

MINUTES
of the General Meeting of the Full Board of Ivy Education Trust
held on Tuesday 11 October 2022 at 10 am at Bitton House, Teignmouth

Present:		
Name	Title/Role	Initials
Paul Austin	Trustee and Vice Chair of Trust Board	PA
Sue Clarke	Trustee/Member of Quality of Education Committee	SJC
Scott Deeming	CPO/Company Secretary/Trust DSL	SD
Paul Cornish	Executive Director of Education	PC
Nick Hill	COO	NH
Steve Jackson	Trustee and Vice Chair of FAR Committee	SJ
Jon Newman	CFO	JN
Paul Lilley	Trustee/Chair of FAR Committee	PL
Katy Quinn	CEO	KQ
Tony Smith	Chair of Trust Board	TS
Gaby Willis	Trust Governance Officer	GW
Sally Timmins (from Item 4.2)	NGA Leader of Governance	ST
Katie York	Trustee/Chair of Quality of Education Committee/Member of Policy Review Group	KY
Apologies:		
Simon Copper	Trustee/member of People and Values Committee	SC
Babette Fuller	Safeguarding Trustee/Chair of People and Values Committee	BF
Rev Gareth Regan	Foundation Trustee/Member of People and Values Committee	GR
Absent:		
None		

Key to acronyms:

DC	Dawlish College	NAC	Newton Abbot College
TCS	Teignmouth Secondary	TCS ML	Teignmouth Primary
ER			
SP	Starcross Primary	CKK	Cockwood, Kenn and Kenton
LGB	Local Governing Body	SIP	School Improvement Plan
DCC	Devon County Council	FAR	Finance, Audit & Risk Committee
EMAT	Estuaries Multi-Academy Trust	OLT	Osprey Learning Trust
RAG	Red Amber Green (colour coding system)	EDE	Executive Director of Education
KPI	Key Performance Indicator		

Item	Content	Action
	TS opened the meeting at 10 am and welcomed everyone.	
22/2/1.1	Apologies: BF, GR, SC	
22/2/1.2	Declarations of Interest: None declared for this meeting. No changes to Register of Interests.	
22/2/1.3	Approve TOR for Committees: FAR and Quality of Education: Q: Insurance arrangements on FAR requires more detail. The two documents look very different. KQ explained that the FAR Committee has more delegated responsibility from the Board so more to cover in terms of risk. The Q of E is a relatively new committee so these TOR will evolve as the year progresses. A cycle of business is being developed, with some discussion on threads through the year. Trustees unanimously APPROVED both TOR.	
22/2/2.1	Matters arising from the previous meeting held on 19 July 2022: KQ summarised these and advised that questions around the CEO report and data and safeguarding information, will be included. KQ and PC met the Heads last week and agreed data will be collected half termly and available to the Board. CEO report will come off the back of feedback from Sir David Carter and more of a RAGd system against KPIs, with less narrative. This will be done by the next meeting. No actions were outstanding.	
22/2/2.2	Accept the minutes as a true and accurate record of the meeting held on 19 July 2022: ACCEPTED.	
22/2/3.1	CEO Report: KQ HAS included pupil numbers and indication of trend since THE last meeting. ER Sixth Form has come in stronger than anticipated but NAC is less than hoped so one to watch. Kenton dip in numbers down to 76 is the lowest since they joined the Trust, and part of the bigger	

