

**MINUTES OF THE MEETING OF THE GET BOARD
HELD AT ST MARYS C of E SCHOOL ON
27-JANUARY 2020 AT 19.00 P.M.**

Present:

Graham Moss (Chair-Director)

Beverley Hall - CEO

Canon Ade Ademola

Nicola King

Paul Powell

Lisa Collison

Heather Boardman

Elaine James- COO

Clerk-Kay Watmough

1. Welcome and Apologies

1.1 Everyone was welcomed to the meeting and an opening prayer was led by Canon Ade Ademola.

1.2 Apologies were received and accepted from H. Idahosa.

1.3 The meeting was quorate.

2. Declarations of Interest

2.1 There were none.

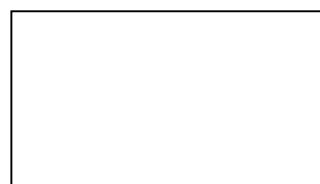
3. Notification of AOB

3.1 One confidential item was notified by G.Moss.

4. Membership and vacancies on the Trustees Board

4.1 It was noted that Elaine James was still on the list as a Trustee. Samir Soni had resigned.

4.2 P. Powell informed the Board that this was likely to be his last year as a Trustee to support succession planning.



4.3 The Board discussed what size of Trust they might want to see in the future and how they might want to recruit. It was noted that Sub Committees ideally needed a minimum of 3 members to work effectively. There were internal and external recruitment opportunities and the possibility of exchanging personnel with other Trust Board Senior Leaders. This could lead to the development of teaching and learning expertise. There was a need to ensure broad representation on the Board. It was agreed that there were a number of issues to consider and reflect on and the Chair would provide a short role description.

ACTION: Chair to provide Trustee role description to CEO for distribution.

4.4 N.King notified P.Powell that she would have more time in the future to support the Standards Committee.

5. Election of Key Posts

5.1 The Clerk asked for nominations to the following Board roles: Chair and Vice Chair of the Board and Chair of the Standards and Finance and Premises Sub Committees for academic year 2019-20.

5.2 G.Moss was nominated by Canon Ade Ademola (CAA). The nomination was accepted and there were no other nominations. GM accepted the nomination and was appointed as Chair.

5.3 CAA was nominated by Graham Moss (GM). The nomination was accepted and there were no other nominations. CAA accepted the nomination and was appointed as Vice-Chair.

5.4 P.Powell (PP) was nominated by CAA as Chair of the Standards Sub Committee. The nomination was accepted and there were no other nominations. PP accepted the nomination and was appointed as Standards Chair.

5.5 CAA was nominated by Graham Moss (GM) as Chair of Finance and Premises. The nomination was accepted and there were no other nominations. CAA accepted the nomination and was appointed as Finance and Premises Chair.

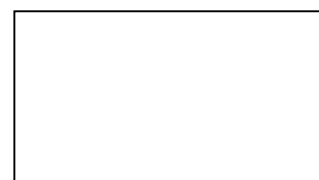
ACTION: Clerk to inform Governor Services.

6. Chair's Action

6.1 In the last month the EFSA had notified that it was no longer necessary to send them monthly accounts.

6.2 The Chair and CEO had drafted a letter in the autumn term reflecting the vision for GET to move forward and expand. It would be useful to enter into dialogue with other schools and it was not necessary for the schools to be CofE. Progress in developing capacity was on hold due to a confidential item which had been discussed at the Finance and Premises Committee.

7. Annual Forms from Board Members



7.1 N.King agreed to scan her forms.

ACTION: N.King-Annual Forms.

8. Minutes to be approved

8.1 The minutes of the meeting 15-07-2019 were available.

8.2 There were a number of inaccuracies. It was agreed the school would make the necessary changes and the new amended minutes would be signed by the Chair.

8.3 Amendments:

6.1 Ruth Keanes appointment as an associate Governor.

ACTION: PP to meet with the CEO to discuss the associate /foundation status of the appointment.

6.2 Should say H.Boardman was “re” -appointed.

7.3 Should say “were circulated” to members.

7.4.1 Should say “As part of the Standards Committee remit.”

8.7 The total of £500,000 was incorrect. The total was £600,000.

8.9 The donation was from a former pupil.

10.2 St Margaret’s advert should be an action point.

11.1 Misspelling and repetition of the final sentence.

9. Finance

9.1 The draft minutes of the Finance and Premises Meeting on 07-10-2019 were available. There had been a Finance and Premises sub-committee prior to the full meeting.

9.2 The financial position was positive. The GET (consolidated) Outturn document for November was available illustrating the position of the 3 schools. There was limited variance against the budget. There had been significant improvements at St Margaret’s over the previous 3 months.

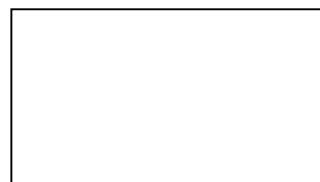
9.3 An issue relating to finances would be minuted in confidence.

9.4 The Annual Health and Safety report for the 3 schools was circulated and agreed.

10. Standards

10.1P. Powell reported a meeting had been held on 09-10-2019. The minutes of the meeting were available and had been circulated. Much of the content of the minutes would be covered in item 11.

11.Reports



11.1 The Ofsted Inspection reports for both St Saviour's (24/25 September 2019) and St Margaret's (1/2 October 2019) were available. The report for St. Saviour's was Outstanding and St Margaret's was Good.

11.2 The Trustees discussed St. Saviours and the local community/parental satisfaction and involvement. The animals, the Forest School and the art exhibitions were seen as positive assets at the school. Although the school was not full this reflected the position of most Waltham Forest schools which were down in numbers.

11.2 The CEO reported that an issue which the Inspectors had picked up on at St Margaret's was Collective Worship and that this was an area where improvements could be made.

11.3 Strategic Action Plan Review 2018-19. Work on the plan was continuing and some of the outcomes had been met. The document was useful for Heads to focus on risks and use as a mechanism for planning and updating. The data base went to the Standards Sub Committee and in 2021 it would be possible to compare it to other Trusts.

11 End of Year accounts

11.1 This item was reported as a Confidential item.

12 Policies

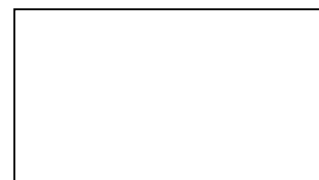
12.1 The CEO reported that in key documents "the vision" needed to be included. The policies were existing ones and any changes were minor. It was noted in the Finance and Premises Committee that this inclusion would not necessitate policies returning for additional ratification. This was agreed.

12.2 The Policies were:

- Pay 2019-20
- Financial Handbook 2019
- Capability Policy
- Fixed Asset
- Conflict of Interest
- Health and Safety
- Whistleblowing
- Reserves Policy

13 AOB

13.1 Staffing Structure. The CEO reported that appointments had been made the week commencing 21-01-2020 for Headship. This supported the vision in pre-empting change by developing good leadership and management capacity with staff that could support the outreach work of the GET. A national advert had been placed and candidates invited to



interview. PP provided an update on the content of the recruitment process. Two appointments had been made. There would be additional future recruitment.

13.2 An additional AOB item was minuted in confidence.

14 Date of next meeting-16-March 2020 at St Margaret's.

The meeting closed at 21.15 p.m.

Chair: (print)

..... (sign)

Date:

