

MINUTES
of the General Meeting of the Full Board of Ivy Education Trust
held on Tuesday 10 October 2023 at 10 am at Bitton House, Teignmouth

Present:		
Name	Title/Role	Initials
Paul Austin	Trustee/Vice Chair of Trust Board	PA
Sue Clarke	Trustee/Member of Quality of Education Committee	SJC
Steve Jackson	Trustee/Vice Chair of FAR Committee	SJ
Paul Lilley	Trustee/Chair of FAR Committee	PL
Rev Gareth Regan	Foundation Trustee/Member of People & Values Committee	GR
Tony Smith	Chair of Trust Board	TS
Katie York	Trustee/Chair of Quality of Education Committee/Policy Review Group	KY
In attendance:	Title/Role	Initials
Paul Cornish	Executive Director of Education/Director of Spirituality	PC
John Lasker	Director of Operations	JL
Jon Newman	CFO	JN
Katy Quinn	CEO	KQ
Gaby Willis	Trust Governance Officer/Company Secretary	GW
Apologies:	Title/Role	Initials
Babette Fuller	Safeguarding Trustee/Chair of People & Values Committee/Policy Review Group	BF
Absent:	Title/Role	Initials
None		

Key to acronyms:

DC	Dawlish College	NAC	Newton Abbot College
DCC/LA	Devon County Council/Local Authority	TPS	Teignmouth Primary School
SX	Starcross Primary	CKK	Cockwood, Kenn and Kenton
LGB	Local Governing Body	SIP	School Improvement Plan
TCS ER	Teignmouth Secondary	FAR	Finance, Audit & Risk Committee
CPD	Continuing Professional Development	DS	Disadvantaged Student
PAN	Pupil Allocation Number	SEND	Special Education Needs and Disability
DSL	Designated Safeguarding Lead	QofE	Quality of Education Committee
RD	Regional Director	FAR	Finance, Audit and Risk Committee
SoD	Scheme of Delegation	DfE	Department for Education
GAG	General Annual Grant (funding)	KCSIE	Keeping Children Safe in Education

Item	Content	Action
	The Chair opened the meeting at 10 am and welcomed everyone.	
23/1/1.1	Apologies: BF (resigned with effect from today). SJC absent at this time due to traffic delay.	
23/1/1.2	Declarations of Interest: No changes to those already declared on current register of business interest forms. PC declared an interest for the agenda item regarding Admissions Policies 2025-2026. PC has a Year 6 child in one of the feeder primaries and priority order of being a child of a member of staff will be discussed with a decision required from the Board. PC will explain the options and then step out of the discussion so as not to influence any decision.	
23/1/1.3	Election of Chair for 2023-2024: GW took the Chair for this item. <i>TS left the meeting.</i> One nomination received – TS. Proposed: PA. Seconded: SJ. Unanimously APPROVED and duly APPOINTED. <i>TS rejoined the meeting and GW passed the Chair to him.</i>	
23/1/1.4	Election of Vice Chair for 2023-2024: One nomination received – PA. <i>PA left the meeting.</i> Proposed: TS. Seconded: KY. Unanimously APPROVED and duly APPOINTED. <i>PA rejoined the meeting.</i>	
23/1/1.5	Resignation of Co-opted Trustee – Babette Fuller: BF has resigned for personal reasons. TS has written to thank her for her commitment and support to the Trust, and to invite BF to return should circumstances change in the future. Unanimously ACCEPTED .	