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	<p>Kenton picture. Attention was drawn to the two reports reviewed in the QofE Committee showing secondary and primary summer data analysis. These were shared on the portal to accompany this report and Trustees would find them useful in the event of an Ofsted visit. These reports include summaries of primaries and secondaries strengths, development, and the challenges ahead which were key questions asked at the ML Ofsted, triangulated with the SIP.</p> <p>There is currently a lot of central team activity unpicking the two systems operating and bringing this to life, and particularly within finance in terms of audits. Ofsted inspection dates are included and those likely to happen first are highlighted. The Trust DSL has completed SCR checks.</p> <p>Buildings updates are detailed, and included in the FAR minutes. It was highlighted that Cockwood primary school after 10 years of trying has been awarded Section 106 money totalling £164k for an extension which will make a substantial difference to the school and give more internal sense to the building. The school will need to be relocated for one term and the Trust is currently looking at a venue to house the children for the summer term. KQ and NH been working on progressing the RoSLA block at Dawlish. Dawlish is a popular school at the moment, with early indications of high numbers into next year's Year 7 and this space is needed to make this work. A meeting was held last week with the ESFA and DCC and NH is working on an urgent capital bid. DCC has verbally confirmed if this bid is unsuccessful, they will fund it, but no written confirmation has been received to date. Planning has been submitted and the Trust is seeking to have the building demolished in the meantime. KQ and GW have spent time looking at the current LGBs across the Trust and thanks were given to GW for stepping in to clerk some of the LGBs who are currently without Local Governance Officers. KQ has attended all LGB meetings and RAGd them to identify the current status and concerns. Questions invited.</p> <p>Q: Safeguarding update? SD advised this is around risk assessment. There are some longstanding members of staff where processes 10-15 years ago were not so robust. References cannot be requested as their employment was too long ago, but a risk assessment can be done and a RAGd matrix created and the Trust can then re-DBS. If a staff member's reference is not in their paper file, the Trust will complete a risk assessment.</p> <p>Q: You have removed the delegation for those two LGBs. Something on this agenda? KQ explained that OLT did this previously with ER last year so the FAR Committee will have 2 items on their agenda for Dawlish and Starcross and the Head and a governor representative who will pick up finance will attend to have some CPD. It was noted that three critical areas of responsibility are finance, HR and safeguarding.</p> <p>Q: Observation is that key concerns going forward are attendance post pandemic. How do we turn that? Looking at the 3 secondaries shows deprivation figures are a quarter of the schools and strategies through pupil premium need to be deployed to improve the gap and narrow it. Rising number in SEND also.</p> <p>Q: Any ideas how long? KQ advised that GW has done a great job recruiting some extra governors for Starcross and Dawlish, and then training will be required. It is hoped by the end of this academic year to return these delegated responsibilities to the LGBs, probably for Starcross first and then Dawlish. GW has identified a possible Chair for Starcross.</p> <p>Q: The table at the beginning shows the pupil numbers and the fall. There are two reasons why they would fall, one demographics and the other is preference. We need to be more forensic about what is happening. Can some research around those be done?</p> <p>Action: KQ to contact Andrew Brent, Admissions Adviser for DCC.</p> <p>Q: Kenton has 2 students coming in. How will that operate? KQ stated this was identified early and JN and KQ have been working with this in terms of budget and curriculum organisation with a move last year to 3 classes instead of 4. This may be why some children have left as in mixed age teaching classes which is not really preferred but in a small school is unavoidable. Following a period of transition and change, things are now settling and three classes with three good teachers will make a difference. Discussed in QofE and hope to see green shoots of improvement at the next meeting. November will see an Ofsted-type reading and science deep dive. The spare room at Kenton is being used for interventions and the library but need to be mindful if numbers grow, another class will need to be considered. Positive now have Starcross and Cockwood in that catchment. These were in the school nursery so idea of expanding to include in the school has worked there. This will be monitored to see whether it is working. No further questions.</p>	KQ
22/2/4.1	<p>FAR Committee: TS asked that this item be extended to include more general financial matters. Need to fashion some principles with upcoming difficulties to protect frontline teachers. SJ chaired this meeting in PL's absence and ran through the key points. Investment discussed from the Trust</p>	

