



## Minutes of the Liskeard ARC Meeting

<b>Date of meeting</b>	10 <sup>th</sup> January 2017	
<b>Venue</b>	Fowey River Academy	
<b>Members present</b>	Richard Bassett (RB) Tim Cook (TC)	Independent Chair Academy Principal
<b>Apologies</b>	Mary McKeeman – Director of School Improvement Heidi Hoskin – Executive Principal	
<b>Absent</b>	N/A	
<b>In attendance</b>	Sarah Jones (SJ) – Clerk	

**The meeting met its quorum**

**Areas of challenge during discussions indicated in bold text.**

<b>Agenda Item</b>	<b>Welcome &amp; apologies</b>
<b>Discussion</b>	RB welcomed those present. There were apologies from MM and 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 Liskeard and to provide both practical support and rigorous challenge to each academy's leadership team so as to achieve rapid school improvement.

<b>Agenda Item</b>	<b>Declaration of interests</b>
<b>Discussion</b>	None were advised

<b>Agenda Item</b>	<b>Minutes of the last meeting</b>
<b>Discussion</b>	Group discussed previous minutes from ARC meeting held 8 <sup>th</sup> November 2016 – attendees agreed they were not fit for purpose and did not record accurately the challenge and accountability discussed.
<b>Decision</b>	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.

<b>Agenda Item</b>	<b>Matters Arising</b>
<b>Discussion</b>	Are included as agenda items

Agenda Item	SCR		
Discussion	<ul style="list-style-type: none"> <li>External review of SCR completed by Jane Davies and Katie Lamble.</li> <li>All areas covered were confirmed as accurate with one notable exception – the school cleaners. TC was not made aware that all cleaners had been TUPE'd to Liskeard from BSSL, there was no due diligence completed, neither were any DBS checks completed – HH has picked this up and is currently dealing with the situation. Two were TA's at school therefore they did have the relevant paperwork in place, the third however is currently not able to attend work, is being paid but not working. TC advised this was the case at Liskeard and Tywardreath.</li> </ul>		
Action	<b>What:</b>	<b>Who:</b>	<b>By when:</b>
	<ul style="list-style-type: none"> <li>While the school is waiting for the appropriate DBS documents they are one cleaner short – this is an URGENT Trust issue to ensure all schools are compliant</li> </ul>	Trust / HR	Immediate

Agenda Item	Targets		
Discussion	<ul style="list-style-type: none"> <li>Yr6 – large range difference on figures, TC advised intervention is in place in readiness for Data Drop 3</li> <li>Currently above writing target, Maths is currently weaker, RB asked if there is a reason for this? TC advised historic poor teaching, yr5 teaching included inconsistencies last year, current yr6 teacher is very strong</li> <li>Discussion around schools struggling to adapt questions to skill sets to ensure an in-depth understanding in maths. RB discussed Singapore maths, which is a very good system, after a numeracy session, pupils then explain how to work maths formulas out during a literacy session – this helps with the understanding of numeracy</li> <li>If Ofsted are due, predictions need to narrow to show improvements on last year's figures</li> <li>Yr2, reading and writing are on track, maths slightly low. No issue with yr2 phonics.</li> <li>RB advised as the data is good need to argue Ofsted good – TC advised very pleased with current data, also has confidence teaching staff will also stand up during an Ofsted visit – regular checks for consistency throughout the school</li> <li>Discussed topic books – suggest use literacy books but to mark as topic – this helps to improve literacy skills &amp; adds importance to topic work</li> <li>Discussed EYFS gender gap</li> <li>PP – yr6 there is a greater gap than the national average – targeted intervention in place to close the gap for PP pupils</li> </ul>		
Action	<b>What:</b>	<b>Who:</b>	<b>By when:</b>
	<ul style="list-style-type: none"> <li>Prediction needs to narrow to a difference of 5%</li> </ul>	TC	Before Data Drop 3
	<ul style="list-style-type: none"> <li>Close the PP gap for the next data drop before February half term</li> </ul>	TC	Before Feb half term

Agenda Item	Attendance		
Discussion	<ul style="list-style-type: none"> <li>96.02 – which is better than the national average</li> <li>PA was 11.14 last year – this is now 8.84, steadily moving in the right direction</li> <li>Approx. 27/28 pupils in each class</li> <li>Students on roll:</li> </ul>		

	<ul style="list-style-type: none"> <li>- October 2015 – 341</li> <li>- October 2016 – 361</li> <li>- January 2017 – 362</li> </ul>
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<b>Agenda Item</b>	<b>Behaviour</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• 6½ days fixed term exclusion, three key incidents with different pupils.</li> <li>• TC has individual pupil packs with full details on all incidents</li> </ul>

<b>Agenda Item</b>	<b>SEF</b>		
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• Updated SEF is good</li> <li>• TC discussed DfE website and the school comparison area – TC has done his own school comparison. Liskeard v Local Primary schools. Discussed documents produced by TC. RB advised excellent comparisons made</li> <li>• TC advised Liskeard host teacher training placements and are a Plymouth University research practice school.</li> </ul>		
<b>Action</b>	<b>What:</b>	<b>Who:</b>	<b>By when:</b>
	<ul style="list-style-type: none"> <li>• RB advised school comparison exercise needs to be shared as an example of good practice – TC to send to Paul Baker at Gulval and discuss with HH</li> </ul>	TC	ASAP

<b>Agenda Item</b>	<b>Finance</b>		
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• TC advised Liskeard currently not compliant with IT curriculum, BID was submitted for £15k before December 2016, for laptops, 15 iPads – no response to BID as yet</li> <li>• TC advised has made significant in school software savings</li> <li>• TC advised second BID made for one-to-one support (2 pupils need EHC support in yr3&amp;6)</li> <li>• TC has done a great deal of work with external BIDs examples given: <ul style="list-style-type: none"> <li>- Foyles bookshop - £5k</li> <li>- 90 Minute Children in Need - £10k for a councillor</li> <li>- Community allotment scheme with Tesco</li> <li>- Variety Club</li> <li>- Local supermarkets (Co-op etc.)</li> <li>- Big Lottery fund – applied for £10k to improve the playground facilities</li> </ul> </li> <li>• RB advised TC very assertive in applying for various BIDs</li> <li>• Trust subscribes to Grants 4 Schools, TC regularly checks information sent</li> <li>• Discussed balanced budget, no in year deficit</li> </ul>		
<b>Action</b>	<b>What:</b>	<b>Who:</b>	<b>By when:</b>
	<ul style="list-style-type: none"> <li>• Trust to follow up IT BID</li> </ul>	Trust / JK	ASAP
	<ul style="list-style-type: none"> <li>• Trust to follow up 1-2-1 support BID</li> </ul>	Trust / JK / MM	ASAP
	<ul style="list-style-type: none"> <li>• Simon Evans to clarify and advise on the costing BID which has been written</li> </ul>	SE	ASAP

<b>Agenda Item</b>	<b>AOB</b>		
<b>Discussion</b>	<ul style="list-style-type: none"> <li>• TC concerned Liskeard is not compliant with H&amp;S, would like a H&amp;S audit. Gave example of microwave issue not triggering fire alarm</li> <li>• TC carries out regular fire drills with pupils and staff but is not expert in H&amp;S</li> </ul>		
<b>Action</b>	<b>What:</b>	<b>Who:</b>	<b>By when:</b>
	<ul style="list-style-type: none"> <li>• Trust (Jon Keegan) to carry out a H&amp;S audit on Liskeard, confirm how often they are audited, is there paperwork to confirm checks are completed, regularity etc.</li> </ul>	Trust / JK	ASAP