

**MINUTES OF THE MEETING OF THE
GENESIS EDUCATION TRUST BOARD
HELD ON 6 JULY 2017
AT 6.30PM AT ST SAVIOUR'S CofE PRIMARY SCHOOL**

Present: Graham Moss (in the Chair)
Chika Ifeagwu
Rev. Canon Ade Ademola
Paul Powell
Heather Boardman
Ruth Ejvet
Elaine James
Carlene Reid
Bev Hall

Clerk: Sue Gill

1. Welcome and Apologies

- 1.1 Graham Moss welcomed everyone to the meeting, especially Ruth Ejvet who was attending her first meeting.
- 1.2 An apology for absence was received and accepted from Anita Fenn.
- 1.3 Rev. Canon Ademola informed members that Beverley Hall recently became a National Leader of Education providing support to schools. Congratulations were extended to her.

2. Notification of Any Other Business

- 2.1 St Margaret's Audit Report
- 2.2 Feedback to and from the local governing bodies.

3. Declarations of interest

There was nothing to declare in regards to the agenda items.

Canon Ademola led members on an Opening prayer.

4. Chair's Action

- 4.1 The St Margaret's audit report was recently published. Clarification was sought on the role/responsibilities of the Trust Board and Local Governing Body. It was reminded that there were certain financial procedures put in place across the schools within the Trust. The Chief Executive Officer (CEO) and Chief Operation Officer (COO) had to sign that they complied with EFA regulations. Every year the Trust would be expected to publish an annual report made up of two elements, standards and finance (including the audit report).
- 4.2 All recommendation points need to have been addressed/actioned. There were a number of recommendations that affected the responsibilities of the CEO and COO. It was stressed that there was a need to work with the COO to identify the issues and the proposed actions agreed before information was placed on the website. Views were expressed. It was agreed that as a charity, members needed to have an awareness of these issues at local level.

- 4.3 School staff felt that they were unaware about what was expected from the audit, as they had not long joined the Trust and would have liked a transition plan/programme. It was noted that the system was new to all the schools in the Trust and that each school's Business Manager dealt with the local level of finance. The first year in a newly formed academy trust was a learning curve for all members.

Action: It was agreed that Elaine James in her role as COO would

- (a) Discuss with staff at St Margaret's actions needed to be taken to ensure that financial procedures at St Margaret's met with the requirements laid down by the EFSA for the financial management of the Trust
 (b) Discuss with the Chair of St Margaret's LGB and with the Chair of the Trust's Finance Committee what actions needed to be undertaken to address the concerns raised in the Auditors report

5. CEO's Action

- 5.1 Members noted that there will be a confidential discussion about St Edward's later in the meeting.

- 5.2 The Trust trialled a new way of teaching maths. It had proved successful with a greater depth of 53%.

5.3 St Mary's data

5.3.1 KS2 results

	Expected	Greater Depth (GD)	National Expected	National GD
Reading	90%	40%	71%	24%
Writing	93%	60%	76%	18%
GPS	100%	73%	77%	31%
Maths	97%	53%	75%	23%
Combined	90%	40%	61%	9%

- 5.3.2 Members noted the document detailing the historical data including the unvalidated KS2 results. All areas were good, but needed some unpicking. There were a lot of Pupil Premium children with issues and that particular cohort was challenging. Most children reached the expected level and three appeals had been lodged.

5.4 St Saviour's data

5.4.1 KS2 Results

	Expected	Greater Depth (GD)	National Expected	National GD
Reading	83%	11.6%	71%	24%
Writing	95%	33%	76%	18%
GPS	95%	44%	76%	30%
Maths	93%	18.6%	75%	22%
Combined	81%	9%	61%	9%

- 5.4.2 Reading had increased by 5% on last year's results. Greater Depth in Maths was below the national figure. This particular cohort was challenging. Pupil Premium pupils did very well overall.

5.5 The scaled scores for both schools were noted. It was agreed that all these figures be looked at in detail at the next Standards Committee meeting.

Action: Standards Committee.

5.6 St Margaret's

5.6.1 Year 6 end of year analysis

	At or above ARE	% at Greater Depth (GD)	Good progress or better since KS1
Reading	75%	%	53%
Writing	73%	9%	71%
Maths	75%	%	66%

5.6.2 It was noted that there were significant concerns about this particular cohort, especially in regards to the gender gap ARE in reading and GDS in writing. It was thought that the Regional School Commissioner (RSC) would pay attention to those schools that were under the national average. Areas of concern to be addressed as a matter of urgency.