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	<p>for Kenton and Starcross has been applied. The two legacy finance systems from OLT and EMAT ran until the end of August and auditors are effectively creating a closing position balance. Cash perspective £3.5 million but there is £2.5 million of planned expenditure against that so the cash balance is approx. £1 million (around 4% of income). A slight warchest is available but needs to be managed wisely. A conversation took place at the meeting around issues arising from TUPE of EMAT re holiday pay and it was agreed this should be levelled up in line with national agreements and colleagues within the same roles. Budgetary pressures – budgeted for 3% teacher pay increase with recommendation to the teaching unions now seeming to be an average of 5% which would prove an additional cost of £270k to the Trust above budget. There is lack of clarity around how the scrapping of the social care levy will be dealt with and could give a 1.5% buffer so there is the potential to mitigate half of this cost. Support staff pay award was budgeted at 3% and the current offer is 4% but the levy would cover this if left. The FAR Committee recommended that the Trust remains in line with national pay and conditions.</p> <p>The Committee received a premises update with work at NAC around the new classroom block due to complete in December. The result of two CIF bids is awaited. NH advised works weren't completed in the summer so will start easter next year which could impact against the following financial year. Utilities budget for legacy OLT schools is £240k and new fixed deals are £400k electricity and £230K gas. JN advised the understanding is we will pay a unit price which is lower than those figures, than the contract has come in at, and will be fixed for 12 months. Previous deal was 15p per unit and current contract is 70p per unit. This will be capped at around 25-30p and budgeted compared to what we pay won't be too much different but is unknown until bills are received. £250-£500k pressure around utility costs. JN advised that the EMAT contracts are fixed until next June.</p> <p>Solar panels have been installed at NAC completed by TECs, a community charity trust operator. PC confirmed TECs have sent out a share offer to the local community around funding that installation and are pushing hard for the Trust to expand that in other schools. Research on this, and other available options, is currently underway.</p> <p>Trustees expressed interest in receiving feedback on how that has been received and agreed it is right to look at this as a solution and there is a degree of urgency as there may be a lead time before implementing something during which the Trust could be seeing significant parts of its cashflow under pressure. Costing analysis on 31October will pressure the government to claw back finances and this will affect schools so moving at pace to protect energy costs is vital. NH advised the Trust requires DfE and ESFA approval to install solar panels and this can be a very long process.</p> <p>It was suggested this be considered for the new build for Dawlish and NH confirmed that the new build at NAC has solar panels and an air source heat pump.</p> <p>Q: Do we need to provide guidance for schools to limit use of utilities? JN has reminded staff to be vigilant. It was noted that NH worked with a charity before that looked at ways to save energy and make buildings more energy efficient and tap into funding, and suggested that the students be involved in driving this energy saving process.</p> <p>Action: NH to ask Teign Energy for their initial thoughts.</p> <p>TS asked JN to talk through some of the challenges. In terms of the pay award, this will apply from 1 November and will come in at about 5.5% which means building in a staffing cost over budget by approx. £270k. This is the main concern with the pay award starting the year, with most schools looking likely to be over budget. Consultation ends 4 November and unions are considering industrial action. Support staff offer is 4% and consultations are ending in a few weeks and also considering industrial action. This award is backdated to Easter so funds will be put aside to pay for that. These two alone are approx. £400k, and then utilities on top. Discussed carry forward at FAR and JN felt this would be £1m worst case but due to movement in the last 3 months, and capital work that has been identified which won't come to fruition until later in the year, this couldn't yet be confirmed. CIF bid money will be there but that is already committed.</p> <p>The NJC award is unknown as this may be agreed at a higher rate. JN advised of a potential concern following the Harper Brazel case which was a supreme court judgement with peripatetic music teacher underpaid for holiday pay and the implication is this could constitute a recalculation of holiday pay for part time workers which would be largely 95% of support staff. Needs to be watched closely and advice is to audit the organisation for staff who may fit into those criteria.</p>	<p>NH</p>

