

MINUTES
of the General Meeting of the Full Board of Ivy Education Trust
held on Tuesday 12 December 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
Richard Given	Trustee (appointed at this meeting)/Quality of Education Committee	RG
Paul Lilley	Trustee/Chair of FAR Committee	PL
Rev Gareth Regan	Foundation Trustee/Chair of People & Values Committee/Careers/Kenn CofE Ethos Group	GR
Tony Smith	Chair of Trust Board	TS
Nick Tallamy	Trustee/People & Values Committee/Safeguarding	NT
Ed Walker	Trustees (appointed at this meeting)/People & Values Committee	EW
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
Steve Jackson	Trustee/FAR Committee/GDPR	SJ
Absent:	Title/Role	Initials
None		

Key to acronyms:

DC	Dawlish College	NAC	Newton Abbot College
TCS ER	Teignmouth Secondary	TPS	Teignmouth Primary School
SX	Starcross Primary	CKK	Cockwood, Kenn and Kenton
LGB	Local Governing Body	HT1	Half Term 1
EY	Early Years	FAR	Finance, Audit & Risk Committee
CPD	Continuing Professional Development	DS	Disadvantaged Student
IES	Ivy Educational Services (trading company)	SEND	Special Education Needs and Disability
DSL	Designated Safeguarding Lead	QofE	Quality of Education Committee
RD	Regional Director	DfE	Department for Education
GAG	General Annual Grant (funding)	SEMH	Social Emotional Mental Health

Item	Content	Action
	The Chair opened the meeting at 9.50 am and welcomed everyone.	
23/2/1.1	Apologies: SJ	
23/2/1.2	Declarations of Interest: No changes to those already declared on current register of business interest forms.	
23/2/1.3	Recommendation of reappointment for member appointed trustee - Paul Lilley: PL is approaching the end of his first term of office and confirmed he would like to serve a second term. Proposed: TS Seconded: GR. Unanimously AGREED to recommend to the members. Action: GW to send ordinary resolution documents to members for their approval. <i>RG and EW left the meeting.</i>	GW
23/2/1.4	Appointment of co-opted trustee - Richard Given: Proposed: TS Seconded: PA. Unanimously APPROVED and duly APPOINTED . Action: GW to send formal appointment letter and relevant paperwork.	GW
23/2/1.5	Appointment of co-opted trustee - Edward Walker: Proposed: TS Seconded: PA. Unanimously APPROVED and duly APPOINTED . Action: GW to send formal appointment letter and relevant paperwork. <i>RG and EW rejoined the meeting and were congratulated on their appointment.</i>	GW
23/2/2.1	Matters Arising from the meeting held on 10 October 2023: PC confirmed characteristics of secondaries will be done for the next QofE meeting.	

Item	Content	Action
	<p>Kenton – GR had offered support. JL confirmed Rev John Walker is involved and is a signatory and thanked GR for the kind offer. All actions underway or completed.</p>	
23/2/2.2	<p>Accept the minutes of the previous meeting as a true and accurate record: Unanimously ACCEPTED.</p>	
23/2/3.1	<p>Presentation and approval of the accounts for 2022-2023: Circulated in advance. There are two sets of accounts, the one for IET and the other for IES trading company. Main trust income just over £26m in last year. Trustees report, page 25 consolidated financial statement which includes the trading account. Attention drawn to capital income for year £1.4m which is a combination of school condition allocation of £750k and CIF money still coming in from previous year, as expected. Main income £24m plus trading activity so £26.6m total income for the trust.</p> <p>Attention drawn to page 27 consolidated balance sheet, cash assets and value of the estate. Pension liability is for support staff. Salient point is pension scheme is reduced from £2.5m last year to £800k. 4-5 years ago; there was a significant liability with approx. 30 years to pay back. The amount of money to pay back increased but there have also been und revaluations which has resulted in a significant reduction of liability. This will not change the trust’s monthly payments for 18 months. April 2025 costs may reduce but currently paying 21.9% which will increase to 22.9% in April. Teachers’ pension is funded differently and is not of our concern. Q: Were fixed assets valued pre- or post-flood? Pre-flood. Valued at various merger points. Q: Is it OK not to make any note of fact of the flood as a post-balance sheet event? The property is not owned by the trust but leased. There should be a note within point 11 or 12. Would have had to revalue when amalgamated both sets of accounts. Agreed should acknowledge that is a post-balance sheet event.</p> <p>Page 28 shows the company number for the trust without the trading company.</p> <p>Attention drawn to page 41 table with staff data. First table is the full time equivalent 410 and table below is headcount information - 530 staff excluding casual staff. Vast majority of teachers are full-time, with 24 full-time support staff with the rest part-time.</p> <p>Year end position shown on page 49 with resources in and out and overall balance. Free surplus is sum of restricted funds which on 31.8.23 was £327k and restricted fixed asset funds including capital money and value of estate. Unrestricted value fund £1.139m. £1.46 million unspent reserve. Compared to last year just over £1.7m so reduction in year is £240k which was the year of partially unfunded pay awards and where the trust was expected to be in July and August. Q: Corresponds to the underwriting of TCS? This includes TCS ‘grant’. Other table has figure of just over £150k more as IES is sitting on a loss. Page 51 is previous year’s data. Last year variation of unfunded pay award which was known. Current year will show underwriting of TCS as staff started in September.</p> <p>Attention drawn to page 56 fund summary by school. Reserves are held centrally for the good of the students within the trust. TCS spent more than came in in-year, as did SX. A balanced budget was set for SX but additional resources have subsequently been put in to secure improvement. Schools’ performances as expected. Cockwood cost of hiring Hope Church for 5 months was funded from reserves.</p> <p>Questions invited.</p> <p>A lot of time was spent at the last FAR going through accounts and the trust is set to have reserves within the 5-8% DfE recommendation. Some of this is due to vacancies. JN and the team have done a very good job in navigating a difficult period with all the uncertainties coming out of pandemic and where things could have been if the pay awards for teaching and support staff had been unfunded. The accountant acknowledged this in a positive light. JN and team have given predictions this year and reported to FAR and Board. Accurate forecasting enables risk assessment and good decisions; JN and team and thanks were given for this.</p>	

