

**MINUTES OF A MEETING OF THE GENESIS EDUCATION TRUST HELD ON
THURSDAY 7 DECEMBER 2017 AT 6.30 P.M. AT ST MARY'S C OF E PRIMARY
SCHOOL, BROOKE ROAD, WALTHAMSTOW, E17 9HJ.**

Present: Mr Graham Moss (Chair) -GM
Ms Beverley Hall (Chief Executive Officer) -BH
Ms Chika Ifeagwu -CI
Reverend Canon Ade Ademola -AA
Ms Elaine James -EJ
Mr Paul Powell -PP

Also in Attendance:

Ms Laura Ambrose-Auditor/Partner (Haslers) -LA
Ms Matthew Wells-Auditor (Haslers) -MW

Clerk: Ms Caroline Russell

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

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

1.2. Apologies for Absence

Apologies for absence were received and accepted from Ms Heather Boardman. The resignation of Reverend Young Lee was received and noted with regret. A vote of thanks was recorded to Rev Lee for his work in the Trust and continuing involvement as a Local Governing Board member.

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

Two Confidential items were noted.

4. CONFIDENTIAL ITEM

5. CHAIR'S ACTIONS- CONFIDENTIAL ITEM

6. CHIEF EXECUTIVE OFFICER ACTIONS- CONFIDENTIAL ITEM

7. MEMBERSHIP OF GOVERNING BODY/TRUSTEES BOARD

7.1. Local Governing Body at St Margaret's Primary

OFSTED inspection is possible so the membership has been supplemented.

7.2. Duplication between Members and Trustees of Genesis Education Trust

The recommendation was noted to avoid overlap if possible with current DFE advice that there be only 1 paid employee on the Trust. (There are currently 3, but this has been approved by the Regional Schools' Commissioner).

It is considered that a skills audit is needed to identify gaps on the Trust Board at Diocese and Parish level. This will be needed in order to demonstrate sustainability and capacity in the event of expansion of the Trust.

ACTION:

-GM to contact the Academy Ambassador recruitment service using the opportunity for separation of duties and memberships between the Local Governing Boards and the Genesis Education Trust.

8. ANNUAL DECLARATIONS 2017/18

Completion of these is necessary re:

-Skills audits.

-Annual Declarations of Pecuniary and Personal Interests

-Codes of Conduct.

ACTION: Board members to complete and email these to HF as soon as possible.

9. MINUTES FOR APPROVAL

9.1. Genesis Education Trust Board Meeting 06-07-2017

These were received and accepted subject to future use of initials in the minutes when recording individual contributions, reference at 7.6 should be to the Local Governing Body and delete paragraph at 8.4.

9.2. Confidential Meetings Held on 05-09-2017 and 26-09-2017

These were received and accepted.

ACTION: Governor Services to circulate LGB list for St Margaret's C of E Primary to all Trust members.

9.3. Confidential Finance Sub Board Meeting 30-11-2017

Minutes were received.

10. SCHOOLS' DOCUMENTATION

10.1. Budget Monitoring Report-St Margaret's, St Saviours and St Marys These were received.

10.2. Pupil Attainment Data

It was noted that GM and BH were due to attend a meeting in LBBB to explain and discuss pupil attainment data for St Margaret's which is significantly below national standards. BH stated that she is confident of the way forward to address this, noted that the School was, until recently, overseen by LBBB so this is a joint responsibility. It was **AGREED** that the Genesis Education Trust will make every effort to raise standards at St Margaret's to those at St Mary's and St Saviour's with the attitude and application of St Margaret's pupils commended.

10.3. Attendance Data

This was approved. In future standard proformas will be used by all 3 schools in order to enhance comparability. It was noted that there had been some movement out of the borough (LBWF) by Year 6 due to housing benefit and Universal Credit changes, and families returning to Eastern Europe pending the UK leaving the European Union.

10.4. Standards Information Cycle

This was noted.

11. REPORTS- CONFIDENTIAL ITEM

12. POLICIES

12.1. These were approved in relation to:

- Attendance and Punctuality.
- Allegations of Abuse against Members of Staff or Volunteers.
- Capability.
- Capital and Revenue Reserves.
- Charging and Remissions.
- Debt Recovery.
- Disciplinary.
- Fixed Assets.
- Conflicts of interest.
- Members', Governors' and Directors' allowances.
- Grievances.
- Investment Policy.
- Organisation, Change and Redundancy Policy.
- Pay Policy-St Margaret's.
- Pay Policy-St Mary's and St Saviour's.
- Procurement and Tendering.
- Whistleblowing.
- Vehicles.
- Write Off of Assets and Disposal.
- Bullying and Harassment.
- Consultancy Policy.
- Emergency School Closure.

12.2. Policies will be published on the appropriate website and may be amended and updated as and when necessary. It was noted that the pay policies for St Margaret's and St Mary's and St Saviours differ due to the Transfer of Undertakings Protected Employment (TUPE) arrangements applying for St Margaret's C of E Primary.

13. ANY OTHER BUSINESS

13.1. Possible Addition to the Genesis Education Trust

13.1.1. BH reported that an interest had been expressed by a school which is currently operating as a stand-alone Academy Trust.

13.1.2. In discussion, it was noted that the Trust has a history of work with secondary schools, the Due diligence will be needed in all areas including finance, buildings and teaching and learning. Currently this is in the early stages and only an expression of interest

ACTIONS:

-Directors to visit to gain a further understanding of the context of the school.

14. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

14.1. Date and Time of Next Meeting

To be confirmed but not during Holy Week. (Week Commencing 19 March 2018?)

The meeting closed at 8.55 p.m with a prayer led by Reverend Canon Ade Ademola.

Graham Moss (print)



(sign)

Date: 15/03/18

Chair's Initials:

GM