

**MINUTES OF A MEETING OF THE GENESIS EDUCATION TRUST BOARD HELD ON
TUESDAY 27 NOVEMBER 2018 AT 6.30P.M. AT ST MARY'S C OF E PRIMARY,
BROOKE ROAD, WALTHAMSTOW, E17 9HU**

Present: Reverend Canon Ade Ademola (Vice Chair in the Chair) (AA)

Trustees:

Mr Paul Powell (PP)
Ms Beverley Hall, Chief Executive Officer and Trustee (BH)
Ms Lisa Collison (LC)
Ms Nana Banton (NB)

Clerk to the Governors: Ms Caroline Russell

Also present: Ms Elaine James, Chief Operating Officer, Non-Trustee (EJ)
Ms Laura Ambrose, Haslers (part) (LA)
Mr Matthew Wells, Haslers (part) (MW)

| Minute reference | Actions | Named person(s) for action(s) identified | Completion date |
|------------------|--|--|---------------------|
| 7.1. | Skills Audit 2018-19: Governor Services to email AB Audit Form to circulate to Directors | Governor Services | As soon as possible |
| 7.2 | Pecuniary Interests & Code of Conduct to be reviewed and emailed to AB | AB | asap |
| 8.2.3 | School Newsletters: To be sent to Directors | AB | Ongoing |
| 9.1 | Risk Evaluation & mitigation – identify 5 most significant risks from Risk Register and actions to mitigate against them | BH/EJ | Next meeting |
| 11.1 | LC to send alternative format Trust agenda to BH for information. | LC | As soon as possible |
| 11.3. | Strategic Action Plan: Email draft to Directors for comments | AB | Ongoing |
| 11.4 | Vision document – to be emailed to Directors for suggestions and comments | BH | |
| 13.2 | Amend Scheme of Delegation re: Governors | AB | asap |
| 13.3 | New Director Induction: Governor Services to send details | Governor Services | As soon as possible |

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting which opened with a prayer from AA

1.2 Apologies for Absence

Apologies for absence were received and accepted from Ms Heather Boardman and Mr Graham Moss.

Chair's Initials:



1.3. Quorum

The meeting was quorate with 5 trustees present.

2. END OF YEAR ACCOUNTS-AUDITORS REPORT TO DIRECTORS

2.1. Outcome of Audit and Regularity Report

LA and MW gave an overview of the Accounts and concluded that following the recent audit, no significant matters would be raised regarding either the audit or the regularity report.

2.2. Summary of Key Changes

2.2.1. This was the first full year of operation of the Genesis Education Trust (GET) in which income had risen by £6.5 million relating mainly to the General Annual Grant (GAG). Other income received included £600,000 in capital and other grants, transfer and conversion and self-generated income of £800,000.

Q. The amount of self-generated income was commended. Are we setting a market rate for the Breakfast and Tea Time Clubs?

A. An annual check is made within the locality the objective being to set a rate that is average for the locality in order to be accessible to the whole community.

Q. How sustainable is the self-generated income if there were to be a fluctuation in the birth rate?

A. When the budget is set prudent assumptions are used with income under estimated for both schools. We are proactive in generating income and we have a variety of avenues that we review annually. There is not one single funding stream we constantly review and update any financial changes and keep the necessary committees up to date and informed. Many families sign up for extended services for the entire period that their children are in the school i.e. Reception to Year 6. The Trust also raises income from outreach work.

2.2.2. Income and expenditure changes were noted per the accounts with an overall positive position.

2.2.3 **Q.** A query regarding the benchmarking between the 2 financial periods.

A. One is based on a 5 month financial year and the other on a 12 month financial year.

2.2.4. There is now a sustainable budget for St. Margaret's for the next two financial years.

The contents of the management letter were reviewed with the overall management of the Trust commended.

3. DECLARATIONS OF INTEREST

3.1 Pecuniary Interests

Two pecuniary interests were noted with advice given that PP had resigned a directorship and that GET will check at Companies House.

ACTIONS

- Directors complete pecuniary interest forms
- Calendar of Trust dates to be circulated.

4. ELECTION OF KEY POSTS

- 4.1 Election of Chair for the Academic Year 2018/2019
The Clerk welcomed nominations for the position of Chair of the Board. AA proposed that GM be elected as Chair of the Board for the 2018/2019 academic year, this was seconded by LC. With no other nominations and no objections GM was duly elected as Chair.
- 4.2 Election of Vice-Chair for the Academic Year 2018/2019
The Clerk welcomed nominations for the position of Vice Chair of the Board. BH proposed that AA be elected as Vice Chair of the Board for the 2018/2019 academic year, this was seconded by LC. With no other nominations and no objections AA was duly elected as Vice Chair.
- 4.3. Election of Chair of Standards Committee for the Academic Year 2018/2019
PP was elected unanimously, proposed by AA and seconded by LC.
Committee membership will be as last year with the addition of NK.
- 4.4. Election of Vice Chair of Finance Committee for the Academic Year 2018/19
AA was elected unanimously, proposed by LC and seconded by NB.
Committee membership will be as last year with the additions of NB and SS.