Item	Content	Action
	<p>Q: Trading company and there is mention in the audit. Will you consider this in the spring? The trading company was set up on advice of the accountants due to corporation tax requirements. The main part of the trust's external trading is Hazeldown's catering, who have given notice. There will be no requirement to have a trading company so it is anticipated it will be closed under the appropriate process.</p> <p>It was resolved to accept the report and accounts for 2022-2023.</p>	
23/2/4.1	<p>CEO Report: Circulated ahead of the meeting. Key point is the support being given to SX. Making board aware the trust is supporting SX beyond budget in readiness for Ofsted. Given additional staff time, EY keyworker and an assistant head for curriculum and some leadership capacity. Appointed new head who started in September. SX is a smaller entity than TCS and it should be possible to bring about rapid change there. The school now needs time. The right people are in place and these changes are temporary and can be reversed with those staff returning to their respective primary schools which will reduce budget in due course.</p> <p>With TCS the trust committed to additional staffing and these are permanent staff to ensure recruitment and retention of the best possible people. Working on POAP with TCS. PC and KQ met remotely with RD office yesterday and was positive. Everything covered was expected. Checked around SEND and DS which is a theme of the South West and accounted for two of the action points for TCS in Ofsted report. There was a lot of discussion about how this is being measured. Pleased we now have Lorraine Heath chairing SI Committee and external QA visits are an unwritten requirement to give validation. Long term commitment for the trust and board to improve TCS. Making rapid progress but 2-3-year journey to be a really solidly good school.</p> <p>KQ thanked everyone for attending the trust review day at the Passage House Hotel to take first step in reimagining the vision. This was circulated previously and thanks given for those who came back with positive comments. Process was collaborative and took on a range of stakeholder views around "for a better tomorrow" the sustainability piece came from the day particularly from governors. Next step to reorganise the strategic plan coming from the diagram. The team has already started work on this and will present something at the February board meeting.</p> <p>Other parts covered in committee reports. Questions invited.</p> <p>Q: Regarding CPOMS incidents. Is there a trust directive of what recorded across all the schools? This is a work in progress. One of the five foundations of excellence. Claire Fleming is now the Trust DSL and will look at standardising the CPOMS entries. Some schools record everything, and others only use CPOMS for high level safeguarding so this needs to be made consistent and a threshold of what is reported, with care taken that nothing is missed by restricting what is logged.</p> <p>Q: SX figures gone from 20 to HT1 to 853. They are now recording everything on there and Claire is working with the safeguarding team at SX. Predicted increase in numbers of children of concern etc which have already been at the school and are now recorded.</p> <p>Q: Comment from Ofsted annual report was interesting showing our pattern is the same nationally. Good increase in sixth form numbers 17.5%. Is the drop in attendance to do with reduction of part time timetables? Yes. Attendance is improved slightly in secondaries overall, with a small shift at HT1 data. TCS has moved from 89% to 90% which will make an overall difference. Q: In the table on progress 8 and attainment is there a set of figures round the wrong way? Action: KQ to check this with KY after the meeting.</p> <p>Q: On TCS we received a letter from the RD with regard to our position on that school. We will receive a letter. The verbal message in the meeting yesterday was the RD office is reassured. More about the trust yesterday than in the first meeting and towards the end of the meeting began a conversation around growth and the RD invited more information for them to look at this. There was a positive tone at the conclusion of the meeting.</p>	KQ/KY