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	<p>Another significant pressure is recruiting staff with few or no applications being received in response to adverts. One solution would be to pay people more but this would need to be equal across the Trust for those positions. The new accounting system and reporting system is still being built which is taking time and figures will be available in November with high quality data at Trust level for better scrutiny. This is bringing challenges in that Heads want to appoint and the Trust wants to support but needs to be assured. KQ summarised that there are internal and external pressures – external is the unfunded pay award, and gas and electricity prices and internal is a current pause on recruitment pending some more figures to come from JN. Heads want to recruit to a budget set in June but for the next few weeks this needs to be paused to allow JN to undertake the necessary work and give reassurance that the additional staff can be afforded. JN confirmed that the schools are fully staffed for frontline teachers and the pause on recruitment is more the support staff element such as learning coaches, caretakers, cleaners, TAs, etc. Trustees agreed that the most vulnerable students, and strategies for supporting their progress, need to be monitored, and be mindful of the impact this might have. KQ commented that recruitment is challenging and schools need to look at strategies as recruiting more TAs isn't always the answer.</p> <p>Looking at 3-year plan to be in place for finance, which KQ and JN have discussed – looking initially to protect frontline teaching staff and look at some of the other costs in there for this year.</p> <p>TS proposed Trustees approve the following:</p> <ul style="list-style-type: none"> • Continue to honour national pay and conditions - unanimously AGREED. • Issue some guidance to all schools on energy budget saving and involve the students in driving this, via school council - unanimously AGREED. • Pursue solar panels and energy saving as quickly as possible – unanimously AGREED. <p>Approx 10 posts are suspended at present. None are teaching posts, and Starcross is overstaffed which requires a discussion with the Headteacher. JN advised, if it looks like the forecast for the year is 5% over for staffing, the next meeting will consider whether to pull back in-year due to budget pressures, or continue and accept this will reduce the reserve. Primaries' forecast is higher than budget due to pay award. Won't be equally distributed across the schools due to changes in September for ER and Dawlish Heads. More information is required to make a quality judgement, with consideration of individuality of the schools as opposed to the whole.</p> <p>Q: <i>If you are a school looking outwards, the central team needs to demonstrate how we are cutting our own cloth.</i> KQ reassured Trustees this is being done with the central team.</p> <p>Q: <i>In year savings? We need to have a more in-depth discussion with the pros and cons of both options and broader absorption of these costs.</i></p> <p>Action: FAR to look at this at next meeting on 29 November and come back with recommendation for Board in December when the year-end position is available, and possibly some clarity on whether the social care levy will be pulled back. This will be required by school and the whole to clearly see the impact of any decisions made.</p> <p>Given the amount of uncertainty in the next couple of months, the LGBs will be advised that the FAR Committee will be looking at budgets and may need to work with them on a new budget from 1 January. JN will have some forecasts from IMP which will need to be shared and it was noted that it is difficult to shift staff costs in year unless there is natural wastage. The importance of alleviating people's fears was discussed, and working hand in hand with staff to explain what the Trust is doing and why, reinforcing the positive message that the principle of our organisation is staying with NJC but this will mean tougher times ahead.</p> <p>TS addressed capital and revenue spend and posed the question whether, having our own capital budget now, beyond honouring commitments should the Board say no revenue is to be spent for capital purposes unless clear pay back is identified? Trustees unanimously AGREED to separate capital from revenue.</p> <p>Action: JN</p> <p>Meeting moved to Part II <i>Adjourned at 11 am to allow Sally Timmins to join the meeting as a guest.</i></p>	<p style="text-align: right;">FAR</p> <p style="text-align: right;">JN</p>

