

**MINUTES OF THE MEETING OF THE
GENESIS EDUCATION TRUST BOARD
HELD ON 15 JULY 2019
AT 6.30PM AT ST. SAVIOUR'S C OF E PRIMARY SCHOOL
VERULAM AVENUE, WALTHAMSTOW, E17 8ER**

Present: Mr. Graham Moss (Chair - Director)

Directors:

Mr. Paul Powell
Reverend Canon Ade Ademole
Ms. Beverley Hall, CEO
Ms. Lisa Collison
Mr. Hilton Idahosa
Ms. Nicola King

Observer: Mrs. Elaine McDonald-James

Clerk to the Trust: Mrs. Pauline Dorney

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.1	Prepare a 'Vision' of the Trust	G.Moss	ASAP
4.1	Contact Regional Schools Commissioner regarding possibility of expansion	G Moss	ASAP

1. WELCOME AND APOLOGIES

- 1.1 The Chair welcomed everyone to the Meeting.
- 1.2 Apologies for Absence were received from Mr. Samir Soni and accepted.

2. DECLARATION OF INTEREST

- 2.1 Nothing to report.

3. NOTIFICATION OF ANY OTHER BUSINESS

- 3.1 One Confidential Item – reported separately.

4. CHAIR'S ACTION

- 4.1 The Chair reported that he had had a discussion with Beverley Hall and it was agreed that the finances had been finalised and the three Schools were working very well. It was suggested that maybe it was time to move on and become a larger Trust and discussed how this could be possible. It was suggested to make contact through the Regional Schools Commission outlining the Trust's ambitions. It was agreed that the Genesis Education Trust would like to move forward and discussions had taken place.
It was therefore agreed for the Chair to write to the Regional Schools Commissioner setting out where the Trust is at the present time.

Chair of Governors
Initials:

The Chair clarified this item in detail and discussion took place amongst Governors.

The Chair agreed to write a 'Vision' and stated that growing in size builds up sustainability.

ACTION: Chair to produce a "Vision" for the Trust

ACTION: The Chair agreed to draft a letter to the Regional Commissioner.

4.2 Confidential Item – reported separately.

5. CEO'S ACTION

5.1 Nothing to report.

6. MEMBERSHIP OF THE GOVERNING/TRUSTEES BOARD

6.1 Local Governing Board

It was agreed to appoint new Governor Nominations as follows:

- (1) Ruth Keane – Associate Governor of St Mary's and St Saviour's LGB
- (2) Toni Bankole – Local Authority Governor of St. Margaret's LGB.

The Board noted these appointments and ratified them accordingly.

6.2 It was proposed to reappoint Heather Boardman to the Trust as a Board Member.
The Trust ratified this proposal accordingly.

7. MINUTES TO BE APPROVED

7.1 The Minutes of the GET Board Meeting held on the 25 March 2019 were agreed as a true record of that meeting subject to the following amendments:-

7.1.1 Apologies for absence were received from Nicola King but not recorded.

7.1.2 Item 9

"In terms of his role working closely on each local and board level". This was incorrect and should read "on the local and board level" – delete 'each'.

7.1.3 Item 9.5

Should read "fewer LGB Meetings".

The Chair signed the Minutes accordingly.

7.2 Matters arising:

7.3 The Draft Minutes of Finance and Premises GET Board held on the 2 July 2019 were circulated to Members previously for their information.

7.4 The Draft Minutes of the Standards GET Board held on the 27 June 2019 were circulated to Members previously for their information. This meeting was considered to be very productive. The Committee went through the data and identified some areas of concern some of which have been attended to. It was noted that St. Margaret's is making good progress.

Thanks were conveyed to the Standards Committee for their input.

7.4.1 Matters arising
Item 9.5

It was noted that the Agenda had been amended to include a Strategic Risk Assessment as part of the Standards Committee remit which will be evaluated to provide an opportunity to make it more strategically focused.

