

Minutes of the Liskeard ARC Meeting

Date of meeting	28 th February, 2017	
Venue	Werneth Academy via conference call	
Members present	Richard Bassett Mary McKeeman	Independent Chair Chief Operating Officer
	Via conference call: Heidi Hoskin Tim Cook	Director of Primary Education Principal
Apologies	None	
Absent	N/A	
In attendance	John Addison – 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 no apologies.

Agenda Item	Declaration of interests
Discussion	None were declared.

Agenda Item	Minutes of the last meeting
Discussion	Minutes of the meeting held on 10 th January, 2017, were accepted as a correct record.
Decision	Accepted

Agenda Item	Matters arising
Discussion	Dealt with as agenda items.

Agenda Item	SCR/Safeguarding
Discussion	An issue was identified as part of an Ofsted inspection of another Trust Academy, where staff were being placed on the Single Central Records without the Principal's knowledge and without DBS being checked. The Principals were responsible for the SCR but records were being changed centrally

	<p>and TUPE employees transferring onto the schools' record.</p> <p>This raised an issue around the impact on safeguarding policies and how this was going to be externally moderated to ensure that Principals were complying with Trust policies.</p> <p>Additions and amendments to the SCR must only be made by authorised school staff.</p>		
Action	What: Audit process to be put in place, which would support and protect safeguarding policies whilst giving best value for money.	Who: MM/HH	By when: ASAP

Agenda Item	Data																		
Discussion	<p>TC advised of the following PP gaps at KS2</p> <table border="1"> <thead> <tr> <th></th> <th>Nat Av</th> <th>Liskeard 2016</th> <th>Liskeard 2017</th> </tr> </thead> <tbody> <tr> <td>Reading</td> <td>19%</td> <td>31%</td> <td>11%</td> </tr> <tr> <td>Writing</td> <td>15%</td> <td>41%</td> <td>-0.2%</td> </tr> <tr> <td>Maths</td> <td>18%</td> <td>19%</td> <td>14.9%</td> </tr> </tbody> </table> <p>Direction of travel improved on last year and better than the national average.</p> <p>RB asked TC for information for the other year groups.</p> <p>TC also advised that a mid-year review in relation to PP students had been published on the schools' website.</p>				Nat Av	Liskeard 2016	Liskeard 2017	Reading	19%	31%	11%	Writing	15%	41%	-0.2%	Maths	18%	19%	14.9%
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Action	What: To provide top line statistics for the other year groups of PP pupils compared to other cohorts. Mid-year review to be included in the Trust Bulletin.	Who: TC HH	By when: Next RIG Next bulletin																

Agenda Item	SEF
Discussion	TC advised that the school comparison exercise was shared with local colleagues as an example of good practice.

Agenda Item	Finance		
Discussion	<p>Update on IT BID:</p> <p>TC advised that the installation of wireless network had been completed. I Pads and Laptops had been ordered.</p> <p>TC asked how much was included in the school budget for in year IT acquisitions.</p> <p>Update on 1-2-1 support BID: No feedback was received.</p>		
Action	What: Advise of the in-year IT budget allocation Chase up strategic processes re 1-2-1	Who: MM MM	By when: ASAP ASAP

Agenda Item	Health and safety		
Discussion	There was a challenging discussion on areas of responsibility in regard to commissioning and undertaking a Health & Safety audit.		
Action	What: Acknowledge urgent action required	Who: MM/HH	By when: Future meeting

Agenda Item	Issues raised at RIG Meeting on 23rd January 2017.		
Discussion	<p><u>Leavers in December</u> RB sought clarification on the numbers of leavers in December.</p> <p><u>Attendance</u> Overall attendance 96.1% PA 11.35%, RB advised that PA was too high and asked TC reported actions were being put in place to reduce this.</p> <p>SEND attendance 94.48% RB advised that he was unaware of the national attendance figure for SEND – and therefore sensible judgements could not be made at this point as to whether this was high or low.</p>		
Action	What: Safeguarding Manager to publish national SEND figures in the Trust bulletin.	Who: Safeguarding Manager	By when: Next bulletin
Discussion	<p><u>Data</u> RB sought clarification on data for Yr6 pupils.</p> <p>Latest data predictions:</p> <p>Reading 78% Writing 76% Maths 69% Combined 65%</p>		
Action	What: Produce final predictions for Yr6 pupils	Who: TC	By when: Next ARC meeting
Discussion	<p><u>Letter from DFE</u> RB congratulated the Academy on the preparations undertaken for the DFE visit. Letter now received which highlighted a number of areas of strength as well as areas of development. These areas are principally to do with governance.</p>		
Action	What: Target the appointment of 3 additional members.	Who: TC	By when: Next AC meeting

Discussion

Safeguarding

There was nothing specific to report.

Teaching/Learning /Assessment

RB expressed concern at the lack of RI figures.

RIG document

RB stated that the RIG document needed to be streamlined so that it concentrated on impact rather than actions.