

MINUTES
of the General Meeting of the Full Board of Ivy Education Trust
held on Tuesday 20 February 2024 at 10 am at Bitton House, Teignmouth

Present:		
Name	Title/Role	Initials
Paul Austin	Trustee/Vice Chair of Trust Board - Chairing the meeting	PA
Sue Clarke	Trustee/Member of Quality of Education Committee	SJC
Richard Given	Trustee/Quality of Education Committee	RG
Paul Lilley	Trustee/Chair of FAR Committee	PL
Rev Gareth Regan	Foundation Trustee/Chair of People & Values Committee/Careers link	GR
Ed Walker	Trustee/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	Director of Finance	JN
Katy Quinn	CEO	KQ
Gaby Willis	Trust Governance Officer/Company Secretary	GW
Apologies:	Title/Role	Initials
Steve Jackson	Trustee/FAR Committee/GDPR link	SJ
Tony Smith	Chair of Trust Board	TS
Nick Tallamy	Trustee/Safeguarding & SEND link	NT
Absent:	Title/Role	Initials
None		

Key to acronyms:

DC	Dawlish College	NAC	Newton Abbot College
TCS	Teignmouth Secondary	TPS	Teignmouth Primary School
SX	Starcross Primary	CKK	Cockwood, Kenn and Kenton
LGB	Local Governing Body	EBaac	Measures the proportion of children who secure a grade 5 or above in English, Maths, Science, a humanity and language GCSE
HOS	Head of School	FAR	Finance, Audit & Risk Committee
CPD	Continuing Professional Development	DS	Disadvantaged Student
PEX	Permanent Exclusion	SEND	Special Education Needs and Disability
AFI	Area For Improvement	QofE	Quality of Education Committee
RD	Regional Director	DfE	Department for Education
GAG	General Annual Grant (funding)	PRP	Performance Related Pay
LA	Local Authority	Progress 8	Secondary accountability and progress measure

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	In TS's absence it was agreed that PA would chair the meeting. The Chair opened the meeting at 10 am and welcomed everyone.	
23/3/1.1	Apologies: SJ, TS and NT	
23/3/1.2	Declarations of Interest: No changes to those already declared on current register of business interest forms.	
23/3/1.3	Terms of reference for LGBs: Approved.	GW
23/3/1.4	Terms of reference for Admissions Committee: Requirement to have an admissions committee and workable terms of reference were proposed which would call 3 trustees to meet and look at any in-year application refusal, applications which trigger the oversubscription criteria. This committee will also review proposed admission policies for recommendation to the board. Approved subject to the following amendments: <ul style="list-style-type: none"> • Add can meet remotely or in person. • Only trustees who are attending the meeting may vote. Action: GW to amend and circulate accordingly.	GW
23/3/1.5	Change to process for reviewing Trust policies: The Policy Review Group will stand down with immediate effect and the review of trust policies will now be delegated to the relevant	