8. FINANCE AND PREMISES DOCUMENTATION

8.1 St. Margaret's Monthly Management Accounts had been shared with the Trust and noted.

8.2 St. Margaret's Three Year Budget highlighted the following Income and Expenditure figures:-

Income Revenue:

2019-2020	=	£2,406,818
2020-2021	=	£2,406,818
2021-2022	=	£2,447,751

Expenditure Revenue:

2019-2020	=	£2,394,433
2020/2021	=	£2,393,596
2021/2022	=	£2,440,368

In Year surplus:

2019/2020	=	£12,385
2020/2021	=	£13,222
2021/2022	=	£ 7,383

8.3 St. Mary's Monthly Management Accounts had been shared with the Trust and noted.

8.4 St. Mary's Three Year Budget highlighted the following Income and Expenditure figures:-

Income Revenue:

2019-2020	=	£3,785,041
2020-2021	=	£3,792,930
2021-2022	=	£3,872,124

Expenditure Revenue:

2019-2020	=	£3,771,449
2020/2021	=	£3,791,411
2021/2022	=	£3,834,864

In Year surplus:

2019/2020	=	£13,952
2020/2021	=	£ 1,519
2021/2022	=	£37,260

8.5 St. Saviour's Monthly Management Accounts had been shared with the Trust and noted.

8.6 St. Saviour's Three Year Budget highlighted the following Income and Expenditure figures:-

Income Revenue:

2019-2020	=	£2,488,797
2020-2021	=	£2,519,195

2021-2022 = £2,573,138

Expenditure Revenue:

2019-2020 = £2,486,559

2020/2021 = £2,470,277

2021/2022 = £2,528,583

In Year surplus:

2019/2020 = £ 2,238

2020/2021 = £48,918

2021/2022 = £44,555

Question:

St. Margaret's Staff costs seemed lower. What is the reason for this?

Answer:

The majority of staff are not at the top of their range which makes a difference in costs and this was clarified in detail by Mrs. Elaine McDonald-James.

The Chair advised Directors that by setting the Plan for 3 Years, the Trust were able to determine the level of reserves and clearly over the period of time those reserves had increased.

Question:

Are we satisfied that there is sufficient contingency within the Three Year Plans should the Trust have to face any issues that could arise?

Answer:

The financial position was considered robust and this has been tested previously with the relevant benchmarking exercises as far as within reason. The only issue that would make a difference were if the Trust were to expand in the future.

However, it was very clear on what the Trust were doing – going forward. It was noted that the contingency and the reserves for the size of the Trust was considered very stable.

Question:

Do we, as a Trust, have a Reserves Policy?

Answer:

Yes – this is due to be reviewed.

The Chair stated that the ESFA Manager continues to look at Finances and tends to look at the consolidated Accounts for a Trust, as a whole, from time to time; and asks for the Minutes to see that the Board are being rigorous on budget setting.

The Trust were reminded that the purpose of the Finance Committee is to discuss the majority of the groundwork for final ratification by the Board.

It was noted that Trust did undertake a detailed Procurement Exercise and the Director of Finance had a great deal of paperwork to substantiate this exercise. In doing so, the Finance Directors agreed the following:-

- The ICT Interactive White Boards be reinstated at St. Saviours
- Reinstatement of the ICT Suite at St. Margaret's
- New Football Fencing at St. Saviour's

- VR Headsets for all three Schools

8.7 The Chair advised the Trust that the CIF bid was successful in gaining £600,000 for St. Margaret's C of E Primary School. An update was provided to the Trust as follows:-

- 8.7.1 The Trust received £389,000 for refurbishment
- 8.7.2 The Trust received £211,000 for the upgrade of the Fire Alarm System together with the replacement of every door within the School.
- 8.7.3 It was noted that three construction meetings had taken place with all the Contractors; together with an Independent Project Manager from Synergy. They dealt with the tendering for the School and ensured everything followed the European Guidelines. The School have received confirmation that they will be fully covered during the refurbishment relating to Insurance procedures.
- 8.7.4 Meetings will take place on a weekly basis until the end of the Project on site. Work commenced last week on the ICT Suite.
- 8.7.5 A tight timetable has been put in place accordingly with the roof being completed by the first week in September, 2019.

