



Minutes of the Altarnun Primary School ARC Meeting

Date of meeting	13 June 2017		
Venue	Fowey River Academy		
Members present	Richard Bassett Heidi Hoskin Linda Bamford Katie Dalton	Independent Chair Director of Primary Education Director of Secondary Education Principal – Altarnun Primary School	
Apologies	N/A		
Absent	N/A		
In attendance	Karen Redmond – Clerk		

The meeting met its quorum

Areas of challenge during discussions indicated in bold text.

Agenda Item 1	Welcome & apologies		
Discussion	Noted.		

Agenda Item 2	Declaration of interests		
Discussion	No changes were recorded.		

Agenda Item 3	Minutes of the last meeting		
Discussion	The minutes of the last meeting were NOTED.		
Decision			

Agenda Item 4	Matters arising		
Discussion			
Action	What:	Who:	By when:

--	--	--	--

Agenda Item 5	Updates on actions from previous ARC meeting		
Discussion	The school staffing issues were discussed. This included staff sickness, staff joining and leaving the school.		
Action	What:	Who:	By when:

Agenda Item 6	Issues raised at RIG meetings		
Discussion	<p>RB raised questions around the recent review of the school by C Williams.</p> <p>Heidi Hoskin confirmed that the RIG is timetabled for next week. RB stated that, as the last ARC was delayed, and the RIG is next week, the review report action points would be discussed at today's meeting:</p> <ol style="list-style-type: none"> RB asked about any reported safeguarding issues – KD stated non reported. Has the Section 175 been shared with Drive Team? Still to action. Discussion took place around PP and Sports Premium funding and allocation. RB asked how paperwork is organised and how evidence is found. The SEF has been updated. Development plan is being written and meeting with T&L Lead to show assessment over time. RB asked about the organisation of the school and classes? – Katie Dalton confirmed this was completed before half-term to provide hall space which the school has not had. Environments being improved especially in Early Years. Grounds have been improved, interactive displays in place, resources purchased and de-cluttering has taken place. Heidi Hoskin stated that she visited the school last week and the environment is much improved. Provision of hall, and lunch area, has improved pupil behaviour. RB asked about the strength of parent/pupil engagement. Katie Dalton advised that a survey was sent to all 60 parents with 23 responses. RB asked about the rigor around the monitoring of timetables – this has been set with Cassandra Williams to include lesson observation, learning walks, data and staff meetings, progress meetings and reports for parents. SEF and Development plan - both are due now. <p>Data for KS2 – 7 in cohort. Combined 85.7%. Reading 85.7%. Writing 85.7%. Maths 100%. Greater depth 14.2% (1 child)</p>		
Action	<p>What:</p> <p>Share Section 175 with Drive Team?</p> <p>SEF and Development plan - both are due now. Send to Director</p>	<p>Who:</p> <p>Principal</p>	<p>By when:</p> <p>July 2017</p> <p>June 30th</p>

	of Primary Education and REP.		
--	-------------------------------	--	--

Agenda Item 7	To be discussed – Drive Teams		
---------------	-------------------------------	--	--

Discussion	<p>Heidi Hoskin emphasised the importance of Drive Team in supporting Ofsted inspections and advised that the school use the questions listed in agenda item 8 to review how the support can be demonstrated, monitored and evidenced. Principal to remind the Drive Team they should provide challenge and encourage them to hold the Principal to account against those questions with appropriate evidence.</p> <p>Heidi Hoskin advised there should be a Drive Team schedule of meetings, QA visits, and how the school is monitoring for the next academic year. Katie Dalton confirmed this has been started and each Friday a member of the Drive team meets with her to monitor actions and progress. There is a parent forum meeting next week where additional support can be sourced if required for the Drive team. Heidi Hoskin advised that there will be Executive Principal visits timetabled in. Heidi asked T&L to be particularly looked at by the Drive team to ensure processes are in place to answer those questions</p> <p>Katie advised there is a Science week in school this week.</p> <p>Richard Bassett thanked Katie for her time.</p>		
------------	--	--	--

Action	<p>What:</p> <p>Ensure Drive Teams review and respond to questions presented in ARC agenda. (See section 8 below)</p>	<p>Who:</p> <p>Principal and Drive Team</p>	<p>By when:</p> <p>September 2017</p>
--------	---	---	---------------------------------------

Agenda Item 8	How have key roles and responsibilities been assigned to members of your local drive team (eg PP and SEN) – <i>to be discussed at the next Drive meeting</i>		
---------------	--	--	--

Discussion	<p>How do local Drive Team members hold you to account as principal in the school?</p> <p>What impact is your strategy for disadvantaged pupils having on behaviour, attendance and the progress of all groups and individuals?</p> <p>How is your local drive team monitoring the impact of the spending of the sports grant is effective?</p>		
------------	---	--	--

	<p>How Drive Team members monitoring visits had a direct impact on the work of leaders?</p> <p>How have Drive Team actions helped to secure improving standards in teaching and learning?</p> <p>How do Drive Team members monitor the impact and effectiveness of safeguarding practices in school?</p>		
Action	What:	Who:	By when:

Agenda Item 9	Quality of teaching and learning		
Discussion	<p>What is the current profile of the quality of teaching across the school?</p> <p>How do you know? How has this been quality assured this in school?</p> <p>How effective are middle and senior leaders are effective in checking and improving the quality of teaching in lessons?</p> <p>What external validation have you undertaken for your teaching and learning judgement?</p> <p>Is PM effective in your school? How do you know?</p> <p>How is CPD impacting on your teaching and learning priorities? Give an example?</p> <p>How is pupil voice impacting on improving teaching and learning?</p> <p>What are your current priorities to improve teaching and learning? What impact have you had already?</p>		
Action	<p>What:</p> <p>Review and evidence response at SLT and Drive Team meetings.</p>	<p>Who:</p> <p>Principal</p>	<p>By when:</p> <p>September 2017</p>