



MINUTES OF THE South West Accountability, Review Challenge group ARC MEETING PART 1

Date	12 October 2017	
Venue	Fowey River Academy	
Present:	Ruth Dolan (RD) Richard Tyndell (RT) Heidi Hoskin (HH) Linda Bamford (LB) Kathy Iles (KI) Andrew Harry (AH) Claire McColville (CM) Tim Cook (TC) Paul Baker (PB) Simon Danby (SD) Martin Dale (MD)	Chair NLG (East ARC) Director of Primary Education Director of Secondary Education Regional Executive Principal Regional Business Manager – Finance Principal – Tywardreath School (Part Min 7 only) Principal – Liskeard Hillfort School (Part Min 7 only) Principal – Gulval School (Part Min 7 only) Head of School – Altarnun (Part Min 7 only) Principal – Fowey River Academy (Part Min 7 only)
Apologies:	Jackie Eason (NLG) Richard Tyndell is attending on behalf of Jackie.	
Absent:	N/A	
In attendance:	Ali Honey	Note Taker

AGENDA	Welcome and Apologies for Absence
ITEM 1	
Discussion	The meeting commenced at 9.30am. RD welcomed members to the meeting. RT introduced himself as the NLG of the East ARC.

	<p>Positive feedback received from all Principals following the ARC meeting in the East. It has been agreed from Tuesday (10th October) that the structure of future ARC meetings will be changed.</p> <p>Changes to future agendas will include the actions log, relevant to the school, moved to agenda item 7.</p> <p>Members agreed it was important the REP attends the meeting prior to the individual schools.</p> <p>As it was KI's first ARC RD explained KI's role at today's meeting. Following the REP Report KI will introduce the Principal to the rest of the Committee.</p> <p>RD will firstly welcome each Principal and set the scene. The ARC is about accountability but importantly it is about open dialogue.</p>
Action	Move Actions Log to agenda item 7 (before individual school's report)
AGENDA ITEM 2	ARC Vacancies and appointments and structure
Discussion	Following discussion, it was agreed that The Chair would meet with executive leaders to review ARC memberships to secure transparent separation between governance and management functions.
Action	AMW to be asked to arrange a meeting RD / HH / AMW to progress membership and TOR reviews
AGENDA ITEM 3	Declaration of Business & Pecuniary Interest
Discussion	<p>Members discussed the importance of ensuring that ARC members declarations are included in the Trust's governance Register of Interests.</p> <p>No potential conflicts of interest were declared relative to published agenda items.</p>
Action	Clerk: ensure that ARC members declarations are included in the Trust's governance Register of Interests at the earliest opportunity in advance of the next meeting.
AGENDA ITEM 4	Minutes of previous ARC meeting
Discussion	All previous individual school ARC minutes were NOTED.
Action	
AGENDA ITEM 5	Actions and impact from actions
Discussion	Members noted that ARC remit had been revised since the last meeting and that future meetings will focus more keenly on identifying and tracking impact form actions arising from governance oversight and challenge.
Action	

AGENDA	REP Report
ITEM 6	
Discussion	<p>How effectively do the team in the SW work as a whole?</p> <p>KI informed the ARC she has a diary date once every half term to meet with all the Principals. They have agreed that all English leaders will meet up and all the Maths leaders will meet and share experience, good practice, ideas. KI emphasised that all the Principals are very supportive of each other.</p> <p>RD noted the REP report has been circulated in advance and read by the members of the ARC.</p> <p>KI was asked -if you had a minute to summarise how would you summarise the SW? KI responded she was concerned about Altarnun, Middle Leaders and school attendance. All schools have targets they want to meet and Drive Teams are continuing to strengthen, to challenge and support each other.</p> <p>RT asked KI to elaborate on the areas she highlighted.</p> <p>Andrew Harry joined the meeting at 10.05.</p> <p>Altarnun</p> <p>Altarnun was visited by OFSTED in September. They were previously a 4 and were awarded a 3 this time, which was noted by the ARC as a significant result. The challenge with the school is still stability, they have recently had another resignation. The biggest barrier for the school is the perception of the school within the community. It was noted the pros and cons of preventing a school going into special measures. RL asked if discussions around Altarnun could be postponed until the Principal is in attendance to ask questions.</p> <p>The viability issue around leadership at Altarnun was discussed, it is a 3-class school with one permanent teacher, following the resignation of the other permanent member of staff. Unfortunately, the community are unsettled with only having 1 permanent teacher in a 3-class school. The knock-on effect is that children are leaving. The current number on roll is 53 and reducing. KI has sent a letter to parents explaining the situation, that it could go to a 2-class school but that we want to keep it as a 3-class school.</p> <p>How much is the school being subsidised? (RD)</p> <p>KI confirmed Altarnun are just operating within budget, it is 2% rather than 5% of the top slice. Also, there are 2 days a week of Paul Baker's time that the Trust is paying for. Also, KI has given significant amount of her time to just Altarnun.</p> <p>Has there been dialogue with the Regional Schools Commissioner? (RD)</p> <p>Heidi is attending a meeting with the RSC shortly. Can the financial team provide figures for next year's budget? AH agreed to this outside of the meeting.</p> <p>Is there anything more the Trust can do to support KI with community relations? (RD)</p> <p>It was agreed the principal is possible best to respond to this question.</p> <p>Are you using the support of Livewire? (HH)</p> <p>KI confirmed Livewire had been contacted.</p> <p>Is there a plan for community engagement? (RD)</p> <p>KI reported Simon Danby (Head of Altarnun) is keen to produce a plan. It is key to get the parents on board.</p>

