building up within the Boiler which is not regulated and then overheats. This had affected the electrics and some cabling had been rectified. There is still some work to be undertaken to ensure that the boilers and the work alongside it is in order. However, the School is presently functioning as normal except for the staffroom.

5.5 It was noted that discussions had taken place with the RPA. The Project Managers have explained the dialogue Inside and the original main contractors regarding defects in relation to the Boiler. The School had been unable to access the BMS System due to the original installation company having gone into administration. The School had managed to contact the Manufacturer of the System and they will be visiting the School on the 23 July 2024 to carry out a diagnostic survey.

- 5.6 One Report had been received today relating to the Cylinder and what needs replacing. Another Report would be received tomorrow relating to electrical aspect.

This was clarified by Elaine James to the Trust Board in detail.

- 5.7 It was noted that the Insurance Company had advised the School that there were some issues with the second flood that may have affected the Boiler's performance. Negotiations had been opened up with Inside because it seems, dependent on what the Reports will be, it seems that some of the installation was incorrectly completed and Inside would have to rectify this.

- 5.8 Quotations were expected by the end of next week and the rectification work would take place during the Summer Holidays.

Thanks were conveyed to Elaine James for her update.

- 5.9 The Chair requested any updates by Friday next week which were considered helpful. Should there be a cost implication the Chair requested Elaine James to liaise with Venerable Ade Ademola (Chair of the Finance Committee) accordingly.

Discussion took place amongst the Trust Board.
Questions were answered by Elaine James in detail.

6. MEMBERSHIP OF THE TRUSTEES BOARD

- 6.1 There were no resignations received.

- 6.2 Ratification of Venerable Ade Ademola reappointment to Federation Local Governing Body

- 6.2.1 The Trust unanimously **agreed** to the above Proposal.

ACTION: Trust Board/Governor Services

- 6.3 Ratification of Mr. Amir Lemouchi as Associated Governor from September 2024 to the Federation Local Governing Body

- 6.3.1 The Trust Board unanimously **agreed** to the above Proposal.

ACTION: Trust Board/Governor Services

- 6.4 Ratification of Mr. Amir Lemouchi as Associate Governor from September 2024 to St. Margaret's Local Governing Body

- 6.4.1 The Trust Board unanimously **agreed** to the above Proposal.

ACTION: Trust Board/Governor Services

- 6.5 Ratification of Ms. Emma Cherry as Associate Governor from September 2024 to Federation Local Governing Board

- 6.5.1 The Trust Board unanimously **agreed** to the above Proposal.

ACTION: Trust Board/Governor Services

- 6.6 Reappointment of Graham Moss, Venerable Ade Ademola and Susanna Quinsee to the Trust Board

- 6.6.1 The Trust Board unanimously **agreed** to re-elect Mr. Graham Moss to the Trust Board for a further two years until November 2026. This was proposed by Venerable Ade Ademola and Hilton Idahosa.

ACTION: Trust Board/Governor Services

- 6.6.2 The Trust Board unanimously **agreed** to re-elect Venerable Ade Ademola for a further four year term to the Trust Board. This was proposed by Deborah Haworth and seconded by Mr. Graham Moss.

- 6.6.3 **ACTION: Trust Board/Governor Services**
The Trust Board unanimously **agreed** to re-elect Susanna Quinsee for a further four year term to the Trust Board. This was proposed by Alisha Anderson and seconded by Deborah Haworth.

ACTION: Trust Board/Governor Services

7. REPORTS

7.1 Flexible PPA Proposal

7.1.1 Ms. Alison Brown advised the Trust many companies were looking at the flexible working arrangements to improve their staff's work life balance. There were more limitations within the School Environment and this was clarified to the Trust Board. Part of the commitment to the School's Health and Wellbeing of staff, the School are always looking for ways to improve their work life balance and the introduction of the Flexible PPA is a way that the School can do this.

7.1.2 Teachers are allocated a total of 2 ½ hours PPA time each week and it was proposed that they are given this as compensatory time which they can use as they see fit. This would give staff the ability to manage their own time; this proposal would provide greater freedom for them to work in a way that suits them best. Teachers would need to ensure that there were assigned tasks for that PPA to be completed by the deadline set. This was clarified in detail to the Trust Board.

7.1.3 The Trust would initially run a trial period of this initiative for one term to monitor how the teachers were receiving this and also ensure to ensure there would be no impact on the pupils. Obviously, if the commitments were not being filled, there would be individual conversations with staff members.