23/1/1.6	Appointment of a Co-opted Trustee – Nick Tallamy: Only Member-appointed Trustees (TS, PA, PL and SJC) are eligible to appoint Co-opted Trustees. Redacted application form circulated ahead of the meeting. Some longer serving governors are required to step down this year to ensure the LGBs are constituted in line with the current SoD. The SoD will be	

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	<p>reviewed before Christmas. NT was previously Chair of the Board for Osprey Learning Trust for a short period and will bring a lot to the Board of IET. GW explained that the Articles require no fewer than 5 Trustees to be appointed by Members and presently there are 4. It was proposed that NT be appointed today by the Board, pending appointment by the Members by ordinary resolution, at which time NT's appointment will be changed to reflect that category. Proposed: TS. Seconded: PL. Unanimously approved by Member appointed Trustees and duly APPOINTED.</p> <p>Action: GW to process NT's appointment and send written resolutions to Members. EDEN Committee meeting is on 16 October and GW has already advised them of this agenda item.</p>	GW
23/1/1.7	<p>Committee members and Chairs, and link roles: The Board discussed whether the committee constitution should be amended this year to give a cross-pollination of experience, eg finance and quality of education, etc. It was AGREED to retain the current format for the second year of IET to receive maximum benefit of those specialisms, allow further recruitment of new trustees and review this next year to build capability.</p> <p>Action: GW to add this to agenda for October 2024.</p> <p>FAR Committee: Chair – PL. SJ and PA to continue as committee members.</p> <p>School Improvement TCS ER: Lorraine Heath, CEO of Blackdown Education Partnership, has been approached to sit on this committee as an independent chair and has very kindly agreed. Proposed: TS. Seconded: KY. Unanimously approved and duly APPOINTED. SJ is no longer able to sit on this committee so TS was proposed by SJ. Seconded: PL. Unanimously approved and duly APPOINTED.</p> <p>Quality of Education: Chair – KY. SJC to continue as committee member. When recruitment allows, a third trustee would be of benefit to this committee.</p> <p>People & Values: Chair - GR and replacement for BF will be Nick Tallamy (NT). When recruitment allows, a third trustee would be of benefit to this committee.</p> <p>Safeguarding link: Nick Tallamy to be approached and appointed in principle, pending confirmation of acceptance. <i>(Since the meeting GW has spoken to NT and he is happy to take on this role.)</i></p> <p>Policy Review Group: KY and possible role for one of the new Trustees who are currently being interviewed.</p> <p>Careers: GR</p> <p>GDPR: SJ</p> <p><i>SJC joined the meeting.</i></p> <p>School links:</p> <p>Cockwood, Kenn CofE, Kenton: NT (with GR as member of the Ethos Committee at Kenn CofE).</p> <p>Dawlish College: KY</p> <p>NAC: PA</p> <p>Starcross: PL</p> <p>TCS ER: Agreed this will be allocated to a new Trustee. TS to cover in the interim.</p> <p>Teignmouth Primary: SJC</p> <p>Terms of Reference 2023-2024: All AGREED.</p>	
23/1/1.9	<p>KCSiE Sept 2023: Circulated to Trustees to read and reply to GW with confirmation that this has been read and understood.</p> <p>Action: Anyone who has not already done so, please reply to GW's email asap.</p>	All
23/1/1.10	<p>Code of Conduct: Circulated for signature.</p>	
	<p>Skills Audit: This has been completed for September by all Trustees. Combined data shared on GovernorHub shows a good breadth of experience and knowledge across the Board, which will be enhanced by the current trustee recruitment process.</p>	
23/1/2.1	<p>Matters Arising from the meeting held on 18 July 2023: All completed.</p>	
23/1/2.2	<p>Accept the minutes of the previous meeting as a true and accurate record: Unanimously ACCEPTED subject to 2 minor corrections required to 23/8/4.4.</p> <p>Action: GW to make corrections and upload final version to the Trust website.</p>	GW
23/1/3.1	<p>CEO Report: Circulated ahead of the meeting and attention drawn to slightly updated report format from new Trust Quality Descriptors being used by the DfE to measure the effectiveness of the Trust. Will move to reporting against this at all levels. Data will focus on DS and SEND</p>	