Middle leaders

Every Principal has got a lot of work taking place within their school. Tywardreath have a pending OFSTED, the Principal has weekly meetings with her middle management. KI will be undertaking a mini OFSTED with the middle management.

Ambition School Leadership - All principals are meeting with them and they will be delivering bespoke training which will meet the needs of the schools and is centrally commissioned.

Is there anything missing, any support that needs to be delivered? (RD)

KI feels there is nothing at present, but it may be a good question for the Principals.

How has the intervention been financed? (RD)

HH explained it has come out of the top slice of the school, so effectively is going back to the school.

School attendance

This is very different in each school and each school approaches it differently. At Altarnun there is 1 child, but support is being given. Liskeard focuses on the whole school community. Tim has put in strategies to support his work. Tywardreath uses trust wide packages. School attendance is also of big importance and on the agenda for Fowey. Trust wide packages, in regard to, attendance are followed and effective. The overall theme is positive. If Principals are asked they would generally say it was ok.

Regarding Liskeard and missing data, is there a reason for it not being available? (HH)

No, it just didn't come in on time.

Regarding performance data, it was **suggested KI contacts Fiona Pearson who will be able to direct KI to the right person for performance data.**

Drive Team development

Altarnun – the Drive Team is very new, requests for members have been put out to the community via the vicar. Tartrate – KI confirmed she has attended a meeting and appear to be making progress.

Liskeard - appear to be making progress.

Gulval – KI is unable to make a judgement as she has not attended a Drive Team meeting at Gulval yet.

Fowey – going to the first meeting next week, the Drive team is very new.

Why did you select this as one of your one of 5? What is the need to move drive teams forward? (RD)

HH explained that OFSTED have raised it as a key factor. It is an area which needs development and training.

This needs to be raised with the Trust Board and RSC.

We need to define as a Trust the need for the Drive teams.

All have targets they want to meet – hub development

How are you bringing them all together?

Meetings have been scheduled with the Principals together.

KI and AH have recently set up meetings with Principals, separately, to go through all areas and importantly discuss how much money they have in their budget.

AH reported to have had a successful meeting recently with all the finance staff from all 5 of the schools.

Is this a co-operative adventure where everyone is coming together? (RD)

KI reported this is welcomed by principals. HH confirmed that progress had been made and there is still more to be made.

