



ARC Minutes

Date: Tuesday 8th November 2016

Venue: Colchester Academy

Time: 10.30am

Attendees:

ARC Group Members	Role
Richard Bassett (RBA)	Independent Chair of ARC
Simon Evans (SEV)	Project Director
Mary McKeeman (MMC)	Director of School Improvement
Nigel Shaddick (NSH)	Attendance and Safeguarding
Regional Group Members	
Heidi Hoskin	Executive Principal, Altarnun Academy
Katie Dalton	Interim Principal, Altarnun Academy
Clerk	
Julie Isahak	Clerks Associates

Nb: Questions recorded **(in bold)**. Responses *(in italics)*

PART	DETAILS	ACTION
1	Safeguarding	
1.1	<u>Attendance</u> <ul style="list-style-type: none"> Current attendance is 97.15% compared with a national average of 96.1% for primary schools. The persistent absence figure is zero 	
1.2	NSH questioned: <ul style="list-style-type: none"> Are there any major attendance issues? <i>No. A couple of children were a little bit below target but this was linked to medical and an attendance at a family funeral.</i> The RIG details a figure of 83.7%? <i>It was actually 92.6%. This is a small school, so every absence is noticeable in terms of data. One child took an unauthorised holiday; this is being closely monitored. No term-time holidays are authorised.</i> What is the attendance level for Pupil Premium (PP) children? 	



	96.93%. The gap is less than 1% against overall attendance figures.	
1.3	<p>Safeguarding</p> <ul style="list-style-type: none"> • When was your last safeguarding audit conducted and how confident are you in your safeguarding? <ul style="list-style-type: none"> – The Single Central Register has been audited and approved. – A meeting took place with NSH to ensure everything was in place as appropriate. The audit was scrutinised to ensure all actions have been completed. • Have there been any significant safeguarding issues this term? There are no outstanding concerns. • Following staff changes, who are Designated Safeguarding Leads (DSL)? The DSL is KDA. HHO is DSL support. Another member of staff will need to be trained as an alternate DSL. Urgent action 	KDA
1.4	<p><u>Bullying</u></p> <ul style="list-style-type: none"> • How many bullying incidents have there been this term and how thorough are your processes with regards awareness and collecting information? I am very much involved with all children in all classes. Any incidents come straight to me and I deal with them personally. There have not been any incidents but there has been some low level disruption and inappropriate behaviour. There are no other behaviour issues. • How many bullying incidents were there in the previous year? There were some recorded in the RIG but this is not an issue. 	
1.5	<p><u>Prevent Duty</u></p> <p>This is amber. It was done last term but will need to be done again this term. It will be completed and forwarded to the Trust as soon as possible.</p>	KDA
2	2016 Data	
2.1	<p>RBA led questions:</p> <p>What stage are the Academy Development Plan (ADP) and Self Evaluation Form (SEF) at?</p> <ul style="list-style-type: none"> • The ADP was completed (31.10.16). • The SEF is close to being completed and will be forwarded to the Trust within the next few days. 	
2.2	<p><u>Maths</u></p> <ul style="list-style-type: none"> • What is being done to support maths in the Academy? A new Teaching and Learning Lead is working closely with the academy.. There is further support from the maths hub in terms of investigation and in-depth questioning. We are also trying to get much more practical resources throughout the whole Academy but there are financial implications to this. • Is any further support required from the Trust? <ul style="list-style-type: none"> – WiFi connections are sporadic which means that iPads cannot always be used. A new server is required. – The Academy is poorly resourced, especially in Early Years and in particular; the environment, due to underlying issues such as damp and peeling paint. A long term action is required rather than just 'patching' solutions. 	