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	<p>as reporters and markers for improvement. Other data will be collected and will be available if Trustees wish to see it. Annual risk assessment health check is in the report.</p> <p>Q: How do we know what the data mean? Are they good or bad? Primaries broadly in line with national or above. Issue around improving maths and this is an area of focus. Secondaries just below national at DC and NAC. ER in the summer was better than it could have been, and marginally better than the year before, but is still considered to be poor and the improvement journey there is already underway at pace. Primary and secondary results are reflective of what was discussed in the QofE committee meetings during the year. Noted a good job was done at DC with DS and a complex cohort. Q: The other 2 schools have not done well with DS. There are lessons to be learned from DC where expectations remained high despite the complexities and this is what needs to be embedded across the secondaries. DC applied an individualised approach as this Year 11 was a small cohort. Consideration needs to be given to what extent that is replicable for a normal size cohort.</p> <p>Discussion around NAC change of cohort over time and culture change of staff is in hand. Leadership now in place at all 3 secondaries with StepLab across the Trust for coaching of teachers. Collaborative reading scheme operating across all 3 secondaries. Q: When will we get to average and above? In terms of setting targets it is hoped that the current Year 10 should show that, and there will be improvement towards this with the current Year 11.</p> <p>Ongoing situation at Kenton is a huge risk to the Trust currently around the provision for children on a day-to-day basis and future consideration must be given around the state and age of the building of which the Trust has a lease until 2035, together with ongoing consideration of falling pupil numbers at Kenton. Children have moved to Hope Church, following a 2-week period at Kenn and only missed 2 days of face-to-face teaching. Insurance company is picking up liability for repair and there are ongoing negotiations around additional costs. Transport is now in place with DCC from 16 October. It is unlikely that the building will be usable until September 2024 at the earliest. There is a continued risk of flooding, and as yet the view of the insurance company on future insurance is unknown. KQ and JL are meeting with the capital team at DfE weekly to look at short, medium, and longer-term planning. Trustees noted that the school once had 105 children and now has only 58. Originally a feasibility study for a new school on the Kenton playing field was for 210 places so a revised feasibility study for 105 places on that site will need to be considered.</p> <p>A Board discussion would be welcomed around GAG pooling as a future option to enable moving of responses from a school improvement point of view, and responding to emergency situations. This will give a collective understanding of children for the Trust and our schools' funding. Added value as a Trust was discussed with Sir David Carter and this would facilitate this. JN put together some points in the report for a discussion later in the meeting.</p> <p>Q: The 5 foundations of excellence. Talked about 4 last year at time of CEO appraisal. Have the 5 come out of that discussion? Designed by heads (school leaders) and the EDE. Pillars from CEO appraisal are from the Trust Quality Descriptors: finance, operations, workforce, and school improvement. Q: Did you have meeting with the heads? A few meetings took place and the foundations were finalised at a group meeting. Views were taken from each separately and combined with reading and research and thoughts from the EDE. Drafts were shared and finalised at the group meeting. Attendance needs to be improved, behaviour exclusions reduced. Enrichment is a focus that sometimes is forgotten and reflects the added value such as sports, music events, etc.</p> <p>Q: Director of People and what are the risks currently not appointing? The best candidate was appointed on day, but unfortunately decided not to take up the post. The advert is back out and closes after half term with interviews on 6 November and potential January start. In the meantime, additional HR support is being bought in from PHP Law. Risks of not appointing are great in terms of time capacity for the team.</p> <p>GAG Pooling: Follows from report of last FAR meeting. Feel primary schools need reassurance and guarantee they will have the tools to do the job and some sort of budget monitor to give financial overview. Amount of support to Kenton and SX from the Trust</p>	

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	currently is significant. TPS is supporting and sharing staff there. Proposal would be locations for each school with budget in it. Latest discussion around staffing being attributed to this and this would be monitored by JN.	
23/1/3.2	Closure of Estuaries MAT: An objection raised by SEFE Energy has been removed and Companies House confirm EMAT will be formally dissolved with effect from 17 October 2023. GW has advised EDEN.	
