

MINUTES
of the General Meeting of the Full Board of Ivy Education Trust
held on 13 May 2025 at 10 am at The Kenn Centre, Kennford

Present:		
Name	Title/Role	Initials
Paul Austin	Trustee/Vice Chair of the Trust Board/Member of FAR Committee/GDPR Link	PA
Richard Given	Trustee/Quality of Education Committee	RG
Niki Glew	Trustee/FAR Committee/H&S Link	NG
Paul Lilley	Trustee/Chair of FAR Committee	PL
Lee Sargeant	Trustee/Chair of Quality of Education Committee	LS
Tony Smith	Chair of Trust Board/School Improvement Committee	TS
Nick Tallamy	Trustee/People & Values Committee/Safeguarding Link	NT
Chris Taylor	Trustee/Quality of Education Committee	CT
Ed Walker	Trustee/People & Values Committee	EW
Lorraine Heath (Teams)	Trustee	LH
In attendance:	Title/Role	Initials
Paul Cornish	Executive Director of Education/Director of Spirituality	PC
Jon Lasker	Director of Operations	JL
Dr Stephen Lee	Guest - Proposed trustee	SL
Jon Newman	Director of Finance	JN
Katy Quinn	CEO	KQ
Gaby Willis	Trust Governance Officer/Company Secretary	GW
Emma Wood	Director of People	EWo
Apologies:	Title/Role	Initials
None received		
Absent:	Title/Role	Initials
Rev Gareth Regan	Foundation Trustee/Chair of People & Values Committee	GR

Key to acronyms:

DC	Dawlish College	NAC	Newton Abbot College
TCS	Teignmouth Community School		

TS opened the meeting at 10 am and welcomed SL, prospective new co-opted trustee.

24/6/1.1	Apologies: LH had previously advised she would join by Teams as soon as possible. Absent at this time: GR	
24/6/1.2	Declarations of Interest: None in addition to those already declared or for this meeting.	
24/6/1.3	Note amended date of next meeting: 22 July 2025 at 10 am. Apologies in advance from SL, LH, CT. Venue tbc.	
24/6/9.1 (brought forward by the Chair)	Appointment of Co-opted trustee – Dr Stephen Lee: <i>SL and KQ left the meeting.</i> As part of the appointment process SL has met with TS, NT, KQ, PC and GW. Redacted application form shared in advance. Proposed: TS Seconded NT. All member appointed trustees in favour. Duly APPOINTED . <i>SL and KQ rejoined the meeting.</i> Committee appointment: Trustees unanimously approved SL's appointment to the People & Values Committee.	
24/6/1.4	Link role appointments: As discussed with the relevant parties and shared in advance. Link appointments approved:	

	Attendance – RG SEND – SL Cockwood - CT Kenn CofE – NG Kenton - NT	
24/6/2.1	Celebrations across our trust: <ul style="list-style-type: none"> TCS sent a team to the national competition, UK Rocket Challenge. With 166 teams from 80 schools TCS came first and as champions will go to Paris for the world championships. TCS and NAC efforts at Ten Tors at the weekend. 3 teams from TCS and the first year for NAC to participate since Covid with 3 teams. NAC netball teams got through to national competition with amazing performance in a very high standard. Member of central team and HR links in schools are doing a lot of groundwork for implementation of the new HR system to ensure data is fit for purpose going forward. Attendance - 7 of 8 schools last week were above average year to date trending attendance. Celebrate that staff are building community and culture that make children want to come to school. DC successful in SRP application and feasibility work will be starting in the next few weeks. 	
24/6/3.1	Matters arising and actions from the meeting held on 4 March 2025: Action: All outstanding prevent and safeguarding training to be completed by the end of this week and advised to GW. Action: Check whether schools have been individually contacted regarding TGGS PAN increase. Kenton – DfE approval for disposal of old site. Browne Jacobson are working through on specifics. Part of the old site sits within wider title plan for Kenton playing field and is a 12-month period from the date the break clause is served.	All PC
24/6/3.2	Accept minutes of previous meetings: Accepted.	
24/6/4.1	Trust report from the CEO: Report shared in advance. Launch of Kenton pre-school noted and predicting 12 young people accessing this provision from September. Attendance data over 3 years now included as requested at the last meeting. Attendance and SEND remain trust priorities. Whole Education SEND improvement programme is progressing well and self-evaluation piece of work shared for initial focus. Reminder of disruption to SEND personnel and every confidence in new appointment, whilst recognising enormity of task with reduction in funding. <i>LH joined the meeting via Teams.</i> Primaries all above national for attendance and secondary still remains a priority and stubborn to shift. Green shoots at NAC and the Attendance Lead will present to the Quality of Education Committee next week. Still some concerns for Dawlish and this is reviewed weekly by the exec team. Exciting opportunity to work with Windsor Academy Trust following qualification for support from regions group as a result of the March 2023 TCS Ofsted. A two-day visit has taken place to ascertain how WAT can best support IET to better support our schools as a trust. A piece of work on trust-led SEND will be undertaken, and also teaching and learning and some trust-based classroom practice. KQ and JN will work with their CEO on financial sustainability planning.	

