



Minutes of the Colchester ARC Meeting

Date of meeting	11 th January 2017	
Venue	Fowey River Academy via Conference Call	
Members present	Richard Bassett (RB) Fiona Pierson (FP) Jeremy Rowe (JR)	Independent Chair Academy Principal Executive Principal
Apologies	Mary McKeeman – Director of School Improvement	
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 1	Welcome & apologies
Discussion	RB welcomed those present. There were apologies from MM. RB summarised the Terms of Reference of the Accountability, Review & Challenge (ARC) Group, and how its primary functions are to monitor the performance of Colchester Academy and to provide both practical support and rigorous challenge to each academy's leadership team so as to achieve rapid school improvement.

Agenda Item 2	Declaration of interests
Discussion	None were advised

Agenda Item 3	Minutes of the last meeting
Discussion	Group discussed previous minutes from ARC meeting held 9 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 4	Matters Arising
Discussion	Are included as agenda items

Agenda Item 5	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 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	Safeguarding		
Discussion	<ul style="list-style-type: none"> Nigel Shaddick (Safeguarding Manager) completed a spot check review on all files and was satisfied with the findings New Trust format was introduced – CA are compliant from NS and HR point of view RB asked if there is a report to confirm this? – Yes No safeguarding issues 		
Action	What:	Who:	By when:
	FP to send safeguarding report to RB	FP	ASAP

Agenda Item	Data		
Discussion	<ul style="list-style-type: none"> Yr11 mocks – figures at bench mark for grade 5 – poor diagnostics RB asked about secondary heads communicating – JR, EP for BTT but is happy to liaise with Sara Davey (Fowey EP) to agree a process to ensure all secondary heads are communicating. JR to discuss with SD to set agenda FP confirmed has data role for Trust – all heads return data sheets to her after each data drop Discussed all Trust secondary schools need to be working to same model – JR advised FP & MM are now associate members of PiXL 		
Action	What:	Who:	By when:
	JR to set up regular KIT meetings (SJ to assist)	JR & SJ	First meeting in March
	Process on Trust to set barriers, targets etc.	FP & MM	ASAP

Agenda Item	Data		
Discussion	<ul style="list-style-type: none"> 5-9 English 32 P8 prediction this year is +0.3 (target figure) Discussed plan to be put in place for 2017/18 – all secondary's to be working to same plan Maths 5-9 – 14%, English & maths 5-9 target if 41%, WIG – 52% (-2.1 = sig neg). JR advised happy with target of 41% RB feels data not accurate work to be done. If WIG target is 52%, this would be impossible if English target is 51%? 45% is a more realistic target and should be aimed for 		

	<ul style="list-style-type: none"> Disadvantaged – English 5-9 26%, Maths 5-9 55, whole cohort 8% Mocks – 13%, harsh marking, CA will be doing another mock before February half term – the figures will be more realistic with these results. Discussed external marking a possibility. Harsh marking is acceptable but must show a true reflection of whole school results Maths department is strong – very good teachers, head of faculty attending PiXL to look at marking boundaries 		
Action	What:	Who:	By when:
	<ul style="list-style-type: none"> Data not accurate – work to be done to ensure targets are correct 	FP	ASAP

Agenda Item	Attendance
Discussion	<ul style="list-style-type: none"> Whole school 95.1%, last year 95.4% Year groups discussed – yr9 lower attendance, considerable drive from head of year to improve, very pro-active leader Yr11 year to date 95.5% - good

Agenda Item	Behaviour
Discussion	<ul style="list-style-type: none"> 21 fixed term exclusions, year to date 37 days – 17 pupils and 21 events FP advised of new in-school behaviour in place Three permanent exclusions – FP confident there won't be any more this year, these students demonstrated dangerous behaviour and were making no progress (unless there was a unique one of isolated incident)

Agenda Item	Teaching and Learning / Staffing		
Discussion	<ul style="list-style-type: none"> Discussed staffing issues. FP feels 80% of teachers are currently good or better, cross referenced against performance and books – FP confident No concerns in any faculty All staff have been RAG rated – much improved teaching in all class rooms RB asked about external checks – JR to arrange external observations Remaining 20% are spread across faculties, weakest being ICT, small team with a lack of support from one teacher. Strong faculties are Science, maths and music 		
Action	What:	Who:	By when:
	<ul style="list-style-type: none"> JR arrange external observations on teaching staff 	JR	ASAP

Agenda Item	Pupil Numbers		
Discussion	<ul style="list-style-type: none"> Yr7 – 106 pupils, up 22 on last year 2017 – first choice and second preferences have increased School has capacity for 1200, currently 654 on roll (54.55%) RB – can Trust help, are CA using aggressive marketing? 		
Action	What:	Who:	By when:

	<ul style="list-style-type: none"> FP to forge links / liaison with local primary schools to work towards increasing yr7 intake, plan to be in place by next ARC 	FP	Next ARC March 1 2017
--	---	----	--------------------------

Agenda Item	SEF
Discussion	<ul style="list-style-type: none"> SEF has been updated, RB to read and send comments to FP (if applicable) FP has adjusted grades – overall high 3, need good data Yr10 is a small group many have a poor attitude

Agenda Item	AOB		
Discussion	<ul style="list-style-type: none"> Is JR spending more time at CA? – Not in person but does have regular telephone calls Drive Team – has not been established yet – FP has been prioritising yr11. Drive Team needs to become an urgent priority – CA need 3/4 team members with an initial plan in place by next ARC – group discussed CA were the last school to disband LGB – before Christmas 2016 No outstanding BIDs RIG and KS3 assessments need to be on the next ARC agenda 		
Action	What:	Who:	By when:
	<ul style="list-style-type: none"> FP and JR to look at Drive Team membership, with a plan in place for the team before next ARC 	FP & JR	Next ARC March 1 2017
	<ul style="list-style-type: none"> RIG & KS3 assessments on next ARC agenda 	SJ	Next ARC March 1 2017