23/1/4.1	<p>FAR Committee held on 26 September 2023: Report shared in advance. Good position financially but challenges ahead in the coming years. Discussion has taken place about possible investment of surplus, whilst ensuring the funds are available if required. Subscribed to a software application called CreditSafe to ensure companies IET is dealing with are viable to guarantee due diligence and reassurance. Overspend has been discussed and is covered in the minutes. Reserves currently about £1.3 million. Teachers' pay award approved and likely to be paid in November which will be fully funded. Important to remember slightly under resourced staffing across the Trust so this needs to be taken into account, for example current vacancy for Director of People.</p> <p>Dawlish Leisure Centre is a known debt and a contingency of £150k is in place for this. The Trust is still investing funds in TCS ER to support their improvement journey. There is awareness of implications across the Trust of falling student numbers in future years. GAG pooling was discussed at length and it is felt now is the time to act to provide a fully comprehensive level of support to all Ivy schools. Responsibility of the headteacher being in control of whole business with level of understanding, and FAR and JN can support with this knowledge training.</p> <p>A report was received from the Director of Operations with all summer works noted.</p> <p>The decision was made to approve a £60k spend to demolish the ROSLA Building at DC to move this situation on. JL updated the Board on confirmation received from Simon Niles confirming DCC is happy to go ahead with this. School Rebuilding Programme responded today that DC is in the programme and can continue with this course of action without impact, although non-committal either way. Contractors will be instructed today to begin the demolition.</p> <p>Sustainability was discussed, and is a standing item. Current situation is being assessed and tenders were received for a consultancy service to assist the Trust to move this forward. It is considered that eventually there will be a statutory obligation to be net zero. JL updated this has been done with Coreus and a tender was presented last week at £20k with a 3-phase delivery model. This year until end of July 2024 for initial baselining of all trust buildings. This will give an understanding of base load and allow changes to the operation of the estate, and ranking of how impact can be made. Interventions can be costed and assessed which will feed into capital programme and EEF money drawn in the first instance, with additional costings from the capital programme. Q: Is there a performance element in their contract? Fee associated with each of their deliverables within the proposal and when delivered. Three elements at the back end which is a slightly different piece of work. This will be recovered in terms of savings in the future. Also important for parents to see sustainability policy of the Trust when choosing IET schools.</p> <p>The Hazeldown meals contract has terminated as they have installed their own kitchen and there was a discussion around the potential impact of this.</p> <p>Q: Kenton lease is up to 2035? What if we made the decision that following two big floods in 18 months we will be siting the school elsewhere? Legal are reviewing the lease at the moment, which was an incoming lease from DCC taken on when Kenton joined the Trust. Full repair is in the lease so the Trust must hand it back to Kenton Parish Lands as was. Q: What was the incoming condition of the building? Following the flood repair, the building will be in better condition than when it was received it into the Trust. There is a covenant to say the building has to be used for education.</p>	

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	<p>Trustees discussed the risk around continual flooding, not being able to insure the building, and the significant risk of evacuating the children, some of whom are only 2 years old, given the force and height of the water which came through the school this time. Q: Has there been a discussion with the Environment Agency? A flood prevention report was done and there is no more they can do; the area is deemed a continued risk of flood. The modular building in the playground which houses Early Years, and is made from a wood structure, contains black water. DCC have stated they will not grant planning to put another portacabin there due to the risk of flooding. Weekly meetings are taking place with the DfE at capital team which is bringing together finance, capital build programme, as have Regional Office. The local authority (DCC) has been very slow to respond and has not attended any of the meetings.</p> <p>Trustees discussed various options for ending the £5k per year lease with Kenton Parish Lands, and a suitable alternative site for the school, given there are only 58 students on roll, and were assured that all options are currently being explored. Q: Risk to life must be factored in. How do we get this formalised? The Board has to consider the health and safety aspect. A plan is required for an alternative site. There is media interest and KQ has had correspondence with the local MP.</p> <p>The Board formally noted the unanimous view that the current building for Kenton Primary School poses a risk to life with subsequent flood and evacuation of the children on a school day. Flow rate of the water was at speed which caused increased level of damage which would be required in a report to articulate the impact of that level of force.</p>	