<p>SEND needs are growing with particular need in primaries around speech and language and, with poor funding and an unreliable EHCP process, there is a need to look at what can be provided to inclusively support from within.</p> <p>Action: Enquire of schools whether EHCP applications may be tracked once submitted.</p>	<p>PC</p>
<p>Questions invited.</p> <p>Q: Starcross – It would be good to understand what the trust has done to assure themselves changes have been made to address any weakness identified during inspection, and ensure these are followed through and effective. Can we be assured of the highest leverage actions to continue move forward? The school has been on a journey and received enormous support from our trust. Restructured staff, classroom and leadership. Not a great deal of change has taken place post Ofsted visit as this has already happened and the report reflects the right people in right place doing the right things, which now needs to embed. Our trust funds additional external visits from our school improvement partner, Sarah Ryder. Predictions on data are looking more positive than last year showing improving trend, and quality teaching and learning happening. Attendance is 97%. 35 things to do at SX enrichment programme with focus will be presented at QoE next week by the EHT. Q: Fundamentals in maths recurring? Within curriculum. The inspector was maths specialist so focused on this. T&L job to be done at SX. Q: Has work been done in curriculum space? Input cornerstones, right at the right time, and this will evolve. Outcome in the Ofsted report is the result of 12-18 months improvement. Q: How long until you are assured the school will be graded as “Good”. 12-24 months when inspected again will be “Good”. Coaching continues and StepLab costs have been protected as a trust and will continue across all schools next year.</p> <p>Trustees voiced support for working with WAT as a partnership for the future and two-way learning relationship, and also to reach out nationally to share some of our best practice. Q: Are there ongoing conversations with regard to new schools joining our trust? Growth opportunities have been explored with other trusts locally and there are relationships to be developed. NG and KQ are currently working together around this.</p> <p>Q: Pupil numbers, compared to this time last year looks like they have gone up. In-year lost 148 pupils since HT1. Would be useful to understand this and what our trust is doing to try and retain pupils? LGBs see pupil data. As secondaries sharpen on behaviour and attendance some parents are electing to home educate, often for a short period. Everything possible is done to work with parents to persuade them to keep their child in school.</p> <p>Action: KQ to respond to this at full board July meeting as data not to hand at the meeting.</p>	<p>KQ</p>
<p>Positive picture with very few numbers of permanent exclusions and this is a testament to the work on SEND and inclusion. TCS link trustee noted work done by TCS and headteacher/staff there. Q: Spring term at Dawlish saw a spike in suspensions. Headteacher at Dawlish takes a hard line on things such as vaping, mobile phone policy, etc to focus on those areas and this can produce spikes. Also, consciously don't apply half-day suspensions so tend to be longer number of days for more effect of the sanction. This is the headteacher's decision to make within IET schools.</p> <p>Action: PC to bring to QoE more detail – action being taken around repeat offenders, etc.</p> <p>It was noted that DCC have recently been able to offer an alternative for permanent exclusion with view to reintegration into the school in the future which is very positive.</p> <p>Q: Sexual harassment incidents showing spike at NAC – may we have assurance that is being closely monitored, students supported and a robust response? Data for behaviour isn't as robust as other data as it is captured from a range of different systems so is currently not a true</p>	<p>PC</p>

