

**MINUTES OF A MEETING OF THE GENESIS EDUCATION TRUST BOARD HELD ON  
TUESDAY 10 DECEMBER 2024 AT 6.00 P.M. VIRTUALLY**

Present: Venerable Ade Ademola (Vice Chair in the Chair)  
Beverley Hall, Chief Executive Officer  
Susannah Quinsee  
Alisha Anderson  
Hilton Idahosa  
Fredericka Bines  
Figen Bektashoglu

Also in Attendance: Elaine McDonald-James, Chief Operating Officer

Clerk: Caroline Russell

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
4	Notification of Ratification of Foundation Governor (St Margaret's C of E Primary)	AB	As soon as possible
7	Trust Board Documentation: Trust HR/Governance Officer to pursue outstanding DBS and interest checks.	AB	As soon as possible
10.2	Letter of Representation: GM to sign. Trustees Report BH & GM to sign Going Concern document GM to sign	GM / BH	Ongoing
11.	Risk Register: Flood risk mitigation measures to be included.	BH	Ongoing
13	Date and Time of Next Meeting: 18 March 2025-4pm-Virtual.	All to note. Trust to action.	18-03-2025

- 1. WELCOME, OPENING PRAYER AND APOLOGIES FOR ABSENCE:** All were welcomed to the meeting which opened with a prayer from Venerable Ade. Apologies for absence were received from Graham Moss and Amir Lemouchi. The meeting was quorate with 7 trustees present.
- 2. DECLARATIONS OF INTEREST:** There were no declarations of interest in the current agenda items. Standing declarations are per the Trust website.
- 3. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS:** There was none tabled.
- 4. TRUST BOARD MEMBERSHIP:** AA was ratified as a foundation governor on the Local Governing Body of St Margaret's Church of England Primary School, Barking.  
**ACTION:** Trust to notify.
- 5. ELECTIONS OF CHAIR AND VICE OF BOARD AND CHAIRS OF COMMITTEES**

**FOR THE CURRENT ACADEMIC YEAR 2024/5:**

- 5.1. Election of Chair of Trust Board for the Current Academic Year 2024/5: Graham Moss was elected unanimously. (Proposed by Venerable Ade Ademola and seconded by Fredericka Bines).
- 5.2. Election of Vice Chair of Trust Board for the Current Academic Year 2024/5: Venerable Ade Ademola was elected unanimously. (Proposed by Hilton Idahosa and seconded by Susannah Quinsee).
- 5.3. Election of Chair of Standards Committee: Susannah Quinsee was elected unanimously (Proposed by Venerable Ade Ademola and seconded by Beverley Hall).
- 5.4. Election of Chair of Finance Committee: Venerable Ade Ademola was elected unanimously. (Proposed by Hilton Idahosa and seconded by Alisha Anderson).
- 5.5. Standards Committee: Susannah Quinsee (Chair), Figen Bektashoglu, Deborah Haworth, Fredericka Bines, Alisha Anderson, Graham Moss, Amir Lemouchi, Hilton Idahosa.
- 5.6. Finance Committee: Beverley Hall, Chane Hepper, Elaine McDonald-James, Deborah Haworth, Fredericka Bines, Alisha Anderson.

**6. CHAIR'S ACTION:** Noted as reported with other items.

**7. TRUST BOARD DOCUMENTATION:** This item was noted.

**ACTION:** Trust HR/Governance Officer to pursue outstanding Disclosure and Barring Service and declaration checks.

**8. MINUTES OF THE LAST MEETING HELD ON 06 JULY 2024:** These were received and accepted, considered signed with no matters arising not considered/reported elsewhere on the agenda.

**9. EXECUTIVE HEAD TEACHER'S REPORT-CONFIDENTIAL APPENDIX REFERS.**

**10. FINANCE REPORT-EMJ:**

- 10.1. 2024 Audit: This was completed with feedback to the Finance Committee on 06/11/2024. This focussed on the usual areas of compliance with just one low priority finding (now rectified) regarding the recording of trustee attendance.
- 10.2. Finance and Personnel Meeting: A robust and thorough audit was conducted from June To October 2024 with one low priority action point. GM and BH are to sign the Trustees Report, Letter of Representation and Going concern document GM to sign The audit presentation was noted including the need to ensure separation of GAG (General Annual Grant) and income from insurance. It was noted that the insurance expenditure and income were kept in a separate coding centre to ensure transparency and showing that this does not interfere with any of the ESFA income and expenditure of the trust.

This was **AGREED** by the Board with confirmation given that no financially significant events have taken place since the date of the audit.

**ACTION:** GM to sign Letter of Representation and Going Concern document and BH & GM to sign the Trustees Report.

- 10.3. Management Accounts: It was reported that a 5.5% pay increase has been awarded for teaching staff with effect from 01/09/2024. The Trust budgeted 3.5% with central government to fund the 5.5%. EMJ also noted that employers National Insurance will increase by 1.25% eligibility thresholds will be reduced from £9,500 to £5,000 with effect from 1<sup>st</sup> April 2025 (funding not yet confirmed).

All schools are reporting small surpluses.

11. **STANDARDS REPORT-SQ**: This noted that the risk registers were reviewed including flood risk mitigation measures, leadership roles, OFSTED inspections, curriculum reviews (maths and Reception and Year 1 curriculum), data, attendance and trends.


**ACTION**: BH to add flood risk mitigation to the risk register for St Mary's and St Saviours.

12. **CONFIDENTIAL PAY AND PERSONNEL ITEMS**: Recorded as confidential under separate appendix.

13. **DATE AND TIME OF NEXT MEETING**: 19/03/2025-6pm-Virtual.

**The meeting closed at 7.00 p.m. with a prayer by Venerable Ade Ademola.**

Chair: ..... Ven Ade Ademola..... (print)

.....  ..... (sign)

Date: .....2/4/25.....