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	<p><i>Reconvened at 11.06 am in Part 1.</i> TS welcomed Sally Timmins and there were introductions around the table. TS explained to Sally that all the Trust officers are here here today for discussion about finance, but would not normally attend a Full Board meeting.</p>	
22/2/4.2	<p>Quality of Education Committee: Lots of information has been included in the CEO report and minutes. Papers were presented on primary and secondary.</p> <p>Secondaries: In summary, Dawlish College did as expected and is probably the best achieving of the three secondaries currently. NAC raises some concern as cohorts don't seem to be reaching their ability and there is further investigation to be done there. A lot of time has been spent on ER and it is hoped with a new Head in place things will begin to resolve and turn with PC's assistance as EDE. A question was raised between 2019 and 2022 as these years are comparable and there is a weakness across all schools in maths. Maths seems to be pulling down the joint combined figure and this needs to be a focus for the future across the whole Trust. Primaries have the White Rose maths initiatives. Input from Sir David Carter last week brings a change of focus and children's life chances are changed if their maths ability is strong.</p> <p>Each head teacher's analysis of their schools under three headings was very insightful and KY and SJC will be visiting each secondary with PC.</p> <p>Primaries: Know Kenton is a risk and there are many things in place to turn this around. ML received a very good Ofsted report and was rated "Good" and marketing is underway to raise awareness of this in the community and hopefully increase pupil numbers. The Headteachers really know their schools and are very proactive with strategies and initiatives. Pupil premium funding strategies need to be smarter.</p> <p>SJC commented that the quality of information presented was really helpful, giving a forensic look across the Trust with transparency for weaknesses and concerns. Sixth form has seen a drop in numbers and is something that requires work particularly recruiting Dawlish young people to stay in the Trust with a high-quality offer.</p> <p>PC stated this was a really good meeting, suitably challenging, and left the team clear as to what the committee wanted to see by the next meeting.</p> <p>Q: Is it fair to ask for a target date where Trustees would be able to see those achievements being delivered? KQ advised there is a commitment for the next meeting to look at some key areas, particularly the riskier schools and those due for Ofsted seeking some reassurance of green shoots so there will be data from Kenn, ER and Starcross. At Starcross there is a SEND review and deep dives taking place which will produce useful data and an action plan. It is anticipated this will take longer for the secondaries, with information coming from the SIP and senior leader targets. KQ shared the four pillars from Sir David Carter and PC and KQ have set up a matrix to have targets trust wide and then specific school targets. That piece of work will be completed by the December Board.</p> <p>Q: We previously talked about the pupil journey and Year 11. Where has that piece of work gone for looking at nursery to Sixth Form? PC is still aware of the need to look at this. KQ advised at the LGB meetings this time one of the key threads from primaries was a piece of work around transition from Y6 to 7. KQ and PC spoke around this being a Trust priority going forward, particularly for most disadvantaged people to make this a quality experience. It was noted that Sir David highlighted this as a golden opportunity.</p>	
22/2/5.1	<p>Trust Risk Register: KQ advised there are no changes since the summer and the register was reviewed at the recent FAR meeting. Highlighted governance section moving into the red as some delegation has been removed which will be kept under review at FAR. School registers will be reviewed by FAR next time.</p>	
22/2/6.1	<p>LGBs: Cockwood: The appointment of Nick Tallamy as Chair and resignation of Holly Hillard as a staff governor were recommended by the LGB for Trust Board approval and unanimously APPROVED.</p>	
22/2/6.2	<p>Dawlish: KQ stated that a large piece of work here is around the number of staff governors being an incorrect ratio to the other governors, and not in line with the Trust's SoD (also featured in the LGB Handbook), hence one staff governor (Simon Broom) agreeing to step away for the time being and relinquish their vote.</p> <p>The appointment of David Violet as Chair and Sian Hawkins as Vice Chair were recommended by the LGB for Trust Board approval and unanimously APPROVED.</p>	