	<p>comparison across the schools. From September all IET schools will be using the same system, Arbor, and it is hoped data quality with same parameters will be improved. LGB look at this data and respond to it, and the Trust DSL responds and carries out visits with the safeguarding trustee. NAC led a multi-agency safeguarding piece of work around vaping, road safety and sexual harassment and had a substantial education push with young people on coming forward and reporting, so now have confidence to report and a real “it could happen here” approach.</p>	
24/6/5.1	<p>FAR Committee meeting held on 29 April 2025: Minutes shared in advance. Staffing running as predicted which is reassuring. Small surplus predicted at start of year, deficit of approx. £100k and there is time to bring this back with March showing slight improvement. Known income streams will have a positive impact on this, and notes will be included on the management accounts in future to clearly indicate any discrepancies and known potential income and expenditure to have impact on overall surplus or deficit.</p> <p>It is believed our trust is owed around £75k from DCC from the inclusion hub initiative which has been discussed previously, and meetings are ongoing to recover this (hopefully £50k). Claim from Kenton flood discussed and JN confirmed flood claim secure at £89k. DfE money £118k confirmed which will cover costs incurred.</p> <p>The executive team is working closely with trust leaders to ensure they are aware of the financial picture and the importance as part of their leadership to be aware of implications with tight budgets. There is ongoing work to support DC to ensure budget is on track. Direction of travel is to centralise more finance and HR and DC remains a priority, with movement in the right direction.</p> <p>A finance for governors’ webinar was attended by PL who reported this gave reassurance ahead of the curve in what we are doing and the aim for any available finance to come back in for education of our children.</p> <p>Working hard with trust leaders to bring in a balanced budget. Teacher’s pay review board is likely to recommend 4% award for teachers and government is unlikely to fund the additional amount. 1% on teachers’ pay is £158k across our trust. Support staff has been offered 3.2% minimum. Outcome of both of these will be monitored. If teachers award is above 2.8% further savings will have to be made if no additional funding is forthcoming. CEO meets regularly with regions group. Precise predictions need to be sharp as reserves can no longer be relied on. More alignment with secondaries will realise greater savings.</p> <p>Q: What is our reserves position and resilience for things such as unfunded pay rises? Reserves are just under 3% of GAG.</p> <p>Part II minutes tabled.</p>	
24/6/5.2	<p>People & Values Committee meeting held on 25 March 2025: Trust DSL updated on safeguarding across our trust which is extremely positive. Staff to pupil ratio gearing discussed and more work to be done looking at benchmarking. Discussion around level of risk across our workforce and use of supply. Ivy has a much better data set now around staff, and a clearer picture of what it costs to serve and deliver Ivy, closely aligned with the FAR Committee. The Committee gave thanks to EWo for her work on this. Policy updates were discussed and supported. Change of tone to “Capability” which will bring a tighter process.</p> <p>Part of the bi-annual school health check has a detailed succession plan for covering roles in instance of absence for all SLT and potential future leaders. Q: Is strength for us succession planning? Definitely, and in terms of heads there are four people in our trust who have been on HDSL training (check name?) and are not heads.</p>	