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	committees. The Scheme of Delegation has been updated accordingly. Responsibility for trust policies ultimately remains with the Trust Board. The TGO will hold the policy register and review cycle.	
23/3/2.1	Matters Arising from the meeting held on 12 December 2023: All actions completed. GW in process of updating trustees visit note.	
23/3/2.2	Accept the minutes of the previous meeting as a true and accurate record: Unanimously ACCEPTED.	
23/3/3.1	<p>CEO Report: Circulated ahead of the meeting. Attendance and SEND still a focus for the year. Clear priorities in the report on what is currently being worked on. Attendance lead working on tightening up processes and procedures in the schools.</p> <p>0-25 team and support for children with additional needs remains under significant pressure and this is being felt in our schools. School leaders will talk about this on visits for trustee information. This is also putting pressure on already stretched budgets for additional support.</p> <p>It was noted that Devon is poor performing nationally, and national is also struggling. Consider finding what others are doing widely. We are not alone in this.</p> <p>Q: Should we have an action plan contingency for situations where students need support overnight? Some of the funding paid into Devon can be recycled and potentially provide family support workers across the trust. These conversations are taking place and thought is ahead to the future.</p> <p>Ivy Health Check meetings – internal document shared to give an idea of the data being collected. The QofE committee will receive these when they happen twice per year and the review meetings include chairs of governors and heads.</p> <p>PEX numbers are much lower than this time last year 5 reduced from 15 this time last year with the strategies put in place starting to take effect.</p> <p>Attendance – secondaries are facing greater barriers than the primaries. DC and TCS improved and some work still to do with NAC with the attendance lead. Cockwood, Kenn and SX above national, TPS and Kenton just below. Trust performing overall better than last year which is positive, with work still to do. Q: If someone is in an alternative provision, does that affect it? It is part time timetables affecting the attendance. They have to be signed off by an additional professional and the school is held tightly to account for these.</p> <p>Q: Is there a difference being made in The Bridge with children who haven't attended previously? Bridge started second week of January and it is evident this is making a difference to young people.</p> <p>Q: What would be the expectation for an average attender of The Bridge? Train of thought nationally is to have a school within a school with specialist teachers. This will enable close monitoring. Early intervention is key to hopefully support moving into mainstream school.</p> <p>Attention was drawn to a DfE workforce reduction taskforce and some changes around teacher appraisal and removal of PRP for teachers which will be discussed at the next People & Values Committee meeting. PC and the School Improvement Lead are already working on this. Changes will be communicated by the DfE in spring for implementation in September. The appraisal system will need to significantly change and there are proposed new admin tasks which should not be carried out by teachers.</p> <p>Financial commitments have been made to TCS to fund improvements on its Ofsted journey. Also, improvements made at SX with movement of staff from within the trust on a temporary basis. SJC visited TPS before half term and HOS very clear about the benefits of the staff there supporting SX bringing back reflections on their own practice. Trustees were advised this will feed into the bigger people strategy with the new Director of People.</p>	

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	<p>Q: Is there a sub-set within two-way door decisions and some that may become one-way? Conversations are taking place today with the three primary heads for forward planning for the benefit of all the primaries.</p> <p>Q: Is there an update on the Ofsted monitoring visit for TCS? The visit is expected any time now. The School Improvement Committee continues to meet and look at AFIs.</p> <p>Q: EBaac, government target of 9% of students sitting these, most schools are off this. Interested in gap of those that actually enter and those achieve it in 3 schools quite a significant difference. What is your view of EBaac and its relevance? It is a good set of qualifications for the students it is right for but led to a narrowing of curriculum and some children are not appropriate for this. It is entry to EBaac that is the accountability measure more than success.</p>	
23/3/3.2	<p>GAG Pooling: Discussed previously and FAR Committee received information and the draft policy. Treatment of in-year surplus and deficit was discussed and a reasonable position set out in the policy, which would come through FAR. Appeals process is outlined within the policy. Policy will be reviewed in January 2025. Approval is sought from the board today. Headteachers have been included and an opportunity given for questions and comments. Discussed at the last Chairs' meeting and well received. Schools budgets will be set slightly differently for next year and work on this will begin soon. Reserves have been pooled since 2019 with access only via the trust board for the schools. This policy will formalise this.</p> <p>Q: New schools coming into the trust - want to make sure they come without deficit. Will they go straight to GAG pooling or is there a time lapse as a new school? Implicitly their resources would be pooled. Would come in midway, and potentially from the LA so there may be period of time when they run as they were. Under FAR the Trust would have the flexibility to do that.</p> <p>Q: Should there be a discretion paragraph in the policies about new schools coming into the Trust and joining GAG pooling? Once a school joins the Trust they are legally part of that trust. Due diligence would be undertaken, with clarity key on both sides, ahead of the decision to join. The final decision would come to the full board. Any deficit coming in would be planned and budgeted for as part of the due diligence and the support from the Trust might be the benefit they are seeking from joining.</p> <p>Q: Do we know what the thresholds are for deficits and benefits coming to the trust? That would be part of the due diligence work and agreed case-by-case.</p> <p>Discussed at FAR in terms of perverse incentives and it is for JN to run a communication process with the heads. Accept if set budget for a school that they would spend this. Boundaries would be set to align with the values of IET. A working party will be formed for any potential growth to the trust.</p> <p>Q: Are the auditors happy with the draft? They are, and say it is a board decision. Research has been done and guidance taken from the accountants. They support this move as it makes the audit more straightforward.</p> <p>If approved today, this effectively becomes our policy. Reserves are how they have been but the budget setting process will use this policy for September 2024. The groundwork has been done and will be communicated.</p> <p>It was proposed and resolved that the board formally approve the GAG Pooling policy.</p>	
23/3/3.3	This item is Part II.	
23/3/4.1	<p>FAR Committee held on 30 January 2024: Minutes on the Hub as an unapproved draft. <i>SJC left the meeting.</i> The internal auditors attended and presented to the committee. Action plan is underway. Aware of where the trust is financially and no concerns. Funding requests were approved with the exception of £250k for toilet redevelopment work at NAC which required further information. <i>SJC re-joined the meeting. PC gave apologies and left the meeting.</i> JL is visiting NAC tomorrow with the architect and costs and spec. The redevelopment will be positive for behaviour and attendance and is the first major project for NAC since joining IET.</p> <p>It was resolved to approve the £250k spend for toilet redevelopment work at NAC.</p>	JL