Action: Bev Hall and senior leadership team.

6. Membership of LGB/Trust Board

This was discussed in depth at the last meeting. During this first year of transition, it had been agreed that Anita Fenn as a members would also continue to act as Chair of St Margaret's LGB and was also elected as Chair of the Trust Board. However, there were concerns that this arrangement could result in potential conflicts of interest. One possible solution was for Anita to remain as a trustee but stand down from the role of Chair. Anita was not present at the meeting as she was recovering from a planned operation.

Action: Bev Hall to seek further legal advice on the matter and report back to the next meeting of the Board.

7. Minutes

7.1 Trustees received the minutes of the meeting held on 18 May 2017 and agreed these to be an accurate record of the meeting, subject to a number of amendments:

7.1.1 Present

Both Heather Boardman and Ruth Ejvet were not present at the meeting.

7.1.2 It was asked that these amendments be made to the minutes and that the amended version is signed by Graham Moss for the file.

Action: Clerk to amend minutes.

7.2 Matters arising 18-5-2017:

7.2.1 Minute 16 – Confirmation of Registered Office

All action points were completed.

7.2.2 Minute 18 – Checks on Trustees

Elaine James contacted the Company Secretary and monitored progress in obtaining the DBS clearances.

7.2.3 Minute 20 – Register of Interests

The action point was completed.

7.2.4 Minute 27 – Trading Disclosures

The correct letterhead for St Margaret's was being used.

7.3 Finance Sub Board meeting 19-6-2017

7.3.1 It was agreed that minutes approved by the Sub Board would be presented to future Trust Board meetings.

7.3.2 Rev. Canon Ademola stressed the need to have succession planning, as there were a number of items/procedures that should already be in place regardless of being an academy. Following on from the St Margaret's financial audit, Bev Hall and Elaine James were asked to highlight concerns to Rev. Canon Ademola.

7.4 Standards Sub Board meeting 20-6-2017

7.4.1 The minutes will be re-sent to Trustees once approved by the Sub Board. Sub Board members were asked to give amendments to Paul Powell.

Action: Trustees.

7.4.2 It was felt that some issues/discussions were not reflected in the minutes. Chika Ifeagwu will provide the relevant information to Paul Powell.

Action: Chika Ifeagwu

8. Finance Documentation

8.1 Trustees formally approved the following documentation, which was presented at the Finance Sub Board meeting on 19 June 2017:

- Terms of Reference
- Financial Year Budget 1 April to 31 August 2017 for:
 - St Margaret's
 - St Mary's
 - St Saviour's
- Financial Year Budget 1 April 2017 to 31 August 2018 for:
 - St Margaret's
 - St Mary's
 - St Saviour's
- Genesis Education Trust Budget 1 April 2017 to 31 August 2017
- Genesis Education Trust Budget 1 September 2017 to 31 August 2018

8.2 Elaine James to interrogate the financial information for St Margaret's. It was noted that each school had 3% top slice from their budget. Elaine James will advise St Margaret's the details of the top slicing.

Action: Elaine James.

9. Standards documentation

9.1 Trustees formally approved the following documentation which was discussed at the Sub Board meeting held on 20 June 2017:

- Terms of Reference
- School Data (Use of Model Template as agreed)
 - St Margaret's
 - St Mary's
 - St Saviour's
- Historical Data
 - St Margaret's
 - St Mary's
 - St Saviour's

10. Reports

10.1 Verbal KS2 Update

This was discussed earlier in the meeting.

10.2 Health and Safety Reports (Written)

The reports for the three schools were for information and will be discussed at the next Finance Sub Board meeting.

10.3 Verbal update St Edwards

This was recorded as a confidential minute.

11. Policies

Trustees formally approved the following policies customised for St Margaret's:

- Safeguarding
- Health and Safety
- Debt Recovery
- Charging and Remissions
- Business Charge Cards
- Emergency School Closure
- Stocktaking Certificate
- Statement of Internal Control
- Schools Financial Value Standard
- Business Continuity Plan

12. AOB/Next meeting

12.1 There were no other items for discussion.

12.2 The next meeting will be held on 7 December 2017 at 6.30pm at St Mary's.

Rev. Canon Ademola led the closing prayer.

The meeting closed at 8.30pm.

Chair: *Graham P Moss*

Print: *G-P Moss*

Date: *7th December 2017*