

**MINUTES OF A MEETING OF THE GENESIS TRUST BOARD HELD ON MONDAY 16 MARCH 2020 AT ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL, BROOKE ROAD, E17**

Present: Mr Graham Moss (Chair)-Director (GM)

**Director Attendees:**

Mrs Beverley Hall-Chief Executive Officer (BH)  
 Rev Canon Ade Ademola (AA)  
 Mrs Heather Boardman (HB)  
 Mr Paul Powell (PP)

Clerk to the Governors: Mrs Caroline Russell

Also in Attendance: Mrs Elaine McDonald-James, Chief Operating Officer (EMcD-J)

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.	Quorum: Clerk to check if this can be amended for Board.	Clerk	As soon as possible
5.2.	Additional Audit following whistleblowing complaint: GM to respond to EFSA	GM	As soon as possible
7.4.	Monthly Management Accounts: A4 summary requested appended to future accounts re any issues	EMcDJ	Ongoing
8.2.	Teaching and Learning Review Verbal Update: (i)HT (MO'B) to circulate written report to all directors when available. (ii) GM to forward power point re OFSTED revised inspection framework to Directors.	MO'B GM	As soon as possible As soon as possible
9.	Policies: Any comments to school by 30-03-2020.	All	30-03-2020
10.2.	Coronavirus/Covid 19: Chair/Executive Head to update Directors by group email.		
11	Date and Time of Next Meeting: Monday 13 July 2020 at St Saviours CE Primary at 6.30 p.m.	All	Immediate

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1 Welcome

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

1.2 Apologies for Absence

Apologies for absence were received and accepted from Ms Lisa Collison, Mr Hilton Idahosa and Ms Nicola King.

Chair's Initials:

- 1.3 Quorum.  
The Clerk confirmed that the meeting was quorate with 5 Directors present.
2. **DECLARATIONS OF INTEREST**
  - 2.1 Declarations of Interest in the Current Agenda Items  
There were no declarations made pertaining to any of the agenda items for this meeting.
3. **NOTIFICATION OF ANY OTHER BUSINESS**  
There were none.
4. **MEMBERSHIP OF THE BOARD/TRUSTEES**  
This was discussed noting that a visit has been arranged by a nominee from Academy Ambassadors and that a potentially interested parent has been approached. The meeting discussed the reasons for the limited life of Trustees which include work/life balance and family and time commitments. It was suggested that newly appointed trustees be supported via a mentor system and that email information be exchanged between meetings. Possibly, the future size of the board could be reduced in order to reduce quorum requirements.  
**ACTION:** Clerk to check if quorum requirements can be changed.
5. **CHAIR'S ACTION**  
Recorded under confidential minutes
6. **MINUTES**
  - 6.1. Minutes of the Meeting Held on 27 January 2020  
These were received and accepted subject to noting that PP would be standing down as chair of standards committee. Mr Graham Moss signed a copy of the minutes for retention by the Trust.
7. **FINANCE**
  - 7.1. Finance Committee  
This met recently with minutes being drafted for approval.
  - 7.2. Monthly Management Accounts for GET Trust Schools (St Mary's, St Margarets and St Saviours)  
These were circulated prior to the meeting and approved. It was noted that income and expenditure are satisfactory for the time of year and that the Trust has good reserves. The accounts are seen monthly by GM per Academies Financial Handbook requirements.  
**ACTION:**  
-A4 page summary requested appended to future accounts to highlight any issues.
8. **REPORTS**
  - 8.1. Standards Committee
    - 8.1.1. It was reported that this met at the end of January and considered risks, data and strategy with draft minutes available. It was **AGREED** that future agendas will identify key risks on the register e.g. change of Head Teacher and report regarding those as part of a strategic update.
    - 8.1.2. The meeting discussed staff attendance at Trust schools with return to work meetings held and absence management for repeated short absences. Some pupils

have not been attending school due to coronavirus with a potential impact on summer 2020 SATS results.

8.2. Teaching and Learning Verbal Update

This was conducted at St Mary's by Sir Robin and is similar to a Section 8 inspection. He with extremely complementary regarding curriculum design, implementation and impact. A suggested improvement was to incorporate CPOMS/child protection issues and data and look for patterns for improvement made.

At St Margaret's there was a teaching and learning review with a member of the school improvement team from LB Barking and Dagenham. It was positive and it was agreed that it is consistently good.

At St Saviours there was a teaching and learning review which was conducted with senior leadership and with support from LBWF head teachers. PP reported that he had met with the reviewer with a review requested of data and assessment (linked to what has been learnt).

**ACTIONS:**

- St Mary's Headteacher to circulate written report to all directors when available.
- GM to forward power point re revised OFSTED inspection framework to all Directors.

8.3. Section 48 Inspection Update

**St Margaret's:** This report has been circulated and reviewed.

**St Saviour's:** This is due in summer 2020.

**St Mary's:** This is due in summer 2021.

9. **POLICIES**

The following were **AGREED** for re-adoption in principle. Any comments/proposed amendments may be sent to the school by 30 March 2020 after which time consent will be assumed.

- Employee access to personnel files.
- Adoption procedure.
- Employment of close relatives.
- Flexible working.
- Managing sickness absence.

10. **ANY OTHER BUSINESS**

10.1. Coronavirus Update

BH reported that the School has devised an action plan for use in the event of closure. Online pupil learning resources have been devised for use for parents with children at home. A letter to parents will include password details. The School has a list of vulnerable children, foodbank collections will be arranged, there will be provision for children without IT at home and hard copy timetable and basic stationery resources will be provided. Teacher absences were noted with staff to have home based roles including forward planning and reporting including arrangements for physically vulnerable staff.

**Q.** What will be the financial effect of reduced external service income? **A.** There is some contingency. The School will maintain regular communication with parents, enable home working, encourage staff to mitigate risk and vulnerable groups to self-isolate.

11. **DATE AND TIME OF NEXT MEETING**

Monday 13 July 2020 at St Saviours' Primary School at 6.30 p.m.

The meeting closed at 8.00 p.m.

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:  
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