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	<p>Sustainability project is progressing and the company will present to the FAR Committee and the Board before the end of the academic year.</p> <p>Q: Credit cards? JN has met with the finance person at NAC to discuss this. A review of the Finance Policy has been brought forward ready for the next FAR meeting.</p>	
23/3/4.2	<p>School Improvement Committee (TCS) held on 11 January 2024: Chaired by an external Chair. Minutes circulated in advance. Looked at attendance and suspensions and improvements are being seen. Next meeting will focus on personal development which was one action point from the Ofsted report. Three of the four targets show early signs of shifting positively. SEND – some investment around adaptive technology to make young people independent in managing their own special needs, around £50k investment from the trust to support this. SEND will be revisited at the following meeting.</p>	
23/3/4.3	<p>Quality of Education Committee held on 1 February 2024: Minutes on the Hub. Health Check summary document also shared which gives a good overview of strengths, weaknesses, trust support and the impact this is having. Thanks given to KQ and PC for the work done on this. New process meeting with the chairs and heads using a framework and the work done with Ted Wragg Trust as a result of the TCS Ofsted judgement has fed into this and made it a quality and robustly structured framework.</p> <p>KY ran through the notes from the meeting. Trustees noted that SX demonstrated progress in many areas with significant and effective involvement from the trust and good collaboration across the primaries.</p> <p>CPD sits within P&V but QofE would like to see how CPD provided by the trust feeds into school improvement. This will be something that the new Director of People will pick up and will feed into the P&V for career pathways alongside trust priorities.</p> <p>Action: Pick this up in P&V Committee – GW to note for a future agenda.</p> <p>Seeing positive trend in Progress 8 moving towards the national line. Haven't set KPIs but the Progress 8 for SEND is not seeing the same green shoots as the DS, which is part of the attendance focus and the trust ambition for SEND children with someone to drive this forward from the centre.</p> <p>Q: Where are we pitching ourselves in next 3-5 years around aspirations within the five foundations of excellence to be better from average for all our young people? Q: Does attendance influence those numbers? Yes, multifaceted. Attendance is the biggest priority. JL and KQ will do some work on budget and this will come to FAR.</p> <p>Action: Suggested audit of anything being contracted in through the LA to evaluate if spend is being adequately deployed. This to be discussed at FAR.</p> <p>Q: Have we recognised that significant improvement at SX in a short period of time? KQ has fed back to the School Improvement Lead and Headteacher and the external validation came from the recent Sarah Ryder report. Value added provided by the trust model is very clear and documented.</p>	<p style="text-align: right;">GW</p> <p style="text-align: right;">JL</p>
23/3/5.1	<p>LGBs</p> <p>Comms sheets and minutes from recent meetings were received and circulated.</p> <p>Cockwood, Kenn, and Kenton: Questions received via the comms sheet will be addressed by return comms sheet.</p>	
23/3/5.2	<p>Dawlish College: Nothing advised for this meeting.</p>	
23/3/5.3	<p>NAC: Appointment of Vice-Chair – Cathy Hooper. Unanimously approved and duly appointed.</p> <p>Question received via the comms sheet will be addressed by return comms sheet.</p>	
23/3/5.4	<p>Starcross:</p> <ul style="list-style-type: none"> • Return of safeguarding responsibility to the Trust and appointment of Nick Tallamy as safeguarding link for an interim period. The headteacher will attend the People & Values Committee to report on safeguarding. Approved. • Appointment of parent governor – Louisa Hosgood following a nomination process with one application received. Unanimously approved and duly appointed. 	
23/3/5.5	<p>TCS: Resignation of co-opted governor – Gemma Carlin was unanimously accepted.</p> <p>Question received via the comms sheet will be addressed by return comms sheet.</p>	