	<p>What are the key issues which help the hub development? (RD)</p> <p>HH advised that getting the infrastructure working with the right training is key.</p>
Action	<p>Confirm contact for Trust performance data.</p> <p>Raise role of Drive Teams at Trust Board.</p>
AGENDA	Individual School Report
ITEM 7	
Discussion	<p><u>Tywardreath – Claire McColville - Principal</u></p> <p>Claire McColville joined the meeting CM was welcomed to the meeting and ARC members introduced themselves. RD set out the purpose of the meeting, explaining the ARC is about scrutiny and challenge but it is also intended to help Principals reflect on their own experiences and challenges, it is a two-way relationship. It is important to feel involved in the Trust. RD confirmed all reports have been received from Tywardreath, for the meeting, and will have been read by the ARC members prior to this meeting. There is benefit going through all the paperwork again</p> <p>KI provided an overview of CM's school, Tywardreath - Tywardreath is in line for an OFSTED visit shortly. CM and the team should be very proud of where they are at present. KI feels positively about the school and the pending OFSTED report.</p> <p>CM added that there needs to be an internal program to develop middle management. During the inset days in January the focus will be on identity of ALAT. Tywardreath are also looking at the broader balanced curriculum, to make it that the children are receiving a rich overall experience of all subjects not just Maths and English. This will have a positive impact on the school. The school also aims to get up and running a digital media/science lab in the school and develop the playground.</p> <p>RD invited the ARC members to ask any questions.</p> <p>When the students leave do they go to Fowey?</p> <p>CM confirmed the majority do.</p> <p>What aftercare does the school provide?</p> <p>CM explained Tywardreath and Fowey have good transition links which are constantly developing. The Year 6 have recently visited Fowey for an open day and Martin Dale's (Fowey Principal) staff have visited Tywardreath to watch a class. The Year 5/6 teachers from Tywardreath have requested to visit Fowey to find out what the expectations are. There is no formal process around student progress</p> <p>RD suggested other areas she has worked have used case studies. The Trust could look in to this as an option.</p> <p>Does your school community and outer school community feel they belong to something?</p> <p>CM confirmed the school has a lot of community support. The feeling towards the Trust is different and community don't know enough about the Trust. This may be an area of communication which can be considered. The community feels the school belongs to them.</p> <p>What is the identity of ALAT? How would you see going forward with that and what are the boundaries?</p> <p>CM explained that on first converting to ALAT, when the school was in special measures, the focus of the school was inward as there was so much work to be done. Now the school is improving they are starting to look outward and around at the other schools which is a positive. However, Tywardreath feels no connection with other schools outside of Cornwall</p> <p>You mentioned your inset days focus in January will be about the identity of ALAT. How do we explore, and what more could the trust do? Is it best at regional hub level or school level?</p>

CM responded, we need to have a level of identity that links us together. The principals have ideas but are concerned they could then be told they can't do it by the Trust.

Is there anything that would hold back any progress?

CM confirmed the building is fine, Tywardreath have a swimming pool, a field, everything is good. Just need to work on the playground. The funds are there just need to get on and do it.
Full capacity for the school is 315 and Tywardreath is currently at 273. The school draws from 3 areas. There is a chance it could be at full capacity in the future.

Is there a message you could give to the Trust Board?

CM - We have big issues with BTFM, the service is a concern. There is no value for money.

RD explained the vision for the ARC to be made into an arena which hears Principals voices and common concerns, potentially bringing in the principals together.

RD asked CM to briefly list:

What 3 things are going well

What 2 things would CM like to change

What 1 thing would CM like to ditch if she had a magic wand.

CM responded;

3 – whole school (staffing and teaching), middle leadership and community

2 – various day to day issues, back to not getting things done fast enough. Mainly around facilities.

1 – BTFM

The members thanked Claire for her honesty and opening the two-way dialogue. CM left the meeting.

Liskeard – Tim Cook – Principal

Tim Cook joined the meeting.

TC was welcomed to the meeting and ARC members introduced themselves. RD set out the purpose of the meeting and the new structure of the ARC. The focus is on a strategic development, explaining the ARC is about scrutiny and challenge but it is also intended to help Principals reflect on their own experiences and challenges, it is a two-way relationship. It is important to feel involved in the Trust.

RD confirmed all reports received from Liskeard, for the meeting, have been read by the ARC members prior to this meeting and there is little benefit going through all the paperwork again

Tim asked what the rationale for not inviting the Drive team leader was, as Sally, the Drive team leader for Liskeard was concerned she had not been invited. **HH responded that present it is a learning curve and it was agreed to keep it to this membership for this meeting, but a wider invitation would be sent to Sally for future membership.**

KI introduced Tim and Liskeard Hillfort School to the ARC members. Liskeard has received positive feedback from the Regional Schools Commissioner and Ofsted pupil premium review. Development of a leadership team is key for the school at the moment.

What is the maximum number of children your school can take?

TC responded the maximum is 420 and the school currently has 374 on the pupil roll. Which is up 30 since TC started and is rising.

TC explained the demography is shifting and more middle class families are coming to the area. There is a local housing estate which is going in shortly, so, the school has the potential to meet its maximum pupil numbers.

What is the status of Liskeard Hillfort against surrounding schools?