Item	Content	Action
	<p>Q: Part time timetables. Conversation at the end of last term it was clear that part time timetables had an effect on the outcome of GCSEs and still seems pretty high at DC. Good to see a reduction at TCS. Is that a focus to reduce these? Very much so at DC with a new Senior leader in charge of this. Historically part time timetables were used to manage SEMH issues at the request of parents. New attendance lead is clear they are a short-term intervention with a view to returning to mainstream education within 6-12 weeks maximum. The inclusion hub is due to open in January for DC and TCS which will support some of those children into more full-time education. The Bridge is also due to open to allow students who have not been attending to adjust to coming back to school.</p> <p>Q: Critical workforce figures. Across the year at 10% attrition, do we have a feel for critical points across the trust. The trust has been without a Director of People since Easter so the executive team has been caretaking this role and a new person will be joining in March. Range of issues for vacancies for cleaners, and senior leaders. In primaries more people want part-time work and it is a struggle to find full-time teachers in primaries. Don't have granular data on people at the present time. This data is the first attempt at the P&V Committee to capture. EW will be joining this committee.</p> <p>Need to move on learning and development for staff. Career paths need to be planned and this will be part of the offer in working for IET. Headteachers will be asked to plan succession in their schools, and the executive team's succession will also be planned.</p> <p><i>Moved to Part II.</i></p> <p>Attendance remains the single biggest issue across the trust and is slowly moving in the right direction. At the recent Chairs' Group meeting, Chairs of LGBs were given attendance as a priority and their reporting will be on the five foundations. This is also on the QofE Committee's agenda for the next meeting. Trust Attendance Lead starts on 8 January for the whole trust., Early intervention, based on sound data is critical and could take the form of a meeting or conversation. This should include school avoidance (those electing to say they are not going to school).</p> <p>It was recognised, reflecting on the same time last year looking at exclusions and suspensions, that this is going in the right direction.</p> <p>Action: PC to feed back to school leaders the board recognise the work that has gone into the reduction of exclusions.</p>	<p style="text-align: right;">PC</p>
23/2/5.1	<p>FAR Committee held on 28 November 2023: Key audit areas were run through by the accountant from Francis Clarke who attended the meeting. JN and KQ gave robust challenge to some of the issues raised. Positive going concern and no issues anticipated. Healthy position financially with caveat this could change quickly so mindful and need robust forecasting as JN produces regularly to allow informed decisions on proactive basis.</p> <p>Sept-Oct teachers' pay award wasn't included and was paid in November with back pay, agreed at 6.5%. Support staff pay award backdated to April and costs hit November and will be adjusted out.</p> <p>FAR Committee recommends that the trust move as far as possible to full GAG pooling as soon as possible. It is recognised that headteachers will want reassurance and it is important that everyone involved understands. The proposal was raised with Chairs of LGBs at a recent meeting and there was a positive response. Several chairs have worked in MATS that had GAG pooled. JN and KQ presented to headteachers last week and described what can be done as a collective when questioned about what does that mean for heads and their budgets. Real examples around the positives this will bring. Good challenging discussion and said will go back when FAR looks at policy.</p> <p>Q: Support GAG pooling, can see from school perspective feeling disempowered by control over budget. Does the trust have set of guarantees for the schools, well resourced and able to apply for other funding? Should be able to say this is the trust guarantee. This will come in a policy around how the formula is calculated, a right to appeal, etc. Flexibility can be</p>	

