



## Minutes of the Colchester Academy ARC Meeting

<b>Date of meeting</b>	1 <sup>st</sup> March 2017	
<b>Venue</b>	Werneth Academy via conference call	
<b>Members present</b>	Richard Bassett Mary McKeeman  Via conference call: Jeremy Rowe Fiona Pierson Linda Bamford	Independent Chair Chief Operating Officer  Regional Executive Principal Principal Director of Secondary Education
<b>Apologies</b>	None	
<b>Absent</b>	N/A	
<b>In attendance</b>	John Addison – 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 all present. There were no apologies.

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

<b>Agenda Item</b>	<b>Minutes of the last meeting</b>
<b>Discussion</b>	The minutes of the meeting held on 11 <sup>th</sup> January 2017 were accepted as a correct record
<b>Decision</b>	Accepted

<b>Agenda Item</b>	<b>Matters arising</b>
<b>Discussion</b>	Dealt with as agenda items

<b>Agenda Item</b>	<b>Safeguarding</b>
<b>Discussion</b>	No major issues.

Agenda Item	Data		
Discussion	<p>Update on KITS:</p> <ul style="list-style-type: none"> <li>- JR advised that 6 meetings had been scheduled in Birmingham to address the requirement to have regular KITS meetings.</li> </ul> <p>Update on Trust targets and data clarification:</p> <ul style="list-style-type: none"> <li>- RB initiated a discussion around methodologies and processes used to determine assessment and predictions. Consensus that in quest for clarity and consistency, all Academies across the trust need to be using the same methodology.</li> </ul>		
Action	<p><b>What:</b></p> <p>JR to meet with Principals across the Trust to agree a common approach to assessments and predictions across all Trust Academies</p>	<p><b>Who:</b></p> <p>JR</p>	<p><b>By when:</b></p> <p>ASAP</p>
Discussion	<p><u>KS3 assessment update:</u></p> <p>FP had provided an update but RB advised that he been unable to access it and that he would get back to FB in due course.</p>		

Agenda Item	Issues raised at the RIG meeting on 20 <sup>th</sup> February 2017		
Discussion	<p><u>Yr7 2017</u></p> <p>RB enquired as to the anticipated numbers for Yr7 at September 2017.</p> <p>JR advised that 136 offer letters had been sent out of which 107 were first choices for a PAN of 240.</p> <p><b>RB sought assurances that the Principal and Primary Lead were exploring all avenues with the primary sector to make the Academy attractive to prospective pupils.</b></p>		
Action	<p><b>What:</b></p> <p>Action plan for liaison with primary sector to be produced and provided to RB.</p>	<p><b>Who:</b></p> <p>FP/JR</p>	<p><b>By when:</b></p> <p>ASAP</p>
Discussion	<p>A discussion was held around the strategies for utilising vacant space at the Academy.</p> <p>JR advised that local authority forward intelligence suggested that population growth in the area would see the Academy full by 2020.</p>		
Action	<p><b>What:</b></p> <p>An update to be provided at the next meeting detailing all options for growing the Academy numbers including the possibility of becoming a through school.</p>	<p><b>Who:</b></p> <p>FP/JR</p>	<p><b>By when:</b></p> <p>Next ARC meeting</p>
Discussion	<p><u>Attendance</u></p> <p>It was advised that attendance is currently at 95.1% up from 94.9%.</p> <p><u>Teaching Learning &amp; Assessment</u></p> <p>It was advised that 21% of staff were indicated as RI.</p>		
Action	<p><b>What:</b></p> <p>JR to meet with the Academy on 23<sup>rd</sup> March 2017 to arrange external observations of</p>	<p><b>Who:</b></p> <p>JR</p>	<p><b>By when:</b></p> <p>Next ARC meeting</p>

	teaching staff and feedback to the next ARC meeting		
<b>Discussion</b>	<u>Pupil premium</u> <b>MM enquired as to whether across KS3 was the gap narrowing or widening.</b> FP was unable to provide this information.		
<b>Action</b>	<b>What:</b> The next ARC meeting needs to include additional capacity to discuss Key Stage 3 issues.  Report on top, middle and lower performing PP pupils across the whole Academy in comparison with peer group.	<b>Who:</b>  FP	<b>By when:</b> Next ARC meeting  Next ARC meeting
<b>Discussion</b>	<u>RIG document</u> <b>RB stated that the RIG document needs to be streamlined so that it concentrate on impact rather than actions</b>		

<b>Agenda Item</b>	<b>Drive Team Reports</b>		
<b>Discussion</b>	FP advised that no Drive Team members had been appointed.		
<b>Action</b>	<b>What:</b> 2 members to be appointed.	<b>Who:</b> FP	<b>By when:</b> Next ARC meeting

<b>Agenda Item</b>	<b>Media coverage</b>		
<b>Discussion</b>	<b>RB asked for an explanation of the recent media coverage following the despatch of correspondence to the parents of Yr11 pupils regarding attendance.</b>  <b>In response to the reply received RB stressed that any correspondence which might be considered controversial should be cleared through the appropriate Trusts channels.</b>  <b>RB sought assurance that no grievances had been received in respect of the correspondence.</b>  FP advised that none were received		