TC responded that the closest school is St Martins, which does not have a good reputation. Although this school in the future could present a threat as a new Headteacher has recently been appointed. Also, there is the potential problem of middle class families who are prepared to drive out of Liskeard to take their children to the schools who have scored better in Ofsted.

The position of the school has been previously discussed. Do you think you are able to look at the broader picture, at a strategic level for example, hub development?

TC believes for the trust to work well the hubs need to work collaboratively. TC feels there needs to be a hub lead for maths, English etc.

What are your barriers and what does the trust need to put in place?

TC replied the ethos needs to be explored. More expertise needs to be brought in to the school and money.

Looking forward, if it was different and better how would it be?

TC asked for a clear line on Pedagogy. Secondly do we have central Trust paid roles for Teaching and Learning for example, or would it better the money going into the school?

How can we retain staff in the Trust, give them opportunities?

TC suggested he would prefer to move to SLA status for estates due to the state of the school in the absence of a caretaker.

LB feels everyone would get more out of it if we concentrated on the regional hubs rather than hubs across the country.

Do you feel part of the trust? Do the staff? The community?

TC replied he felt part of the hub, he would want to support any of the other schools if there was capacity.

The teachers feel part of Hillfort but less part of the Trust. There is a lack of visibility of the top tier.

The community are suspicious of the Trust, they do not really feel any connection to them.

TC questioned the branding, that there is no real tag line. No consistent view of pedagogy. Do we feel part of the trust, how can we when we don't know what is it?

Has the site on which Liskeard Hillfort School sits, got opportunities to develop?

TC gave details of the community café and garden, and suggested there is potential to gain revenue if the field was fenced in.

Are there any financial risk or opportunities to support the school?

AH responded that there was. AH meets regularly with TC to discuss the school requirement and gain a more accurate picture of the financial risk.

LB highlighted that the need to look at finance and estates to make it possible to make the lives of the teacher and principals easier to do. It means the structures and systems are not fit for purpose currently.

RD asked TC to briefly list:

What 3 things are going well

What 2 things would TC like to change

What 1 thing would TC like to ditch if he had a magic wand.

TC responded;

3-shared commonality of purpose at hub level, pedagogy and Liskeard school staff work hard

2-outcomes was the only answer given

1-BTFM-estates

What message would you like to send back to the Trust Board?

TC advised that he would prefer time to reflect and come back with an answer at a later time.

Would you find it beneficial in joining all principals together?

TC replied yes, as a separate meeting and the meetings could be rotated round the schools that can provide a venue.

The group thanked TC for attending. TC left the meeting.

Gulval – Principal Paul Baker

PB joined the meeting.

PB was welcomed to the meeting and ARC members introduced themselves. RD explained that following the feedback from the ARC which took place earlier in the week, in the East. The ARC is being redesigned, moving away from the old structure of ARC. The focus is on a strategic development. RD confirmed all reports received from Gulval, for the meeting, have been read by the ARC members prior to this meeting and there is little benefit going through all the paperwork again.

RD explained at the end of the session she will ask PB:

What 3 things are going well

What 2 things would PB like to change

What 1 thing would PB like to ditch if he had a magic wand.

KI introduced PB and Gulval. When entering the school everyone is smiling, it is a happy focused school. Since moving to the ALAT, the school has made fantastic progress. The Drive Team is new, and the first meeting will take place next week. The journey is breadth and depth in terms of sustaining the high standards and considering the future regarding the curriculum. PB's strength as a communicator is inspiring.

PB reported that the leadership team had doubled in size and that he has full confidence in his SLT, when he is not on site, to project his vision. In 12 months' time discussions will need to take place around pupil numbers and an additional classroom. Last year's funding was on 117 but was in fact 143 and this year is on 143, but Gulval have 163 pupils currently.

AH confirmed that after setting up the 6th classroom over the summer, it is achievable but not straight forward to add another classroom.

PB reported that locally Gulval is the first choice for children. The outstanding graded school located nearby has a nursery who have suggested Gulval is the place to go.

How can the school accommodate this upward trajectory in pupil numbers?

PB advised the ARC that it is not possible to double the footprint of the school on the site, without getting rid of the nursery which is not an option.

If it can't progress how can the success of the school be built upon?

PB suggested the school could become a Teaching school, rolling out the values they share at Gulval to the other schools.

Is there enough done collaboratively between schools?

PB replied more can always be done. Geography is not a barrier, otherwise we can never look outward, it needs to be overcome. We need to link maths leads, English leads etc together.