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	It was noted that PC had met with the outgoing Headteacher as their line manager before the summer holidays before they left post to take up the new role at TCS ER. A target setting meeting for them as Headteacher of TCS ER will take place.	
22/2/6.3	NAC: The appointment of Christine Candlish as Chair, and Marina North as Vice Chair was recommended by the LGB for Trust Board approval and unanimously APPROVED . Action: GW to give thought as to how to share LGB part II minutes.	
22/2/6.4	Starcross: KQ reported this was a very positive meeting and the governors were thankful for support and guidance from the Trust. Sarah Bartholomew has kindly agreed to continue as Chair in the short term, until a new Chair is identified. The following were recommended by the LGB for Trust Board approval and unanimously APPROVED : Temporary appointment of Sarah Bartholomew as Chair; appointment of Martin Veasey and Annette Wade as co-opted governors; and the resignation of Jane Guppy as a parent governor.	
22/2/6.5	ML: Nothing advised for this meeting.	
22/2/6.6	ER: Nothing advised for this meeting.	
22/2/7.1	Scheme of Delegation: KQ and GW found the LGBs needed clarification of a quorum and this links with the LGB handbook. Also, the Diocese had some changes around the LGB constitution terminology for Foundation Governors to be 25% of the total appointed number. Unanimously AGREED .	
22/2/7.2	Pay Award: JN confirmed this was covered earlier in the meeting. Action will go ahead.	
22/2/7.3	Admissions 2024-2025: These have all been through the Heads and LGBs ahead of the public consultation in November, which will be done by DCC, and the Diocese has input into the policy for Kenn. The consultation ends on 6 January and the revised documents will come back to LGBs and Full Board in February for final approval before uploading to the websites. No questions.	
22/2/7.4	Child Protection and Safeguarding: Amended to include KCSiE update and aligning the two policies from EMAT and OLT. Q: With regard to the section on child-on-child abuse, we need to ensure the PSHE curriculum particularly in the secondaries is as hard hitting as possible and children need to be very aware of what is unacceptable and their rights. Are the PSHE curricular fit for purpose in the secondaries? Action: KQ and PC to review this to ensure fit for purpose, and developed to meet context of their own school and judge effectiveness of this. Noted the importance of students having a safe place to talk about things which goes back to PSHE and pastoral support. LGBs can monitor this and safeguarding governors should be asking these questions and checking the process. KQ advised there has been a shift this year on what the Trust requires the LGBs to look at, following the Sir David Carter review and recommendations. This will be raised with the LGB chairs today to achieve over the next year.	KQ/PC
22/2/7.5	Charges and Remissions: Small change, and the question raised as to what extent to apply these consistently across the schools. The Trust reserves the right to make a range of charges, but schools apply them in different ways. JN and PC discussed this and whether it is a Board decision or to be delegated to Heads to say how they apply it in their context as they believe it is right to do so. Trustees agreed that the current wording fits and the decision should be left to the Heads, to allow use of context and individual school identity, but it was noted that there may potentially be future challenge in terms of students having the same experience at the schools across the Trust. Unanimously ADOPTED .	
22/2/7.6	Recruitment, Selection and Disclosure: Updated to reflect KCSiE 2022 wording about online searches for applicants and another selection process for shortlisted candidates to ensure there is nothing that could make their application questionable and we can question on interview. Online footprint search of the individual; and bringing together of the two OLT and EMAT policies. Unanimously ADOPTED .	
22/2/7.7	Recruitment of Ex-Offenders: SD advised that some convictions are no longer disclosed due to time passed. Also, IET doesn't discriminate against ex-offenders as the organisation will risk assess if there is a suitable candidate. This is a Trust responsibility as it is around looking at the risk. Q: Is there a requirement for staff currently in place if they have a criminal conviction to inform their employer? SD confirmed this is the case, but it will be notified through MASH or LADO, and the Trust may then have to deal with policy and procedure. Sits in the code of conduct for staff and within our rights in policy to re-DBS if have suspicion gives cause. Unanimously ADOPTED .	
22/2/8.1	Training: SD and Sarah Minty-Dyke from ER hosted a trust wide safeguarding training with 22 attendees across the Trust. The next session planned is Ofsted briefing on framework and process and involvement for governors. There is a Trust leaders' day on Thursday and current information will feed into this.	
22/2/8.2	Visits: PA has arranged to go to NAC after half term. KY and SJC to visit primaries with SD, to be coordinated to avoid disruption to the schools. PC to take KY and SJC to visit the secondaries. TS	

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	<p>has visited Dawlish and reported that they now have elective education in place where students stay on at the end of the school day for curriculum enrichment with a wide range of courses. Used to be extra-curricular with very poor attendance, 100% attendance to more than one activity per week as this is compulsory now. Significant in school improvement.</p> <p>Action: TS to visit Kenton and Kenn following the schools' postponement of visit arranged for the end of summer term.</p> <p>Q: Is the recruitment process for the new Head at Dawlish underway? PC advised the application deadline is tomorrow at Noon. 5 in-person tours have been conducted, and 3 remote discussions from further afield.</p>	<p>TS</p>
	<p>Trustees agreed there would be further concentration on finance for the next meeting and the meeting closed at 11.45 am.</p>	