	<p>Noted critical focus on talent and retention and also awareness of what is outside the trust for possible inclusion to our workforce. Management of underperformance is a key piece of work.</p> <p>Our trust has a good record of growing our own which is a strength, and SW100 supported us with growing leaders, and also to bring in talent and promote within.</p> <p>Q: Average number of days absence each year? This is tracked and teaching as of today compared to the whole of last year is slightly up by about 20 days but moving into a period where absences tend to drop off. Reported to P&V and have a dashboard which currently takes from different systems in the school. People team priorities next year are around staff attendance and ensuring line managers are supported to effectively manage this. Toolkit currently being developed for staff attendance. Data looks standard.</p>	
24/6/6.1	CKK: Nothing for this meeting.	
24/6/6.2	Dawlish College: Nothing for this meeting.	
24/6/6.3	NAC: Appointment of co-opted governor - Sarah Kuhl – duly appointed. Appointment of Vice Chair – Russell Satterley – duly appointed.	
24/6/6.4	Starcross Primary and Teignmouth Primary: Nothing for this meeting.	
24/6/6.5	TCS: Nothing for this meeting.	
24/6/6.6	<p>Finance monitoring by LGBs: A significant amount of delegated responsibility is currently being held for LGBs with local level finance monitoring feeding into FAR and many of the LGBs are unable to appoint a finance link governor to effectively fulfil this role. At local governor level, the finance monitoring is about adding value as governors – What is the experience for children, parents and staff of those schools? All financial responsibility and decision making is held centrally and by trust leaders with no powers at LGB level, but governors do have the ability to ask how is the spend affecting our experience of our young people.</p> <p>It was proposed to amend the Scheme of Delegation and Terms of Reference for LGBs (as committees of the board) for September 2025 to remove the requirement for LGBs to have a finance link. A regular remote central briefing will instead be held with the DoF and a representative of each LGB and the management accounts for each school will continue to be shared for information. The DoF and CEO review the management accounts monthly, meeting with every headteacher after they have digested the figures to give an opportunity for any questions and the sharing of actions.</p> <p>It was resolved that this amendment should be effective from 1 September 2025 and communicated to the LGBs in good time ahead of that change.</p> <p>Action: GW to draft amended Terms of Reference for LGBs and update SoD for adoption at the July board meeting and add to agenda.</p>	
24/6/7.1	Kenton pre-school admissions policy: No current requirement for wrap-around care but it is hoped this will grow in the future. ADOPTED.	
24/6/7.2	Capability Policy: Summary of changes shared alongside highlighted amendments. The process has been clarified and updated to state that support staff in probation will be excluded as they will be managed through probation due to different parameters for improvement. Maximum period changed from 12 to 8 weeks. Trustees to be involved in formal stages rather than initial stages. Constructive meeting with the unions attended by EWo and PC. ADOPTED (effective 1 September 2025).	
24/6/7.3	DBS Disclosure: Minor updates to clarify process and cross reference with KCSiE. Updates ADOPTED.	
24/6/7.4	Recruitment of Ex-offenders: Checked against DBS code and clarified wording before making any decisions and about withdrawal of offer of employment if concerns. Updates ADOPTED.	
24/6/7.5	Staff Code of Conduct: Positively received by the unions with shift in tone from previous Devon code with positive statement of intent and how things are done at Ivy. Feedback from	

	headteachers was included regarding ordering the values. ADOPTED (effective 1 September 2025).	
24/6/8.1	<p>Training and visits: A Better Governors finance in schools webinar was attended by PL and highlights shared. Noted that one-third of all schools have no reserves and those that do are dwindling fast. Most schools spend between 80-90% on staffing vs 10 years previously more like two-thirds which brought the question of how this is increasing. Pupil numbers was noted as a challenge which is always discussed at our meetings. How do we provide adequate cover in the classroom to ensure this is not a big impact on finances? Final thought was to ensure governors are aware of limited choices and that finance is discussed in a way these are understood.</p> <p>RG shared some recent training on AI (not as a trustee) and suggested a future discussion in QofE with profound implications for role and the manner of learning. It was advised that digital strategy and cybersecurity is reported into FAR. CT may be able to share some information on this at a future QofE meeting. Recent cyber attacks on major retailers were discussed and potential targeting of education and health so possible discussion for next FAR. Cybersecurity was raised by our auditors and given top priority for our approach to be systemised and work is ongoing on this. We have good practice for scam emails and requests for payments.</p> <p>Action: KQ and team to give some thought to the facets of this. Developmental piece around T&L sits in QofE and FAR is more pressing for the digital strategy.</p> <p>Q: Are we assured all colleagues have read and will follow code of conduct? EWo is writing a new digital code of conduct for staff which will come to trustees next time.</p> <p>RG as new attendance link met with Trust Attendance Lead as part of the induction for this role.</p>	KQ
24/6/8.2	<p>Visits to schools: TS visited four schools, and these reports were shared on GovernorHub. Positive feedback from middle managers at DC and the innovative changes by the headteacher were noted. Kenton visit was limited for time and observed a science process. Cockwood broader curriculum observed and at TPS and the way education is developed through the year groups so always targeting independent learners which is done very skilfully. Heartening visits to all schools to see outstanding things going on, and hard work by the staff. TS will visit the remaining schools before the end of the year.</p> <p>NT visited Kenton and will provide report next time.</p> <p>Action: PA and EW to arrange visit to NAC before end of year. EW to visit TPS. GW to make introduction for NG to Kenn and CT to Cockwood as new links.</p>	PA/EW GW
	The Chair closed the meeting at 11.40 am.	