5. GOVERNING BOARD MEMBERSHIP

- 5.1. It was noted there are currently 3 vacancies

6. CHAIR'S ACTION

- 6.1. This was reported in respect of adoption of pay recommendations consistent with the Trust pay policy and government pay awards.

7. ANNUAL FORMS

- 7.1. Skills Audit 2018-19
This was reviewed last year as part of governance.
ACTION: Governor Services to email skills audit to AB to forward to Directors.
- 7.2. Pecuniary Interest Forms and Codes of Conduct
ACTION: All to complete/AB to send to absent Directors.

8. MINUTES

- 8.1 Minutes of Meeting Held on 17 July 2018
These were approved subject to deletion of 'land' on page 3. AA signed a copy of the minutes for retention by the Trust for filing.
- 8.2. Matters Arising
- 8.2.1. Governance Report by GM
This has been circulated to the Board for consideration.
- 8.2.2. Articles of Association

These were discussed and reviewed in the governance review and GM's report.

8.2.3. School Newsletters

ACTION: To be circulated to Directors.

8.3. Minutes of a Finance Committee Held on 5 July 2018

These were received and accepted.

8.4. Minutes of a Standards Committee Meeting Held on 1 November 2018

These have been circulated.

Q Heads role in the standards committee.

A. Heads attend on a rotational basis. Although standards are considered for all 3 schools at each meeting. Any school which needs additional support is a standing Agenda item

9. FINANCE

9.1. Financial Handbook

The updated Handbook were discussed in detail at finance committee and recommendations for 2018/19 ratified including new regulations derived from the Academies Financial Handbook 2018. It was noted that with effect from 1st September 2018, the Chair of the Board sees the Monthly Management Reports for the Trust each month and the Board members will see it 6 times per year. There is a risk register in place which includes operational risk which is updated annually including the likelihood of risk.

ACTION: Next meeting to identify significant risks and the actions taken to mitigate them when we review the Risk Register

9.2. Trust Company Tax Return and Computation

This has been filed for the Trust in a timely fashion.

9.3. Teachers' Pension Audit

This was completed in the summer internal audit for the 3 Trust schools

10. STANDARDS

10.1. Standards Report

This was received.

11. REPORTS

11.1. Governance Report-GM

Actions proposed were reviewed and **AGREED** as follows:

1. That the Board is content that there is a separation between four of the members and the other layers but that the Chair remains the link between the Board and the Members.
2. The Board noted that small multi-academy Trusts such as GET often have useful overlap but are content to move forward towards separation of until at an appropriate rate but keep a clear link of communication. This will be under review as we expand.
3. Company Directors to remain as stated.
4. Agreed early circulation of minutes once they have been agreed.

5. Alternative electronic devices are to be explored and reported at the next meeting.

The report was adopted with the Trust decision planner to be retained for the present.

ACTION: LC to send alternative format Trust agenda to BH for information.

11.2. Strategic Action Plan Review 2018-2019

This was received.

11.3. Strategic Action Plan 2018-2019

This was received noting that it includes suggestions from last year, actions arising from EL's governance review .

ACTIONS:

-BH to produce a vision document and to email Directors for comments.

11.4 Vision Document

A discussion on the strategic vision and direction of the Trust for the next 3 to 5 years was had

Action: BH to produce electronic format to be incorporated into vision document.

11.4. Structure Document

11.4.1. A staffing structure was circulated which outlined staffing posts in the MAT including an Executive Principal. The proposals was **AGREED**

11.5. General Data Protection Regulation (GDPR) Report

This was noted for information.

12. POLICIES

The following policies were ratified and adopted by the Trust:

-Attendance and Punctuality:

-Capability Policy

-Fixed Asset Policy.

-Conflict of Interest Policy.

-Pay Policy.

-Procurement and Tendering Policy.

-Whistleblowing Policy.

-Consultancy Policy.

13. ANY OTHER BUSINESS

13.1. St Margaret's Primary Local Governing Body Appointments

These were ratified for Alex Okoli and Michael Lomotey.

13.2. Increase in size of Federated Governing Body

This was **AGREED** from 9 to 12.

ACTION:amend Scheme of Delegation.

13.3. Induction of New Directors

ACTION: Governor Services to send details of LBWF Governor Training

Programme to NB.

14. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

14.1 Date and Time of Next Meeting

Thursday 28 March 2019-6.30 p.m.-St Margaret's Primary, Barking.

The meeting closed at 8.55 p.m.

Chair: GP MOSS (print)

William P Moss (sign)

Date: 25th March 2019

Chair's Initials:

GP