7.1.4 It was noted that recruitment was getting difficult year on year and the Trust would have to think of creative ways to recruit and retain teachers so the offer of 2 ½ hours free time each week could be a powerful recruitment tool. Research has also shown that the incentive of enjoying time off can promote productive use of teachers' time. All teachers would be eligible for this initiative except for ECT's in their first year. This was clarified in detail to the Trust Board.

Question:

Will teachers' PPA be at a set time and how would this be managed?

Answer:

We have cover in place for them already as the teacher would be out of class anyway and we would already know previously.

Question:

In the case of Medical Appointments – these may be known at short notice. Would it be possible to switch in a one off situation.

Answer:

Yes – as long as we can fit these into the schedules. It is not something that you can build up like TOIL.

Question:

Have the staff received notification of this initiative?

Chair's Initials:

AA

Answer:

Not yet. Until this Proposal is approved by the Trust Board, we cannot share with the staff. If approved, this would be introduced in September 2024.

- 7.1.5 Mr. Amir Lemouchi advised Governors that this was considered to be a good idea because during the recruitment processes there were more candidates asking the questions relating to staff wellbeing and what the Trust can offer. This would be a clear, additional element that the Trust could offer which is very exciting.

The Trust Board unanimously ratified this Proposal

8. MINUTES TO BE APPROVED

- 8.1 The Minutes of the Meeting held on the 19 March 2024 were agreed as a true record of that Meeting except that Ms. Susannah Quinsee should be added to the attendees. The Chair agreed to sign these Minutes.

8.2 Matters arising:

- 8.2.1 There were no Matters Arising.

9. FINANCE AND PREMISES DOCUMENTATION

- 9.1 The Minutes of the Meeting held on the 11 June 2024 were referred to and these were agreed accordingly.

- 9.2 Elaine James provided a synopsis of the Finances and the following points were highlighted:-

- 9.3 It was noted that the additional grants had been received from the ESFA and additional income was received relating to secondment to Lettings in the Nursery due to expansion with the Breakfast and After School Clubs continuing to be a great success.

The Trust spent a lot of money this year; helping a number of hardship families across the Trust.

- 9.4 The amount received from the Markhouse Road sale had been ringfenced and work continues in upgrading the SSO's house.

- 9.5 It is expected to achieve surpluses across all three Schools within the Trust at the end of the Financial Year.

- 9.6 The Consolidated Cashflow Report shows that the Trust has been sustainable throughout the year and continues to be so.

- 9.7 The Three Year forecasted Budget shows that the Trust would be expecting a surplus at the end of next year. The Trust had allowed for a 3 ½% increase for Teachers and a 2 ½% increase for Support Staff.

- 9.8 The Trust has allocated a Budget for the new ICT Proposal/Project which Chane Hepper has worked incredibly hard on.

- 9.9 The Trust had accounted for the 5% Pooled Funding for Central Services and for HR Finances and Estate Management.

Chair's Initials:

AA

9.10 Proposal for Contingency Fund to Mitigate Additional Costs at St. Saviour's St. Margaret's and St. Mary's

The following Proposal had previously been recommended to the Trust Board:-

To establish a contingency fund to mitigate against potential additional costs arising from aged infrastructure specifically the boilers, heaters and roofs.

The School was unsuccessful with the CIF Bid which was due to the amount of money that the ESFA had to put towards the RACC. Match Funding may be a more viable option.

It was noted that the School had accounted for the proposal for the Contingency Fund to mitigate the additional costs at St. Saviour's and St. Margaret's especially but this might not be used.

The Trust agreed the Contingency Fund proposal

The Chair stated that he was very pleased that the Resources in all three Schools were well managed which enables the pupils to succeed.

Thanks were conveyed to Ms. Elaine James for her Financial Reporting.

9.11 ICT Three Year Proposal:

Chane Hepper addressed Governors and the following points were highlighted:-

9.12 The research related to three key points:-

- What does the Trust have at the moment across the three Schools
- How does that measure against the IT Standards
- What are the priorities for us for ICT in line with the School Development Plans for each individual School.

9.13 An extensive Survey was conducted on the current infrastructure and the needs for each School. The areas considered was the infrastructure which included the WiFi, servers, back-ups, security controls and hardware available to both staff and pupils.

9.14 Liaison took place with the ICT Engineer and once all the information was collated this was evaluated against the minimum digital standards that was released by the DfE and the Pack provided to Trustees included a link to that guidance for information. This was considered to be a working document as the DfE do add pieces of information. This is monitored very closely.

In addition to the above advice was sought from ICT Experts and the assigned elements were included within the Priority Plan.

Meetings were held with the Trust to ascertain their requirements to provide new learning opportunities to pupils and prepare them for a more

technological future. Added to this would be a rolling schedule of replacement equipment. Having this strategy would allow the Trust to build digital resilience and to be prepared for immediate and long term operational efficiency and sustainability which is in line with the actions from the Trust's Strategic Plan.

9.15 Having taken into account the Budget that would be available from the Reports; this enabled us to consider the priorities and development for each of the three Schools. Providers from the DfE Provider List were invited to the Schools to provide proposals and quotations. A Table quotation summary was provided for the Trust to peruse.

9.16 The following Recommendations were submitted to the Trust Board:-

9.17 We have Priority 1 for all three Schools awarded to the Infrastructure Upgrade which includes the WiFi, Networking and also considering the Cloud Based Service Solution. Since COVID the shift in the use of log on technology has resulted in many devices being used to access resources on the same infrastructure. At the present time the Network has the capacity to mostly support this. However, the Schools do have bottle neck situations that slow down both work and learning. Adding new devices to the current network would potentially increase these bottle necks and slow down even more. It is essential that the backbone of the Provision can cope with everything required.

With regard to the WiFi Component the Schools would like to recommend that the work is awarded to SBS and the basis of this award is because of the use of a reliable third party Provider to implement solutions and offer ongoing support.

SBS instructed SIMPLIFY to conduct the WiFi Survey in each of the Schools on their behalf and a Proposal Solution to the WiFi issues. SIMPLIFY is a market leader with experience in this field.

In addition to their robust solution the Schools also recommend the Trust to purchase into the Annual Support Option whereby all problems can be rectified.

With regard to the Server and Networking Components the Schools recommend that the work is awarded to IDNS on the basis that they would offer a cost effective and impractical solution that meets the requirement of the Trust. To allow greater flexibility and cross school teaching and learning they are proposing to consolidate the sign-ons to a single Microsoft 365. All compatible Cloud Based Services to be added to the single sign-on experience. This was clarified in detail to the Trust Board.

9.18 With regard to the Hardware Components the Schools would like to recommend that the work is awarded to IDNS on the basis that their quotations were like-for-like and the cheapest of the three Providers which resulted in a larger stake of Hardware for the pupils. The Schools are looking to purchase these items at the same time and implement the Project in Summer 2024. These would be purchased through a Three Year Operating

Lease at £176,015 excluding VAT over a three year period. The Budget Allocation is made up of both Devolved Formula Capital Carry forward, the IT Budget and the Devolved Formula Capital which is awarded each year.

All Reports had been uploaded for the Trust Board to peruse.

Question:

Because we are using different Contractors for different things; would it be the first time these contractors meet face-to-face?

Answer:

Because the WiFi element is the only element awarded to SBS and IDNS would be awarded all of the other work; I have told IDNS that the completion date of the 13 August 2024 would have to be adhered to. They have agreed to this deadline.

SIMPLIFY have availability from the 19 August 2024 and need one week for completion and testing. All Server Works must be completed before they commence this work.

Question:

What are the Penalties if Contractors miss their deadlines?

Answer:

I am meeting with them tomorrow and I will go through the Penalties with them. I have worked with IDNS before and I feel very confident.

General discussion took place amongst Governors.

Question:

Will Staff Training be provided for or will this be an extra cost?

Answer:

I did ask about the aspect of disruption to staff. I have been advised that the staff would only have to change their passwords when they return in September 2024 and everything would be exactly the same. This was clarified in detail to the Trust Board.

9.19 **The Trust Board unanimously agreed to the ICT Proposals submitted to the Trust Board during this Meeting.**

Thanks were conveyed to Chane Hepper for her excellent Presentation, Proposals and hard work in compiling this information and research for the Trust Board's consideration and agreement.

10. STANDARDS

10.1 The Meeting of the Standards Committee took place on the 11 July 2024. The Minutes were presently being prepared and would follow. A brief overview was provided to the Trust Board.

10.2 SAT's Results

- 10.2.1 It was noted that the SAT's Results were very pleasing. There was consistency in all three schools and the love of learning had been promoted and evidenced. This was clarified in detail.

General discussion took place amongst the Trust Board.