23/1/4.1a	<p>GAG Pooling: The Chair invited JN and KQ to present the case for this for Trustees. JN has summarised some of the main potential benefits and risks. There is a formality about the process and a policy will be adopted and clearly explain the basis on which funds are devolved to the schools. Largest shift is cultural with recognition of school leaders knowing all funds are in the central trust and allocated with formula. Accounts identify surplus of deficit by school, and schools like to know what this is. Implication of GAG pooling is a trust reserve, not a school reserve. If the Trust moves to GAG pooling, it would make a strategic decision to support SX. Option 1 is to pool some funds sooner and start with some of the incoming funds next year. Or move more rapidly to pooling the whole GAG fund. Discussed at FAR starting discussion with governors and school leaders to establish the journey. Q: How much local purchasing goes on at the school? Almost all. Q: If that was to remain, local sourcing is quite important and it is important to see whether that matters to them, as opposed to central services. Direction of travel sought today from the Board to initiate discussion with governors and school leaders. Q: It makes sense to transition and would be nice to see what level of efficiency would be. Is the allocation still on a formula basis? It doesn't have to follow the one from the ESFA. Can do that on a needs-led basis. It would expected that school leaders would propose to the trust what funding they need and for leadership to own what they need. Curriculum costs need to be looked at. Important to make central offer quality and that is the added value from being part of IET. It was suggested the dialogue be trust into the leadership and governance of the schools.</p> <p>Q: Within that, is there the possibility for the schools, for example TCS where a real need appears the head is able to make a request for funding? In theory GAG pooling should make it easier to deploy resources where needed during the year, with adjustments presented to FAR. 8 schools working together for the good of all is GAG pooling.</p> <p>The Board AGREED with the principle of GAG pooling and need to place a degree of urgency around this to move forward.</p> <p>The Board RESOLVED, all things being equal, to set a 2024-2025 budget on GAG pooling.</p> <p>Action: JN to work on mechanics of how this will work - a formal policy will need to be in place. KQ and PC to start discussions with school leaders and governors without delay.</p>	JN/KQ/PC
23/1/4.2	<p>School Improvement Committee (TCS ER) held on 14 September 2023: Minutes on the Hub. Good and positive meeting and rigour will be added by the external chair. In collaboration of South West schools, the sixth form performed particularly highly which was a disappointment in the Ofsted report which included the Sixth Form.</p>	

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23/1/4.3	<p>Quality of Education Committee held on 21 September 2023: Minutes shared on the Hub and KY talked these through. Latest unvalidated data was circulated by PC yesterday and is now calibrated across all schools in the country. Re-remarks are still ongoing and there is room for fluctuation but this is reduced now. Figures in CEO report are pre-calibration. Final figures are published sometimes as late as December. Q: Do you have some concerns over that data? Yes, 2 schools use Sisra and the other 4Matrix and the Head of NAC had different results from the committee which hadn't been made available before the meeting. This was a new style of meeting for the secondaries and this will be addressed for consistency for future meetings. Was useful for committee to know background of cohort and more context about the schools. Results were disappointing and it was noted there is no data for the pandemic years. TCS ER confident head knows that needs to be done. DC difficult cohort was known in advance and had been discussed at previous meetings and positive expectations of staff for this cohort and interventions had a positive effect. Concern which is known is DS and SEND. Figures at NAC are a full grade below, as are TCS ER. DC half a grade below and these were highlighted to the Board. Q: How many years has NAC had changing cohort? 2014 had 120 children in each year group with a low proportion of SEND. AGREED that poor school performance was a much greater risk than reduced financial reserves at this stage and that funding should be readily available for school improvement.</p> <p>Action: Characteristics of the secondaries requested for future meeting to give context.</p> <p>All 3 schools show a gap in English and Maths attainment, and Maths is weaker across all 3 secondaries, which Heads knew. Agreed need for Maths collaboration and for teachers to visit primaries and observe good work there. NAC – The Committee felt there was an over-investment in new staffing rather than monitoring and early intervention and not relying on exams and staffing. Requires strong strategic leadership monitoring. Staff are not well trained and experienced at teaching SEND which is a cause for concern. Q: Is there a part the pandemic has played? Challenges and issues have escalated in the last 3-4 years and this gap is possibly still not being bridged and understood in terms of monitoring. Are we in line with what other schools are experiencing? There was a deskilling of teachers over Covid and remote learning, and significant investment is required in the teaching workforce with their CPD around the quality of what they are doing and adaptive teaching is a large part of that. StepLab instructional coaching is in place. Noted data here is benchmarked nationally and every school has gone through the same and it is still not where it needs to be which was acknowledged by the Heads. The Committee found this a useful meeting and dialogue and robust and useful for heads to share what doing and some ideas around the forensics of raising standards within departments. It is felt there is a need to monitor Sparx and the reading programme and see evidence that they making a difference. Noted from the minutes concern at NAC. Two external reviews have taken place there which have come back more pleasing and will feed back into the QofE Committee. Coaching is required for the Heads around the narrative of what is happening in the school, about aspirations and expectations.</p>	PC
23/1/5.1	<p>LGBs</p> <p>Cockwood, Kenn, and Kenton:</p> <p>Appointment of Chair: Nick Tallamy as Acting Chair for an interim period whilst a Chair is recruited and trained. Unanimously APPROVED and duly APPOINTED.</p> <p>Appointment of Vice Chair: No nominations at this time. To be reviewed by LGB at next meeting.</p> <p>Resignation of Tracey Roberts as co-opted governor: ACCEPTED.</p> <p>Appointment of Jeremy Squires as a co-opted governor: Unanimously APPROVED and duly APPOINTED.</p> <p>Action: Chair and LGO to be advised.</p>	GW
23/1/5.2	<p>Dawlish College: Appointment of Chair: Craig Read - Unanimously APPROVED and duly APPOINTED.</p> <p>Appointment of Vice Chair: Lisa Johnson - Unanimously APPROVED and duly APPOINTED.</p> <p>Action: Chair and LGO to be advised.</p>	GW
23/1/5.3	<p>NAC: Appointment of Chair: Christine Candlish – Unanimously APPROVED and duly APPOINTED.</p>	

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	<p>Appointment of Vice Chair: Marina North - Unanimously APPROVED and duly APPOINTED. Noted that MN's term of office expires in February 2024. GW to discuss this with the Chair of Governors for succession planning.</p> <p>Action: Chair and LGO to be advised.</p>	<p>GW</p> <p>GW</p>
23/1/5.4	<p>Starcross: Appointment of Chair: Martin Veasey - Unanimously APPROVED and duly APPOINTED.</p> <p>Appointment of Vice Chair: No nominations at this time. To be reviewed by LGB at next meeting.</p> <p>Action: Chair and LGO to be advised.</p>	<p>GW</p>
23/1/5.5	<p>TCS ER: Appointment of Chair: Simon Shadbolt - Unanimously APPROVED and duly APPOINTED.</p> <p>Appointment of Vice Chair: Michael Wigmore - Unanimously APPROVED and duly APPOINTED.</p> <p>Action: Chair and LGO to be advised.</p>	<p>GW</p>
23/1/5.6	<p>Teignmouth Primary: Change of name has been approved and changed on GIAS.</p> <p>Appointment of Acting Chair for one term: Simon Shadbolt - Unanimously APPROVED and duly APPOINTED.</p> <p>Appointment of Vice Chair: No nominations at this time. To be reviewed by LGB at next meeting.</p> <p>Resignation of staff governor (non-teaching) - Andrew Webber: Unanimously ACCEPTED.</p> <p>Appointment of staff governor (teaching) - Sarah Dudley: NOT APPROVED. The Board were grateful to Sarah for her commitment to the school by standing as a staff governor. However, it was noted that at this time there are already two "teaching" staff governors appointed who, like Sarah, are members of the SLT and Sarah's appointment would make this three. The Board agreed that, to benefit the diversity in the constitution of the LGB, a non-teaching staff governor should be sought, from outside of the school's SLT, to bring an alternative staff perspective. It was suggested that Sarah be approached to consider standing as a governor for another LGB within the Trust where her skills and knowledge would be extremely valued.</p> <p>Action: Chair and LGO to be advised. GW to contact Sarah Dudley to discuss alternative LGB appointment.</p>	<p>GW</p>
