

**MINUTES OF A MEETING OF THE GENESIS EDUCATION TRUST BOARD HELD ON MONDAY 25TH MARCH 2019 AT 6.30P.M. AT ST MARY'S C OF E PRIMARY, BROOKE ROAD, WALTHAMSTOW, E17 9HU**

Present: Graham Moss (Chair) (GM)

**Trustees:**

Reverend Canon Ade Ademola (Vice Chair) (AA)  
 Mr Paul Powell (PP)  
 Ms Beverley Hall, Chief Executive Officer and Trustee (BH)  
 Ms Lisa Collison (LC)

Clerk to the Governors: Mrs Heather Fleetwood (HF)

Also present: Ms Elaine James, Chief Operating Officer, Non-Trustee (EJ)

Minute reference	Actions	Named person(s) for action(s) identified	Completion date
6.2.5	LC to send alternative format Trust agenda to BH for information. Action from last meeting carried forward.	LC	As soon as possible
6.2.8	New Director Induction: Governor Services to send details Action from last meeting (to check this has been completed)	Governor Services	As soon as possible
8.1	Minutes of the Finance and Premises Meeting that took place on Monday 21 <sup>st</sup> March to be circulated	HF	Next meeting
7.4	Induction process to include a meeting with the Chair to discuss roles, time commitments and responsibilities	GM	As soon as possible
9.4	Chair of standards sub-committee to review agendas at board sub-level and local level to ensure strategic agenda	PP	Next Meeting
11.2	Policy Cycle Review.	LC/BH	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. Directors extended warm welcome to HF, returning from maternity leave.

Chair's Initials:

1.2 Apologies for Absence

Apologies for absence were received and recorded for Samir Soni. No apologies for absence were received from Ms Nana Banton.

1.3. Quorum

The meeting was quorate with 5 trustees present.

**2. DECLARATIONS OF INTEREST**

2.1 No declarations of interest were disclosed.

**3. NOTIFICATION OF ANY OTHER BUSINESS**

3.1 No additional items were raised.

**4. CHAIRS ACTION**

4.1 GM reported on meeting that had taken place with Regional School Commissioner (RSC) and the Education Skills Funding Agency (ESFA) present. At the meeting governance, finance and educational outcomes were discussed as part of monitoring. They were very complimentary on standards and were quite willing that we do support work within North East Anglia. It was confirmed that as a Trust GET will be considered for expansion.

4.2 GM confirmed the ESFA and RSC are now happy that we have evidenced sustainability with consolidated accounts showing healthy reserves.

4.3 GM confirmed that in terms of recruitment an Associate Head role has been advertised across the Trust and a successful appointment had been made.

4.4 GM informed Directors that we would like to advertise another temporary Head of School position across the Trust so that we can ensure there is necessary cover and capacity in place. We also hope that this will show staff we have confidence in them being developed and to help them to the next level in terms of career progression.

Governors agreed with GM's suggestion

LC suggested making this temporary appointment for 1 full year rather than 2 terms. Directors agreed and supported this.

4.5 GM informed Directors' of employment tribunal

**5. CEO'S ACTION**

BH confirmed that a rapid action plan has been put in place at St Saviour's due to staff changes.

## 6. MINUTES

- 6.1 Minutes of Meeting Held on 27 November 2018  
These were approved by directors' as true and accurate record of the meeting.
- 6.2. Matters Arising
- 6.2.1. Skills Audit 2018-19  
This has been circulated and collected from Directors.
- 6.2.2. Pecuniary Interests and Code of Conduct  
Directors confirmed these have been completed and returned.
- 6.2.3. School Newsletters  
Directors confirmed they are now receiving the weekly Newsletter.
- 6.2.4. Risk Evaluation  
This was confirmed as completed and to be covered under reports section.
- 6.2.5. Trust Agenda format suggestion  
LC apologised this had not been sent through.  
**ACTION:** To complete and email across to BH, as soon as possible.
- 6.2.6. Strategic Plan  
This has been circulated to directors' and feedback collected.
- 6.2.7. Vision Document  
This had been circulated to directors' and feedback collected.
- 6.2.8. New Governor Induction  
Due to governor services not having representation at the meeting.  
**ACTION:** HF to confirm this has been completed
- 6.3. Minutes of a Finance and Premises Committee Held on 31 October 2018  
These were received and accepted.
- 6.4. Minutes of a Standards Committee Meeting Held on 24 January 2019  
These were received and accepted.

## 7. MEMBERSHIP OF THE BOARD TRUSTEES

7.1. A discussion was held regarding the size of the board in comparison to other set ups. LC shared that other Trust she worked with operated with smaller Boards. BH confirmed that the local governing bodies following the governance review were operating in a new way to be more effective and avoid duplication with a sharp focus remaining on standards. The new format would be trialled and evaluated.