Question:

In terms of the management company supporting this, how is their fee determined?

Answer:

Their fee is the standard fee that they actually put into the CIF bid given to the ESFA

Thanks were conveyed to Mrs Elaine McDonald-James for her very hard work in the organisation of the above items.

8.9 Company Tax Return

Question:

On the Company Tax Return we have £400 of Investment Income. Where is this from?

Answer:

This relates to a donation from a former pupil of St. Saviour's.

It was noted that the Trust Board Members had read and noted the Financial Documentation previously submitted to them.

9. STANDARDS RISK REPORT

9.1 The Risk Assessment Reports in the future would consist of a Risk Analysis of all three Schools showing the key risks which would be tracked throughout the academic year. This would provide more clarity and would be reviewed each term.

10. DATA

10.1 The Trust were shown the Non Statutory and Statutory Summer 19 Data Analysis for all three Schools which detailed the unvalidated results for each Year Group. The formal results would be received next term. The results were very positive and the Board were very pleased with this outcome. However, the CEO highlighted the following:-

10.2.1 The results showed that they had made a significant gain and it was noted that the final results should increase further 2 to 3% due to children being disapplied due to them not being in the country long enough to qualify.

- 10.2.2 The Pupil Premium at St. Margaret's Primary School had continued to increase significantly and the Gifted and Talented Pupils had made significant gains in the statutory data. It was noted that previously that the More Able Pupils were not historically being stretched or developed.

General discussion took place amongst the Trust.

11. Teaching and Learning

- 11.1 Notes from Eithne Lemming and also from Sir Robin Boshier had been distributed to Members for their information. All comments were constructive and reinforced the trust's findings.

It was noted that Sir Robin that will review the Schools very early in September and throughout the year. We are working with Headteachers from other Local Authorities – inviting them to visit and spend more opportunities to share and compare their findings.

Thanks were conveyed to all Staff and Pupils for their hard work and achievement during the last academic year.

12. REPORTS

12.1 Planner of Dates 2019/20

- 12.1.1 Members noted the Planner of Dates for 2019/20

12.2 Information Cycle 2019/20

- 12.2.1 Members noted the information cycle 2019/20

13. GENESIS EDUCATION TRUST POLICIES

- 13.1 Maternity Policy
- 13.2 Paternity Policy
- 13.3 Anti-Fraud and Corruption
- 13.4 Risk Management
- 13.5 Members Directors' and Governors' Allowances
- 13.6 Business Charge Cards
- 13.7 Consultancy Policy
- 13.8 Gifts and Hospitality
- 13.9 Vehicles Policy
- 13.10 Write off and Asset Disposal
- 13.11 Accounting Policy
- 13.12 Code of Conduct
- 13.13 Data Protection
- 13.14 Data Breach Policy
- 13.15 Data Retention Policy
- 13.16 Private Notice GDPR
- 13.17 Disability Equality
- 13.18 Organisation Change and Redundancy
- 13.19 Recruitment and Selection
- 13.20 TOIL Policy
- 13.20.1 **The Trust ratified the above Policies and it was noted accordingly**

14. DATE OF NEXT MEETING

- 14.1 Full GET Board Meeting 25 November 2019 6.30pm at St. Mary's C of E Primary School

15. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

15.1 Confidential Item – reported separately.

15.2 On behalf of the Board the Chair thanked Beverley Hall and all staff from three Schools for their very hard work this year. The board was very proud to be Trustees of these Schools.

The Chair thanked everyone for attending the Meeting.

The meeting closed with a Prayer at 8.30pm.

Chair: (print)

..... (sign)

Date:

Genesis Education Trust
Draft Minutes
15/7/2019

Chair of Governors Initials:
