

**MINUTES OF A MEETING OF THE
GENESIS EDUCATION TRUST BOARD
HELD ON THURSDAY 15 MARCH 2018 AT 6.30 PM
AT ST MARGARETS SCHOOL, BARKING**

Present: Mr Graham Moss (Chair) (from 6.58pm)
Ms Beverley Hall (Chief Executive Officer)
Reverend Canon Ade Ademola
Ms Elaine James
Mr Paul Powell
Ms Heather Boardman
Ms Lisa Collinson
Mr Hilton Idahosa

Clerk: Ms Gill Hand, LBWF Governor Services

Summary of agreements and actions:

| Minute reference | Formal agreements and/or actions identified | Named person(s) for action(s) identified | Completion date |
|------------------|--|--|-----------------|
| 4.2 | Chair of Governors to write to Rev. Lee to formally thank him | GM | ASAP |
| 4.2 | Governor Services and Heather Fleetwood to note Rev Lee's resignation and amend records accordingly | HF/Gov. Services | Immediate |
| 4.2 | Governor Services and Heather Fleetwood to note appointment of Mr Idahosa and Miss Collison as Directors and amend records accordingly | HF/Gov. Services | Immediate |
| 7.3 | Director status item to be agenda item for members meeting on 26.3.18 | HF/Gov. Services | Immediate |
| 7.4 | To consider the development of a staff Well Being Policy | LGB's sub-committee | ASAP |
| 10.2 | To send any comments re Strategic Plan comments direct to Ms Hall via email | All | ASAP |
| 10.6 | To email Heather Fleetwood direct to advise of errors noted by 23.03.18 | All | 23.03.18 |
| 12.1 | Date of next meeting 12 July 2018 at 6.30pm at St Saviour's school | All | Immediate |

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting which opened with a prayer by Rev. Canon Ade.

1.2 Apologies for Absence

Apologies for absence were received and accepted from Mrs Chika Ifeagwu and it was noted that Mr Graham Moss would be late due to traffic issues.

Chair's Initials:



- 1.3 Quorum
The Clerk confirmed that the meeting was quorate.

2. DECLARATIONS OF INTEREST

- 2.1 There were no declarations made pertaining to any of the agenda items for this meeting.

3. NOTIFICATION OF ANY OTHER BUSINESS

- 3.1 There were no notifications of any other business to record.

4. MEMBERSHIP OF THE GOVERNING/TRUSTEES BOARD

- 4.1 Trustees formally appointed Miss Lisa Collison and Mr Hilton Idahosa as Directors of the Genesis Education Trust and invited them to join the meeting.

- 4.2 It was noted that Rev. Young Lee had resigned as a Trustee and Canon Ade had verbally thanked him for his historical work.

ACTION: Chair of Governors to write to Rev. Lee to formally thank him

ACTION: Governor Services and Heather Fleetwood to note Rev Lee's resignation and amend records accordingly

ACTION: Governor Services and Heather Fleetwood to note appointment of Mr Idahosa and Miss Collison as Directors and amend records accordingly

5 CHIEF EXECUTIVE OFFICER'S ACTION

- 5.1 Ms Hall advised that there were no actions to report since the last meeting.

6. MINUTES

- 6.1 Minutes of the Genesis Education TRUST Board meeting held on 7 December 2018
The minutes of the meeting held on Thursday 7 December 2017 were received and accepted by the Board and agreed to be an accurate record of the meeting. The Chair signed the minutes at the end of the meeting and these were retained by the school.

6.2 Matters Arising

It was noted that there were no outstanding actions from the previous meeting.

6.3 Draft minutes of Finance GET Board meeting 22.2.18

It was noted that a draft copy of the above minutes had been circulated prior to the meeting for reference only and final copies would be circulated once signed off at the next sub committee meeting in the Summer Term.

The finance audit for all 3 schools had had to be rescheduled at the auditors request due to adverse weather conditions and was now scheduled for 22 March 2018.

6.4 Draft minutes of Standards GET Board meeting 13.3.18

A meeting of the above subcommittee had taken place on the 13 March 2018 where data, attendance and the teaching and learning review had been discussed. It was noted that a draft copy of the above minutes would be circulated in due course for reference only and final copies would be circulated once signed off at the next subcommittee meeting in the Summer Term.

Mr Graham Moss joined the meeting at 6.58pm

Chair's Initials:



7. CHAIR'S ACTION

The Chair advised that the following Chair's Actions had been undertaken since the last meeting.

7.1 St Margaret's School Building Meeting

The Chair advised that he had attended the first building meeting re the building issues identified at the school held and found it to be useful and informative.

7.2 Acknowledgement

A Director acknowledged the additional work that had been faced by the schools as a result of the above issues during a time when they already had additional work pressures due to the establishment of the Teaching School. Staff were thanked them on behalf of Trustees.

It was acknowledged that the process had been time consuming and unexpected but it was essential to ensure that the education of children and their well-being remained a priority.

It was agreed that it would be beneficial for the GET to consider the introduction of a staff Well Being Policy.

ACTION : To consider the development of a staff Well Being Policy

8. UPDATE ON FINANCES

8.1 St Margaret's Finance Report

It was noted that this report had been circulated prior to the Board meeting for information and discussions are recorded under separate confidential minutes.

8.2 St Margaret's Indicative Budget

It was noted that this report had been circulated prior to the Board meeting for information and discussions are recorded under separate confidential minutes.

8.3 St Margaret's Building Update

It was noted that this report had been circulated prior to the Board meeting for information and discussions are recorded under separate confidential minutes.

8.4 St Margaret's Health & Safety Report

It was noted that this report had been circulated prior to the Board meeting for information.

8.5 St Margaret's Asbestos Plan

It was noted that this report had been circulated prior to the Board meeting for information.

8.6 St Mary's Finance Report

It was noted that this report had been circulated prior to the Board meeting for information.

8.7 St Mary's Indicative Budget

It was noted that this report had been circulated prior to the Board meeting for information and discussions are recorded under separate confidential minutes

Chair's Initials:



8.8 St Mary's Health & Safety Report

It was noted that this report had been circulated prior to the Board meeting for information .

8.9 St Mary's Asbestos Plan

It was noted that this report had been circulated prior to the Board meeting for information.

8.10 St Saviour's Finance Report

It was noted that this report had been circulated prior to the Board meeting for information.

8.11 St Saviour's Indicative Budget

It was noted that this report had been circulated prior to the Board meeting for information and discussions are recorded under separate confidential minutes

8.12 St Saviour's Health & Safety Report

It was noted that this report had been circulated prior to the Board meeting for information .

8.13 St Saviour's Asbestos Plan

It was noted that this report had been circulated prior to the Board meeting for information.

8.14 GET Budget

It was noted that this draft report had been circulated prior to the Board meeting for information and the final budget would be circulated to governors in due course.

9. STANDARDS KEY ITEMS

9.1 It was noted that there were no items to be discussed under this item.

10. REPORTS

10.1 Trust Report

It was noted that this report had been circulated prior to the Board meeting for information.

It was noted that the report would benefit from more information to be included re the Christian ethos and this was acknowledged and noted for the future.

10.2 Strategic Plan

It was noted that this report had been circulated prior to the Board meeting for information and was due to be updated in the Summer Term 2018.

ACTION: To send any comments re Strategic Plan

10.3 Genesis Trust Structure Report

It was noted that this report had been circulated prior to the Board meeting for information and discussions are recorded under separate confidential minutes.

10.4 Reorganisation of Staff

It was noted that this report had been circulated prior to the Board meeting for information and discussions are recorded under separate confidential minutes.

10.5 Skills Audit Review

It was noted that this report had been circulated prior to the Board meeting for information and this area would be reviewed in the Summer Term where consideration would be given to realigning to prevent duplication, promote effectiveness and track decision making.

It was noted that LBWF Governor Services, was due to meet with the GET to review policies and websites and working alongside the GET to ensure robustness in the governance area.

10.6 GET Board Publication of Information & Attendance Register

It was noted that this report had been circulated prior to the Board meeting for information. All comments emailed to Heather Fleetwood.

11. POLICIES

11.1 The policies listed below had been circulated for information prior to the meeting and were all **AGREED for adoption**:

11.2 **AGREED** -Business Continuity Plan – St Margaret's

11.3 **AGREED** -Business Continuity Plan – St Mary's and St Saviour's

11.4 **AGREED** -Health & Safety Policy – GET (including workstation assessment form and eyesight testing form)

11.5 **AGREED** -Fire Risk Assessment & Good Housekeeping – St Margaret's – (including playground and classroom log sheet)

11.6 **AGREED** - Fire Risk Assessment & Good Housekeeping – St Mary's – (including playground and classroom log sheet)

11.7 **AGREED** -Fire Risk Assessment & Good Housekeeping – St Saviour's – (including playground and classroom log sheet)

11.8 **AGREED** -GET Personal Emergency Evacuation Plan

11.9 The Directors were advised that Fire Risk and Health & Safety assessments had been carried out at each school.

12. ANY OTHER BUSINESS/DATE OF NEXT MEETING

12.1 The date of the next meeting was noted as 12 July 2018 at 6.30pm at St Saviour's School.

13 CLOSING PRAYER

13.1 The Chair closed the meeting with a prayer.

Meeting closed at 8.45pm

Chair: *Rev. J. Conner MBE MSc* (print)

J. Conner (sign)

Date: *17/7/18*

Chair's Initials:
JC