23/1/6.1	<p><u>Policies and Procedures</u></p> <p>Admissions 2025-2026: All shared on Hub with suggested changes/comments. Oversubscription criteria in secondaries from EMAT and OLT legacy. Main difference is the priority given to the children of staff which is higher on the list with DC and NAC. TCS have this as the lowest priority. As a Trust this should be consistent and either move one way or other. Or say EMAT took it too high and recognise it and move it same but not as high. Discussion required.</p> <p>TCS have extra criteria regarding priority for children in other Trust schools. Discussion around the principle.</p> <p>NAC and DC was moved to priority number 3 after looked after children, and those with exceptional or social medical need. Q: How high up would this need to be for staff to see benefit of this? It is not of benefit unless the school oversubscribed. It has been used by staff. These only apply once the numbers go over PAN and it would be small numbers.</p> <p>AGREED to move criteria up for being the child of a member of staff at that school (where that is their main place of work at the time of application) at criteria number 3 across all 8 policies.</p> <p>AGREED not to include priority to schools within IET from primary to secondary as the criteria already says prioritise children that go to the feeder schools.</p> <p>LA requirement added criteria and need awareness that says as admissions authority IET need an admissions committee to meet if a headteacher is considering refusing an admission for in-year admissions. Decision to refuse a child must be made by admissions authority not</p>	

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	<p>the headteacher. Discussed whether this could be delegated to LGBs and would come up in review of SOD.</p> <p>It was PROPOSED and AGREED that if a headteacher is saying yes to in-year admission, that would be noted at a half-termly meeting of the admissions committee. These meetings can be remote and note across the trust how many were received and that these were all admitted. An urgent meeting would only be called if a headteacher notified KQ or PC they would refuse an in-year application. The Committee must meet within 5 school days of the application. Membership would be any three trustees rather than name specific and would call a meeting with those available.</p> <p>Action: KQ will add in-year admissions to CEO data report, and leavers.</p> <p>Action: Draft terms of reference for Admissions Committee. GW</p> <p>Q: If the board says no, what happens next? There is an appeals process and the LA will advise on this.</p> <p>Action: Check if this would also come to Trustees.</p> <p>Action: GW and PC to meet and finalise this.</p>	<p>KQ GW</p> <p>GW/PC</p>
23/1/6.2	<p>School minibus and Company Vehicle: Remove need for staff to have completely clean licence and mitigate by having assessments every 2 years not 4. Unanimously APPROVED and duly ADOPTED.</p> <p>Action: GW to circulate to heads and upload to Trust website.</p>	GW
23/1/6.3	<p>Child Protection and Safeguarding Policy 2023-2024: Formatting will be addressed. Q: Filtering and monitoring big change in KCSiE is that done centrally? Yes. Unanimously APPROVED and duly ADOPTED.</p> <p>Action: GW to circulate to heads and upload to Trust website.</p>	GW
23/1/6.4	<p>Pay Policy 2023-2024: Been through FAR and updated pay scales for teachers with expected awards. Note that the support staff pay award still not agreed so this is being monitored. £250k back pay at year end expected. Will be updated and go back to FAR. Unanimously APPROVED and duly ADOPTED.</p> <p>Action: GW to circulate to heads. Inward facing policy which does not sit on the website.</p>	GW
23/1/7.1	<p>Safeguarding Level 2 Training and KCSiE Sept 2023 Update for Governors and Trustees: A trust-wide training session was held on 5 October, presented by the two new Trust DSLs and was well attended both in person and remotely.</p> <p>Action: GW to circulate link to video for those who were unable to attend.</p>	GW
23/1/7.2	<p>School Visits: GR attended NAC to lead some RE lessons. Noted transition point and was calm and good behaviour was noted. New building is good. Behaviour of students was really good and majority were engaged learning about Christianity and levels of knowledge were appropriate to each year group with the ability to ask challenging questions.</p> <p>Action: PL to make contact with new Head at SX after half term to arrange a brief visit.</p>	PL
23/1/7.3	<p>Trust Review Day: 8 November at the Passage House Hotel. More details to follow.</p> <p>Action: Ideas welcome.</p>	All
	<p>Article in schools week on 29 September with Ofsted back to exam results as a starting point. Concern raised that Ofsted are not interested in the data which is not necessarily the case and should be aware that this is the assumption.</p> <p>Action: KY to put this query forward at the governance assessment training on 16 October and circulate the article to Trustees and Executive Team by email.</p> <p>The Chair closed the meeting at 12.30 pm.</p>	KY