What barriers can the Trust influence that are getting in the way?

PB replied premises. PB has profound and significant concerns regarding BTFM. Currently if the gutter is blocked PB will climb up and clear it himself. PB is struggling to recruit to the post of Caretaker for 16 hours a week as the post is not desirable. PB has agreed with Simon Evans and Peter Keeling that he will control the money that BTFM give to him for estates.

There is concern that the schools do not have clarity about funding.

AH advised that previously there was no visibility of the accounts, but Katie Mason is aware of this and progressing with this.

The group agreed that there needs to be clarity around processes, and the lines of delegation but at present there is a lag as processes have not been approved by the Trust Board.

What is the message you would send back to the Board through the ARC Chair?

PB suggested inviting the Trust Board down to Gulval and the other schools to encourage them to buy in to the journey.

RD asked PB to briefly list:

What 3 things are going well

What 2 things would PB like to change

What 1 thing would PB like to ditch if he had a magic wand.

PB responded;

3- the ARC agreed this has already been answered

2- the ARC agreed this has already been answered

1-BTFM

The group thanked PB for his attendance and PB left the meeting.

Altarnun – Simon Danby – Head of School

SD joined the meeting as Head of Altarnun and Paul Baker also attended as Executive Leadership Support.

SD was welcomed to the meeting and ARC members introduced themselves.

RD explained the new format for future ARC meetings which was agreed at the start of the meeting this morning, following the feedback from the ARC which took place in the east earlier in the week. The way the ARC should be will be an open and transparent dialogue between the Trust Board and Principals. RD confirmed all reports received from Altarnun, for the meeting, have been read by the ARC members prior to this meeting and there is little benefit going through all the paperwork again.

RD explained at the end of the session she will ask SD:

What 3 things are going well

What 2 things would SD like to change

What 1 thing would SD like to ditch if he had a magic wand.

KI introduced SD and Altarnun to the ARC members. SD has been supported by PB and is making progress. SD is committed to the children and their learning. SD has been teaching in the class room as well as leading the school successfully. Class 1 is progressing well. Improvements have been seen in the children. SD has put in place a behaviour system to enable teaching not to be disrupted. The school recently scored a 3 at a recent Ofsted inspection which is an improvement on a 4 last time.

RD noted she is aware there are significant challenges surrounding the school.

What are the issues and the plan for the future with a small school?

SD explained the community is the key to the strengths and the weaknesses of the school. On the one side the school has received a couple thousands of pounds worth of equipment for a school event on Saturday, which have been donated by some parents. On the other side some parents like the school but still want to move their children which is a challenge.

The school has recently lost a pupil who is friends with another family who may also take their children out of Altarnun. SD has met with the mother of the child and explained there has been improvement, referring to the recent Ofsted inspection.

Where are we with the community issues?

SD confirmed it is a balancing act. The parish council are meeting on the 8th of November, unfortunately the parish are not on the school's side.

What is the vision for the future that you want to sell to the parish and parents? What does the Trust need to do to support Altarnun? Is the leadership clear on the future of Altarnun?

SD responded saying no, as a school we are not clear where we will be by Christmas.

Where does the plan around the long term, medium, short term plan start from?

SD believes you need to think about the quality of the teachers.

What is the ideal to make that school succeed?

PB responded that 2 classrooms are viable. There is 1 teacher who is excellent but having 2 excellent teachers could turn things around.

What do we need to say to the Trust Board to provide the support needed for the school and to support you?

HH suggested exploring whether a package can be put together. AH was asked what funds can be made available for recruitment? If there is insufficient funding then a proposal needs to go to the Trust Board to request additional funding. The risk of going down to a 2-class school and the cost of maintaining as a 3 class school needs to be looked at.

PB and AH agreed to sit down and review budgets to strategically seek a solution.

The ARC recognised there has been some improvement at Altarnun, moving from a 4 to a 3 in a recent Ofsted.

The group thanked SD, PB and KI for all they are doing for Altarnun.

The ARC thanked SD and PB and they left the meeting.

Fowey – Martin Dale - Principal

MD joined the meeting.

MD was welcomed to the meeting and ARC members introduced themselves.

RD explained the new format for future ARC meetings which was agreed at the start of the meeting this morning. The ARC should provide a clear line of communication to the Trust Board. It is more about open dialogue. RD confirmed all reports received from Fowey, for the meeting, have been read by the ARC members prior to this meeting and there is little benefit going through all the paperwork again.

