



Minutes of the Gulval ARC Meeting

Date of meeting	10 th January 2017	
Venue	Fowey River Academy	
Members present	Richard Bassett (RB) Mary McKeeman (MM) Paul Baker (PB)	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 Gulval 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 prior to the meeting, therefore he would read them retrospectively. RB advised for future meetings these must be sent to the ARC panel five working days prior to the scheduled meeting by the Trust.		
Action	What:	Who:	By when:
	All required paperwork must be agreed, published and circulated by the Trust at the latest five working days prior to the meeting.	SJ to forward to ARC members	All future meetings

Agenda Item	Single Central Record		
Discussion	<ul style="list-style-type: none"> PB confirmed all SCR updates have been completed and a full external audit was done by Katie Lambie (HR Advisor). There is another review due this week. 		

Agenda Item	Team Teach		
Discussion	<ul style="list-style-type: none"> Previous action – HH/NS/MM to present Trust strategy around in-house safeguarding strategy 		
Action	What:	Who:	By when:
	<ul style="list-style-type: none"> Trust to present strategy around in-house safeguarding strategy 	HH/NS/MM	ASAP

Agenda Item	SEF		
Discussion	<ul style="list-style-type: none"> SEF was too long – PB still to shorten, needs to be six pages (max). RB advised if needs to include more detailed information this can be done by including an appendix PB asked for an example of a good SEF – RB will send a good example RB advised to cross reference SEF to Ofsted criteria to ensure captures all top level items. Evidence needs to be recorded and be quantifiable and accurate Discussed Trinity Primary School in Harringway, RB advised recently moved to outstanding, advised PB contact Davis Worrall, principal 		
Action	What:	Who:	By when:
	<ul style="list-style-type: none"> RB to send PB an example of a good SEF 	RB	ASAP
	<ul style="list-style-type: none"> PB to update SEF to include evidence Gulval meets outstanding criteria 	PB	ASAP
	<ul style="list-style-type: none"> PB will contact DW to arrange conference call to discuss current SEF and moving Gulval to outstanding 	PB	ASAP

Agenda Item	Targets		
Discussion	<ul style="list-style-type: none"> KS2 top line: <ul style="list-style-type: none"> 91% Reading 87% Writing 91% Maths 		

	<ul style="list-style-type: none"> • End of year targets: <ul style="list-style-type: none"> - 86% Reading - 73% Writing - 73% Maths • PB advised prediction is in line but attainment is further ahead. 23 pupils in year group, recently introduced morning and after school groups • Gulval were in the top 10% of Cornwall schools for progress • KS1 top line data: <ul style="list-style-type: none"> - 70% Reading - 76% Writing - 76% Maths <p style="margin-left: 200px;">} Slightly lower – different cohort including SEN pupils</p> <ul style="list-style-type: none"> • PB feels KS2 are Ofsted Good, with work possibly even outstanding, attainment is above the national average • RB advised to argue outstanding based on information PB was discussing. PB not confident at this stage, he's been concentrating on Good. RB advised go for Outstanding, if final result is Good this is still a positive result. PB agreed to discuss at SLT meeting to gain the view of colleagues, and arrange an external review from a principal with an outstanding school. • RB to cross reference Ofsted outstanding criteria against current school data, targets and position • PB to break data down, examining boys & girls, PP and SEND pupils and compare to Ofsted criteria • Discussed books, PB confirmed topic books are linked to literacy books for the purpose of marking and learning 		
Action	What:	Who:	By when:
	<ul style="list-style-type: none"> • PB cross reference Ofsted outstanding criteria 	PB	ASAP

Agenda Item	Safeguarding		
Discussion	<ul style="list-style-type: none"> • MM & HH working on developing a Trust level safeguarding structure in terms of expectations • No safeguarding concerns 		
Action	What:	Who:	By when:
	<ul style="list-style-type: none"> • MM & HH continue working on developing safeguarding structure 	MM & HH	Ongoing
	<ul style="list-style-type: none"> • HH to create action plan on how to strategically deliver safeguarding training across all primaries 	HH	ASAP

Agenda Item	Behaviour		
Discussion	<ul style="list-style-type: none"> • No issues 		

Agenda Item	Attendance		
Discussion	<ul style="list-style-type: none"> • Whole school 96.02%, down 0.16% on last year 		

	<ul style="list-style-type: none"> • Discussed holidays in Cornwall always cause concern, many families have seasonal jobs, resulting in them taking children on holiday during term time • PP up by ½% to 95.27% • Yr1 attendance to date from 92.38% to 96.51% - concern with one pupil, school have been to court, PB does regular home visits the family are on a 'final warning' and will be taken back to court by the school.
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Agenda Item	Drive Team		
Discussion	<ul style="list-style-type: none"> • Gulval has a Drive Team of four members, all letters have been issued in readiness for the first meeting. • PB to focus on Drive Team / Governance, highlighting capacity in school throughout the year • Discussed ARC group – PB advised may be one possibility, local fireman, Charlie 		
Action	What:	Who:	By when:
	<ul style="list-style-type: none"> • SJ to re-send all Drive Team documents to PB – URGENT 	SJ	10 Jan 2017
	<ul style="list-style-type: none"> • PB to discuss ARC membership with Charlie 	PB	