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23/3/6.6	<p>Teignmouth Primary: Resignation of co-opted governor – Maggie York was unanimously accepted. Vice chair position is currently vacant. Ongoing support from TGO to recruit a chair and new governors.</p>	
	<p>Policies and Procedures:</p>	
23/3/6.1	<p>Scheme of Delegation: Reviewed as part of the Trust’s policy schedule. Approval is sought from the Trust Board following consultation with and consideration of comments from trustees and the Diocese in relation to the church school within the Trust. Unanimously APPROVED. Action: GW to circulate accordingly and upload to the trust website.</p>	GW
23/3/6.2	<p>GAG Pooling Policy: Recommended by the FAR Committee for adoption by the Trust Board. Detailed discussion under 23/3/3.2 and approved under that agenda item.</p>	
23/3/6.3	<p>CCTV Policy: Trust-wide policy which will replace the individual school policies. Recommended by the FAR Committee for Board adoption. Unanimously ADOPTED. Action: GW to circulate and upload to trust website.</p>	GW
23/3/6.4	<p>Trust GDPR policies and Privacy Notices: Reviewed and updated in line with GDPR requirements and the Trust’s policy review schedule in consultation with the Trust DPO and PHP Law, the Trust’s GDPR advisers. Policies, processes and forms: Confidentiality, Data Protection, FOI, Information Security, My Rights – guide and form for data subjects, Records Management, Staff – Acceptable use of personal devices, SAR process and protocol and form. Privacy Notices: Common to all, Filtering and Monitoring School Systems, Job Applicants, Pupils, School Trips, Trust Workforce, Trustees and Governors. Recommended by the FAR Committee for adoption by the Trust Board. Unanimously ADOPTED. Action: GW to circulate and upload to trust website.</p>	GW
23/3/6.5	<p>Admissions 2025-2026 for all IET schools: As part of the consultation for the 2025-2026 admissions policies, the Diocese advised that they cannot support any over subscription criteria that is above local children other than Looked After Children and Exceptional Social and Medical needs for the Kenn CofE Primary admissions policy. Wishing to take seriously the views of the Diocese due to the nature of Kenn CofE Primary School as a church school, and in the interests of the ongoing relationship between the trust, the school, and the Diocese, it has been decided at trust level to move the criteria regarding children of staff to below any criteria prioritising local children (those living within the catchment area) for the Kenn CofE Primary policy. Admissions policies for 2025-2026 for all IET schools unanimously ADOPTED. Action: GW to circulate and upload to trust and school websites.</p>	GW
23/3/6.6	<p>Pre-School/Nursery Admissions Policies for Starcross Primary and Teignmouth Primary: Recommended as good practice by DCC Admissions. No consultation period required as this is not within the School Admissions Code. Reviewed by headteachers and LGBs and recommended to the Board for adoption. Unanimously ADOPTED. Action: GW to advise relevant headteachers for inclusion on their school websites.</p>	GW
23/3/7.1	<p>Training: 12 June provisional date for governor event 5-7 pm. Tbc soon and details shared.</p>	All
23/3/7.2	<p>School Visits: Seven school visits by trustees took place this period and reports were shared.</p>	
	<p>The Chair closed the meeting at 12 pm.</p>	