Item	Content	Action
	<p>included in terms of in-year surplus, etc. There will be access will be to better services, not more money.</p> <p>Q: GAG pooling risks, when comes to year end and surplus that some will spend to ensure they receive that amount next year. Also, if GAG pool creates collective liability. If one school goes the wrong way it will take the money from the other schools and we should be comfortable with that risk. There will be an open discussion to understand benefits and liabilities and to be fully accountable for assurances given to the schools.</p> <p>FAR agreed to three capital spends of £35k for outside improvements at Dawlish, roof at SX allocated £75k and ER site security for safeguarding allocated £45k.</p> <p>Kenton engagement with DfE positive and feasibility report commissioned for a new school. Insurance renewal currently with Zurich and 51% of schools now with RPA government scheme and this is cheaper and gives better cover and understanding of concerns and liabilities for education. FAR recommended move to RPA when renew. Noted covered for claim with legal costs which JN had checked.</p> <p>It was confirmed that the recommendation for approval of pay progression was carried out and the board were in agreement with the recommendations.</p> <p>JL updated on costings for the DC and TCS inclusion hub works which had been re-quoted at £32k. Hadn't brought to committees but £7.5k was in line for reprographics room for required ventilation improvements. Now £1k. As part of the programme for TCS it is important to give head and team some clarity. Quote has come in at around £36k and approval was given to go ahead with this.</p>	
23/2/5.2	<p>School Improvement Committee (TCS ER) held on 2 November 2023 and 4 December 2023: Now have independent chair. Work is going well here. Trustees are mindful of continuing pressure on the head. There is a strong SLT in place and next tier of HOFs is also very good. Still need to turn those things into results against the weaknesses found by Ofsted. StepLab coaching is progressing very well and is being used to focus on SEND provision for children in classroom.</p> <p>It was agreed that this committee will meet monthly at least until the school receives the Ofsted monitoring check. Currently the SI Committee reporting on POAP is the only body the head is answering to on those specifics. LGB is focusing very much on what it is like to be a child or member of staff in the school, so there is no duplication of work or reporting for the head.</p> <p>Improvements in reading were noted. The trust has invested across three secondaries with ReadingWise and it was pleasing to hear at the last committee steps are being taken. Tested every child Y7-11 across the trust and know whether they are fluent readers or require help with decoding or intervention and have quality baseline data. Students will be re-tested in late spring early summer to evaluate impact.</p> <p>Q: Any measures being made of evidence collected? StepLab will give data and targets linked to an action plan. At the most recent meeting on 4 December the committee heard about the school's quality assurance calendar which will be refined as it is worked through. Sam Johnson (external reviewer for secondaries) is working with themes across the year that can measure progress when he visits again in January and visits will be done 4-6 weekly next year.</p>	
23/2/5.3	<p>Quality of Education Committee held on 30 November 2023: Minutes on the Hub as an unapproved draft. Lot of information in them as requested by the committee as it was felt a lot is going on in terms of strategies. Thanks were given to KQ and PC for providing documentation for that meeting which was very informative.</p> <p>One of the secondary heads suggested in September they would meet with subject leaders and look at strategies used and to be used for the next Year 11 and what had not worked, etc. The committee asked for a summary for each school and felt there were things there that would have been expected to be within the standard pedagogy whereas the committee was</p>	

Item	Content	Action
	<p>looking for new strategies and how things are being changed for individual groups. PC had been asked to go back to heads and clarify this and report back to the next meeting.</p> <p>Primary IDSR was positive and already known that SX is the largest risk and a lot is being invested there. Under national average for SEND pupils which was attributed to poor early identification within the school. A new SENCO is in place and EHCPs are being requested if needed. SEND register is now up to date.</p> <p>Reference was made to EP support being given by the trust to all schools. A S&L therapist is working across the trust.</p> <p>Need for cultural change amongst staff at SX is required and the new head is being supported with this.</p> <p>Kenton data is improving and staff structure has been addressed with a full-time person appointed to early years from another school within the trust which is showing positive impact. Positive results at TPS and congratulations were passed to the staff.</p> <p>Consistency now in external reviews with one person visiting primaries and one visiting secondaries. These reports will go directly to this committee and SJC and KY to see the entire reports rather than headlines. KQ and PC have regular scheduled visits to the schools and follow up to monitor actions as a result of the reviews.</p> <p>Keen to see way forward on how document interventions and actions and the impact the trust is having, translating working documents. KQ advised that a document was shared this week as a trust team which will be populated as wider strategic plan and can be RAGd termly. Will be a whole trust document with school improvement and this will be a working document for the trust team and CEO to hold the team to account and for trustees to have sight of throughout the year. Something should be in place by January to give a line of sight from internal assessment, external reviews, trust priorities and national priorities. The trust has a good story to share and this should be celebrated more internally and externally. JL and KQ are also working with the marketing team around this positive communication.</p> <p>KQ's report was based on national benchmarks. Still waiting for this in secondary and need sense of how secondaries performance against national and 2019 benchmarks. KQ advised those will fall away as current Year 10 and 9 have no KS2 data due to the pandemic. Currently Y5 and 6 have no KS1 or reception data. Challenge will be how do we benchmark ourselves due to Covid legacy.</p> <p>Technology equipment used for Sparx, etc requires updating at DC and NAC and this will come back to FAR for approval. All working equipment will be moved together and replacement will take place over a phased period. Q: How will that expenditure share this? As part of EMAT NAC covered this as DC had deficit. It is part of the school improvement journey and needs to be addressed sooner rather than later.</p>	
23/2/5.4	<p>People & Values Committee held on 14 November 2023: Minutes shared on the Hub. A Director of People has been recruited with a March 2024 start and thanks were given to those who have covered the post. Claire Fleming attended the meeting to report on safeguarding and gave reassurance with challenge to ensure things being done robustly. SCR for schools were reviewed and the process for this is consistent and standardised for ease of monitoring. NT has joined the committee and has checked the trust SCR as safeguarding trustee which is all up to date and correct. The People Manager attended part of the meeting where data was discussed alongside what is required for the future and how do we know we are building a trust people want to stay with. Metrics of reporting and discussion around timescales for this to ensure reporting is within sensible boundaries. This will build over the next year.</p> <p>Ethos Group at Kenn CofE is up and running and working well on producing a new set of vision and values. GR attended a meeting last week with the HOS and this is very clear and will serve the school well, living the visions and values for the school with artwork and logo attached to</p>	