2.3	<p>ACTIONS:</p> <ul style="list-style-type: none"> Determine what the issue is with regards WiFi and prepare action plan to address it. Trust personnel with responsibility for accessing grant funding to contact the Academy, with a view to providing resources to enhance the external environment. 	<p>SEV</p> <p>TRUST</p>
2.4	<p>KDA/HHO commented that the Academy school improvement area are as follows</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> Determine what support mechanisms are working for the Academy and what needs to be developed. An up-to-date Action Plan to be forwarded to the Academy. 	TRUST
2.5	<p>Is your IT curriculum fit for purpose? This needs to be reviewed.</p>	TRUST
2.6	<p><u>Targets for current Year 6</u></p> <ul style="list-style-type: none"> There are seven pupils in Year 6. Management information software has just converted from SIMS to Pupil Assistant. Currently awaiting mark sheets, which once installed will be forwarded, with data, to the Trust <p>ACTION – Forward to the Trust by 15.11.16</p> <ul style="list-style-type: none"> Pupil Assistant offers the facility to drill down to individual pupils. This will be followed up at the next meeting. 	KDA
2.7	<p><u>Early Years</u></p> <ul style="list-style-type: none"> There are ten children in Reception and eight in Year 1. 	
2.8	<p>Is there mixed age group teaching? <i>Years 4, 5 and 6 are taught together. They are taught on ability. Afternoons are time-tabled for intervention. There is a full time TA and support from the Teaching and Learning Lead.</i></p>	
3	Staffing update – gaps and performance	
3.1	Staffing issues and support plans were discussed. RBA and MMc to discuss further	RBA/MMC
3.3	<p>RBA advised that with such a small number of pupils, it is the diet of learning that pupils get over a period of time that has an impact? Support mechanisms put in place around a teacher are very valuable</p> <p>ACTION – Discuss staffing options outside of meeting.</p>	TRUST
3.4	<p>Noted that KDA has applied for the vacancy of Academy Principal.</p> <p>ACTION – MMC to follow up.</p>	MMC
3.5	<p>HHO was asked what proportion of her time is spent supporting Altarnun. <i>I try to put in one day per week but this varies as I try to visit every single school. Altarnun have a RIG process every two, rather than four weeks, and Quality Assurance visits are scheduled every two weeks.</i></p>	
4	Finance	
4.1	HHO and KDA were unable to present financial data but explained that the budget is very tight.	
4.2	<p>ACTIONS:</p> <ul style="list-style-type: none"> Trust to follow up in terms of staffing options. Time line data requested to establish the Academy budget. 	<p>TRUST</p> <p>HHO/KDA</p>

4.3	<p>A discussion followed with regards forming links with the secondary school that Altarnun feeds into, or becoming part of a hub with other primary/secondary schools in the area. There is currently hub cluster support but no formal way of reducing overheads.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • HHO and MMC to explore options for support in the area. • Include on agenda for Executive Principals' meeting; what is our normal approach to school to school support? What is the Trust strategy on this? 	HHO/MMC TRUST
5	RIG Information and Academy and Trust actions to support identified actions	
5.1	<ul style="list-style-type: none"> • Tackling underperformance of teachers • Achievement and Tracking • PP – spending money to enhance learning • Closing the gap between PP attendance and overall attendance <p>Further support required with:</p> <ul style="list-style-type: none"> • IT • Outdoor environment • Building 	
5.2	SEV drew attention to in-school barriers and interventions that will be chosen to impact PP pupils. A new initiative is 'Thrive Training'; this is mainly for PP and children are being assessed and profiled, with strategies and activities put in place to meet needs as appropriate. This is targeted intervention and includes pre-teaching, ready for a child's next lesson.	
5.3	<p>RBA offered guidance on preparing a SEF:</p> <ul style="list-style-type: none"> • Documentation presented to Ofsted should be no longer than 5/6 pages; short and succinct. • Identify impact and targets moving forward. Every line should be backed up by impact criteria 	
5.4	In terms of progress, RBA reiterated the benefits of receiving support from local secondary schools in specific subject areas. He also suggested running 'Pull-Down' days where a whole day is spent, for example, on science. These initiatives should be mapped out in the long term to demonstrate that an innovative approach is being taken.	
5.5	<p>A further option is to align with a secondary school within the Trust and communicate through video conferencing to enable interaction across the country for school to school support.</p> <p>ACTION – Consider this as a cheaper alternative over time.</p>	TRUST
5.6	SEV recommended that a Five Year Estate Plan be prepared for the Academy in order to prioritise needs.	TRUST
	<p>Date of next Meeting</p> <ul style="list-style-type: none"> • Tuesday 10th January 2016 <p>Fowey, Cornwall</p>	