



Minutes of the Altarnun ARC Meeting

Date of meeting	10 th January 2017	
Venue	Fowey River Academy	
Members present	Richard Bassett (RB) Mary McKeeman (MM) Katie Dalton (KD)	Independent Chair Director of School Improvement Academy Principal
Apologies	Heidi Hoskin – Executive Principal	
Absent	N/A	
In attendance	Sarah Jones (SJ) – Clerk	

The meeting met its quorum

Areas of challenge during discussions indicated in bold text.

Agenda Item	Welcome & apologies
Discussion	RB welcomed those present. There were apologies from HH. RB summarised the Terms of Reference of the Accountability, Review & Challenge (ARC) Group, and how its primary functions are to monitor the performance of Altarnun and to provide both practical support and rigorous challenge to each academy's leadership team so as to achieve rapid school improvement.

Agenda Item	Declaration of interests
Discussion	None were advised

Agenda Item	Minutes of the last meeting
Discussion	Group discussed previous minutes from ARC meeting held 8 th November 2016 – attendees agreed they were not fit for purpose and did not record accurately the challenge and accountability discussed.
Decision	They were not modified. Future minutes need to accurately record all challenge and accountability areas discussed in detail, and need to be confirmed as accurate and distributed to attendees within 10 working days.

Agenda Item	Matters Arising
Discussion	Are included as agenda items

Agenda Item	ARC Paperwork		
Discussion	RB advised he had not received the relevant documents (SEF's, RIG's etc.) prior to the meeting, therefore he would read them retrospectively. RB advised for future meetings these must be sent five working days prior to the scheduled meeting.		
Action	What:	Who:	By when:
	All required paperwork must be agreed, published and circulated at the latest five working days prior to the meeting.	KD to send to SJ to forward to ARC members	All future meetings

Agenda Item	Safeguarding		
Discussion	<ul style="list-style-type: none"> • RB asked for an update in relation to Safeguard training. KD advised Leslie Bain (secretary) is about to complete Safeguarding Training. • Prevent Duty document now updated showing KD as S/G lead. Staff had prevent training under previous principal. There was a re-cap at the start of the year, KD advised still work to do throughout the year. Plan in place – staff are aware of 		

Agenda Item	IT / Wi-Fi		
Discussion	<ul style="list-style-type: none"> • KD advised still having issues with IT & Wi-Fi – Jason Parks is looking into the problems; Wi-Fi signal gets worse in certain areas • BID for IT resources was placed by HH for £6k December 2016 – URGENT discuss with Jon Keegan (Estates Director) 		
Action	What:	Who:	By when:
	<ul style="list-style-type: none"> • MM to escalate reserves BID made with JK - urgently 	MM (SJ on behalf of MM)	Immediately – email sent 13 Jan 2016
	<ul style="list-style-type: none"> • RB advised Wi-Fi needs urgent action 	JP / KD	ASAP

Agenda Item	SEF		
Discussion	<ul style="list-style-type: none"> • KD advised has now updated SEF – group discussed in detail. SEF includes information on DfE, Teaching & Learning, it records and evidences accurately in some places • KD advised that she felt the DfE report completed last summer was not accurate in September – it didn't accurately reflect the school • Previous Ofsted was 4 – KD feels with work it could rise to 3 • RB advised KD to match SEF to Ofsted criteria – advised detailed work to be carried on SEF with HH. 		
Action	What:	Who:	By when:
	<ul style="list-style-type: none"> • KD & HH to go through SEF in detail – remove irrelevant information where possible. Include quantifiable information with evidence. Needs to be externally validated and shared with staff 	KD & HH	Next ARC 28 Feb 2017