- 10.3 School Improvement Risk Analysis – St. Mary's
- 10.3.1 The Trust Board were requested to read this document.
- 10.4 School Improvement Risk Analysis – St. Saviour's
- 10.4.1 The Trust Board were requested to read this document.
- 10.5 School Improvement Risk Analysis – St. Margaret's
- 10.5.1 The Trust Board were requested to read this document.
- 10.6 Health and Safety Report
- 10.6.1 This Report was an in-depth Report and thanks were conveyed to the Team for their hard work.
- 10.7 Audit Report
- 10.7.1 The Autumn 2023 Audit Report was noted by the Trust Board.
- 10.8 School Resource Self-Assessment Report
- 10.8.1 The Trust Board noted this Report.

11. GET POLICIES – Reviewed at the Finance and Standards Committees

- 11.1 Flexible Working Policy
- 11.1.1 This Policy had been reviewed and recommended for ratification by the Trust Board.
The Trust Board ratified the Flexible Working Policy
- 11.2 Stress Policy
- 11.2.1 This Policy had been reviewed and recommended for ratification by the Trust Board.
The Trust Board ratified the Stress Policy
- 11.3 Acceptable Use Policy
- 11.3.1 This Policy had been reviewed and recommended for ratification by the Trust Board.
The Trust Board ratified the Acceptable Policy
- 11.4 ECT Policy
- 11.4.1 This Policy had been reviewed and recommended for ratification by the Trust Board.
The Trust Board ratified the ECT Policy.
- 11.5 Probation Policy
- 11.5.1 This Policy had been reviewed and recommended for ratification by the Trust Board.
The Trust Board ratified the Probation Policy
- 11.6 Data Breach Policy (GDPR)
- 11.6.1 This Policy had been reviewed and recommended for ratification by the Trust Board.
The Trust Board ratified the Data Breach Policy
- 11.7 Data Protection Policy (GDPR)
- 11.7.1 This Policy had been reviewed and recommended for ratification by the Trust Board.
The Trust Board ratified the Data Protection Policy (GDPR)
- 11.8 Data Retention
- 11.8.1 This Policy had been reviewed and recommended for ratification by the Trust Board.

The Trust Board ratified the Data Retention Policy
11.9 Data Security Policy
11.9.1 This Policy had been reviewed and recommended for ratification by the Trust Board.

The Trust Board ratified the Data Security Policy
11.10 Privacy Notice Parents
11.10.1 This Policy had been reviewed and recommended for ratification by the Trust Board.

The Trust Board ratified the Privacy Notice Parents Policy
11.11 Privacy Notice Staff
11.11.1 This Policy had been reviewed and recommended for ratification by the Trust Board.

The Trust Board ratified the Privacy Notice Staff Policy
11.12 Privacy Notice Students
11.12.1 This Policy had been reviewed and recommended for ratification by the Trust Board.

The Trust Board ratified the Privacy Notice Students
11.13 Privacy Notice Governors
11.13.1 This Policy had been reviewed and recommended for ratification by the Trust Board.

The Trust Board ratified the Privacy Notice Governors Policy
11.14 Members', Directors' and Governors' Allowances
11.14.1 This Policy had been reviewed and recommended for ratification by the Trust Board.

The Trust Board ratified the Members', Directors', and Governors' Allowances Policy
11.15 Toil Policy
11.15.1 This Policy had been reviewed and recommended for ratification by the Trust Board.

The Trust Board ratified the Toil Policy

11. ANY OTHER BUSINESS
11.1 The Chair conveyed his thanks, on behalf of the Trust Board, to Mr. Amir Lemouchi for all of his hard work which had been truly excellent. Best wishes were also conveyed to Mr. Amir Lemouchi for a great time during his travels as he leaves the Trust..

Mr. Amir Lemouchi thanked the Trust and advised that it would be difficult to leave.


12. DATE OF NEXT MEETING
12.1

GET Trust Board Meeting	10th December 2024	6pm	Virtual
GET Trust Board Meeting	18 th March 2025	6pm	Virtual
GET Trust Board Meeting	15 th July 2025	6pm	Virtual

The Chair thanked everyone for attending the Meeting this evening and for their hard academic year.

The meeting closed at 7.45pm with a Closing Prayer.

Chair:Ven.Ade Ademola..... (print)

.....  (sign)

Date:10/12/24.....

**GET Trust Board
Draft Minutes
16-07-2024**

Chair's Initials: AA