Item	Content	Action
	<p>ensure it feels embedded. No concern felt for upholding Christian distinctiveness going forward.</p> <p>Discussed EDI training which took place at the trust review day and how useful this was and how might impact wider across making this a regular training requirement.</p> <p>Q: The turnover of staff was high last year. There are national comparisons on sickness absence, etc and could this be compared with national data as well as trust internal data? The committee chose categories of data and the People Manager is drafting this for the next meeting. Director of People will be tasked with introducing a HR system for the trust.</p>	
23/2/6.1	<p>LGBs Comms sheets and minutes from recent meetings were received and circulated. Cockwood, Kenn, and Kenton: Nothing advised for this meeting.</p>	
23/2/6.2	<p>Dawlish College: Nothing advised for this meeting.</p>	
23/2/6.3	<p>NAC: Appointment of Co-opted governor: Cathy Hooper – Unanimously APPROVED and duly APPOINTED. Action: Chair and LGO to be advised.</p>	GW
23/2/6.4	<p>Starcross: Resignation of co-opted governor: Louise McLellan – Unanimously ACCEPTED. Appointment of Vice Chair: Annette Wade - Unanimously APPROVED and duly APPOINTED. Action: Chair and LGO to be advised.</p>	GW
23/2/6.5	<p>TCS ER: Appointment of co-opted governor: Gemma Carlin – Unanimously APPROVED and duly APPOINTED. Appointment of co-opted governor: Dr Karl Devincenzi – Unanimously APPROVED and duly APPOINTED. Appointment of co-opted governor: Laura Parfitt – Unanimously APPROVED and duly APPOINTED. Appointment of co-opted governor: Gavin Viney – Unanimously APPROVED and duly APPOINTED. Appointment of staff governor (teaching): Toby Holland – Unanimously APPROVED and duly APPOINTED. Action: Chair and LGO to be advised.</p>	GW
23/2/6.6	<p>Teignmouth Primary: Appointment of staff governor (non-teaching) - Danielle Drew: Unanimously APPROVED and duly APPOINTED. Appointment of parent governor - Emma Moore: Unanimously APPROVED and duly APPOINTED. Action: Chair and LGO to be advised.</p>	GW
23/2/7.1	<p>Training: EDI training was given at the trust review day on 8 November and was well received.</p>	
23/2/7.2	<p>School Visits: PL visited SX and met with the new head. Toured the school and met students and staff. Lots going on and students seemed happy and engaged. Enrichment activities were taking place and being discussed. Visited nursery and met some parents. Improvement journey is visible and PL is keen to understand what the school would like from the link trustee visit. Report prepared from visit and should also be going with supportive approach and bringing back to the board. It was agreed that trustee visits are about challenging the trust leadership about what the board is being told vs what trustees are seeing. Reports are completed and need to be kept on record and it is about the connect between the trust as entity and schools on the ground and seeing the trustees. It would be appreciated if trustees ask what the trust is doing for you that is effective? What do you gain from being part of the trust?</p> <p>Action: Add page for trustees' approach to visiting a school.</p> <p>TS visited TCS and the report is on the hub.</p> <p>Action: Trustees are encouraged to visit the schools and arrange this via the headteachers.</p>	GW/KQ All
	<p>The Chair closed the meeting at 11.51 am.</p>	