Q. Would it be possible for members to dial in or use facetime to attend the meeting

A. It was agreed that board members could do this

**Action: HF to notify all members of the Board that they can take part in a conference call if they are unable to attend a meeting**

## 8. FINANCE

### 8.1 Finance and Premises Meeting Held on 25 March 2019

AA gave overview of items discussed at the Finance and Premises Meeting.

**ACTION:** Minutes to be submitted to the next Full GET Board Meeting.

8.2 It was confirmed that monthly accounts for each school were discussed at the meeting along with revised budget for St Margaret's now showing balanced and profitable over next 3 years. Consolidated accounts were also reviewed now we are a multi academy Trust. Reports were looking really positive confirming a 370K carry forward.

8.3 Haslers Audit Report was circulated showing we are compliant.

8.4 Pooled funding was discussed and agreed by directors' to increase by 0.5% but to have it ratified at full Board. It was explained the economies of scale savings being made via centralised functions.

GM added although schools are being asked to put more in, what they get back in real terms is far greater and good value for money.

**Q.** LC Does Pooled funding contribute to reserves?

**A.** No this just to cover centralised functions costings.

Directors were asked to ratify this decision. Directors' unanimously agreed to increase pooled funding by 0.5%.

8.5 Banking and internal controls was agreed to be focus on next scope of work.

8.6 A discussion was also held in terms of printing contract costs, documentation of which had already been circulated to the Directors and with the DoE recommendation using the Crown Commercial Services, the Directors unanimously agreed to award the bid to Konica. .

## 9. STANDARDS

9.1 PP thanked GM for attending the meeting.

9.2 Minutes had been circulated to Directors' in advance of the meeting detailing content covered.

9.3 GM raised as we grow in size need to look at levels of discussion at local level and at Standards Board level. BH confirmed this could be good for PP to feed into in terms of his role working closely on each local and board level Standards committee.

**ACTION:** PP to feedback in terms of role on both curriculum at local level and standards at Board level, suggestions of how to undertake more strategically.

9.4 GM highlighted that part of Standards responsibility is to challenge LGB level to check they are getting this right.

9.5 AA highlighted the need to avoid duplication. BH emphasised this with need to identify how to work more effectively and strategically with fewer meetings. In doing this may be possible to have a focus for each LGB meeting.

## 10. REPORTS

### 10.1 Vision Document

The Board reviewed the draft Vision document in line with the strategic plan all of which had previously been circulated and amended and adopted in line with Directors feedback. The Directors ratified both documents.

BH confirmed to Board that drafted Vision, Strategic document had been circulated to Directors' on email and suggestions and feedback were greatly received on email to update the document accordingly. .

10.1.1 **Q.** PP Is there governance set up for teaching school?

**A.** BH currently teaching schools are under review and they as yet we have not received direct confirmation what these changes will necessarily mean. It is likely that teaching schools may be deleted and it is likely that the teaching schools will become outreach hubs supporting large numbers of schools perhaps 200/300. Directors will be briefed on this in the Summer term.

10.1.2 GM summarised that the Vision document is a useful tool to plot our development and for schools to understand the context in which we operate. Thanks to BH were noted for all work undertaken in producing the vision document.

### 10.2 Significant Risks Report

This report was circulated to Directors'.

10.2.1 GM highlighted the biggest risks tend to be those outside of our control.

10.2.2 A discussion was held regarding natural disasters that had significant impact on schools. Each of the schools in the past have managed significant difficulties and still been successful to deliver high standard of education at the schools. There was a brief discussion on the flood at St. Marys and how it was managed, followed by a discussion on the building issues at St. Margaret's and the movement of 6 classes to 2 different schools.

## 11. POLICIES

11.1 The following policies were ratified and adopted by the Trust:

- Adoption Procedure
- Allegations of Abuse
- Complaints Policy
- Disciplinary Policy
- Employment of Close Relatives
- Equal Opportunities
- Equalities and Cohesion
- Freedom of Information

- Flexible Working
- Grievance
- Health and Safety
- Leave of Absence
- Managing Sickness
- Probation
- Procurement and Tendering
- School Support Staff Appraisal
- Shared Parental Leave
- Stress Policy

11.2 LC suggested reviewing the length of review dates

**ACTION:** LC to communicate to BH which policies can be moved across to be reviewed every 2 yrs so that policy cycle can be updated accordingly.

## 12. ANY OTHER BUSINESS

12.1. No items were discussed.

## 13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

13.1 Date and Time of Next Meeting

Monday 15 July 2019-6.30 p.m.-St Saviour's Primary, Walthamstow.

The meeting closed at 8.40 p.m.

Chair: G P MOSS. (print)

Guelham P Moss (sign)  
Date: 13<sup>th</sup> July 2019.