Agenda Item	Staff		
Discussion	<ul style="list-style-type: none"> • KD advised EYFS teacher currently on an intensive support plan – due to external factors KD was not able to monitor effectively, plan has been extended until 18 January. RB advised if no improvement has been made then need to move to capability quickly • TA on long-term sick (Cancer) currently using a supply TA. • Yr2/3 teacher was about to start intensive support plan – on day due to commence, period of sickness started – work related stress and anxiety. KD advised Gemma from NEO is now involved. Teacher refusing to visit school. KD feels Occupational Health are not helpful or positive towards Trust. When teacher is fit to return the process will continue – teacher & OH feel this is not helpful • NQT – has good potential with help & support. Needs monitoring, is meeting targets but has tendency to ‘slip’. KD completing weekly observations and walking tours • Currently supply teachers are being used – one is NQT, very good with correct help and support. • RB advised staffing situation may cause an issue in terms of sustaining school improvement. • RB advised need to address situation immediately, and require support from Trust and T&L lead Simon Danby – group discussed appointing him on a more permanent level as a short term fix • There are currently 70 pupils on roll. RB asked if the timetable accurately reflect who covers what sessions, can KD start to teach and be included on the T/T? KD advised she does not have the capacity to do so at present. RB asked what KD was doing currently and agreed there was not the capacity. • Could a teacher from a different school be used to help & support in the short term? • Altarnun is currently viewed negatively by the local community due to several changes in Principals • KD advised work needed with EYFS teacher 		
Action	What:	Who:	By when:
	<ul style="list-style-type: none"> • Identified by KD support needed to ensure cover is provided for current sickness issues 	MM / HH / KD	ASAP
	<ul style="list-style-type: none"> • As a quick fix KD & HH to work on a temporary solution until MM & Trust can offer permanent solution. RB advised that a fixed term teacher needed appointing until the end of the academic year. 	KD & HH	ASAP
	<ul style="list-style-type: none"> • MM & NEO to review staffing issues to accelerate the situation with long-term sick 	MM & NEO	Friday 13 Jan 2016

Agenda Item	Behaviour
Discussion	<ul style="list-style-type: none"> • Some low level disruptive behaviour, small cohort of boys with emotional issues. KD is covering all individual THRIVE plans currently

Agenda Item	KS2 – Data
Discussion	<ul style="list-style-type: none"> • Currently good on attainment and progress • Writing is a concern across the school. Gaps in how currently being taught • Reading is strong

	<ul style="list-style-type: none"> • Reading, writing and maths need targets setting for the year • RB asked what progress has been made since Nov 2016? Is there evidence in yr6 books that matches national curriculum? • KD advised now using Pupil Asset to assess and track data on a half termly basis 		
Action	What:	Who:	By when:
	<ul style="list-style-type: none"> • Targets need to be set immediately with help from HH & Trust - URGENT 	KD, HH & Trust	ASAP

Agenda Item	Attendance
Discussion	<ul style="list-style-type: none"> • Currently at 97.2%

Agenda Item	Estates		
Discussion	<ul style="list-style-type: none"> • Quotes have been agreed and work will start in February • KD advised EYFS room is not fit for purpose – this could be a quick fix 		
Action	What:	Who:	By when:
	<ul style="list-style-type: none"> • Use Capital for outside EY area, and reserves for inside – BID to be made. MM agreed an order for the community playthings is to be forwarded to finance 	HH / KD	ASAP

Agenda Item	Drive Team Update		
Discussion	<ul style="list-style-type: none"> • KD needs to work on setting up Drive Team immediately, need three members as a minimum 		
Action	What:	Who:	By when:
	<ul style="list-style-type: none"> • Anne-Marie Winter to make contact with KD immediately to discuss moving Drive Team forward 	AMW & KD (SJ to arrange call)	Friday 20 Jan 2016

Agenda Item	AOB		
Discussion	<ul style="list-style-type: none"> • KD now appointed as permanent principal • Ongoing complaint from local MP & local parish – being dealt with by Trust <ul style="list-style-type: none"> • KD stated that school website requires a review to ensure compliance 		
Action	What:	Who:	By when:
	<ul style="list-style-type: none"> • AMW & HH to ensure website is compliant – URGENT 	AMW & HH	Next ARC 28 Feb 2016