RD explained at the end of the session she will ask MD:

What 3 things are going well

What 2 things would MD like to change

What 1 thing would MD like to ditch if he had a magic wand.

The ARC suggested MD introduced himself on this occasion but in the future, it would be KI.

MD circulated a table which the DfE published on the day of the meeting, providing updated performance data. The information showed that Fowey has progressed in all areas over the last 2 years.

LB congratulated MD and his team on the results published by DfE.

MD informed the ARC that Fowey has addressed issues of underperformance which was a priority last year. Unfortunately, SEN pupils are still not making sufficient progress, along with pupil premium pupils. MD asked if £160,000 could be ring fenced for pupil premium, which has not happened, as it has been put against a deficit which Martin, as the new Principal, inherited.

The ARC agreed that the Trust Board needs to look at timeframes of clearing deficits.

The ARC requested AH clarified how much is left of the deficit and when instalments have been arranged to be paid.

A detailed discussion took place around pupil premium.

Is there a pupil premium impact statement on the website?

MD responded that it is in the pack.

MD feels school needs to be fun. We need to bring a bit of primary into secondary. The feedback MD received from Claire McColville after Martin and the SLT visited Tywardreath was the teachers wanted to visit Fowey.

What are the messages you want to send back to the Trust Board via Ruth?

	<p>MD responded that the school are deliberately employing a strategy of providing support alongside accountability. He felt that staff within the school have been on a roller-coaster that the Trust should emphasise support over accountability. The Trust need to support the staff and tell them they are great at something.</p> <p>MD explained to the ARC that the Trust is not a concept that people are clear about, what does it mean.</p> <p>Hub development has been discussed today. How can we help the Cornwall hub move forward? Are there any barriers in the way or is there any support they can provide?</p> <p>MD responded in short no. MD does not consider himself always part of the hub as he is the only secondary school in the hub.</p> <p>If there were more secondary schools in the hub in Cornwall would you prefer this or are you happier to talk to the secondary schools in ALAT/BTT who are further afield?</p> <p>MD explained he works with whoever can benefit him.</p> <p>Is there enough clarity about the adventure part of the ALAT?</p> <p>MD replied no. More articulation needs to be put into it. It has a different meaning for different people.</p> <p>A better relationship needs to take place between the Trust Board and the Principals which is the message the trust Board are hoping to get out via the ARC.</p> <p>RD asked MD to briefly list: What 3 things are going well What 2 things would MD like to change What 1 thing would MD like to ditch if he had a magic wand.</p> <p>MD responded;</p> <p>3- I like the people I work with and have fun, feel I have freedom and have earned autonomy 2- BTFM management understanding of ground level job. Understanding on what finance, HR and Estates do. 1-no answer was given</p> <p>Would it improve the ARC process if as well as seeing the principals separately, we saw them all together?</p> <p>MD responded no.</p> <p>The group thanked MD for attending.</p>
Action	
AGENDA ITEM 8	Trust Board – Key messages and feedback
Discussion	<p>A summary of the key items raised/Feedback to the Trust Board.</p> <p>Key items raised:</p> <ul style="list-style-type: none"> Concerns raised around BTFM and value for money– budgets and processes held centrally but communication at regional and school level around the detail of this needs to improve. The Trust Board to look at timeframes of clearing school deficits. Clarity of what service is expected of Finance, HR, Marketing. The suggestion of SLAs was mentioned Better communication, especially with the local communities around the ALAT brand and identify. What does ALAT stand for and mean? This is not clear. Reputational risk exists and needs to be improved. What is the strategic plan for schools within the region and south west hub? Board members are invited to visit schools to establish relationships and better understand how they operate.

	<ul style="list-style-type: none"> Altarnun is a very vulnerable school at present, in terms of staffing, pupil numbers and viability.
Action	
AGENDA ITEM 9	Training
Discussion	Members agreed the importance of providing support and guidance to the newly appointed Clerk to the ARC group through the provision of appropriate training.
Action	AMW to be asked to arrange training for clerks to ARC groups at the earliest opportunity.
AGENDA ITEM 10	Date of next meeting
Discussion	Thursday 8 th February 2018 at Gulvall Primary.
Action	Clerk to progress arrangements for next meeting.

There being no further business the meeting closed at 17:01

Appendix 1 – ARC group Action Tracker

(To be used for all ARC meetings)

Date:

Carried forward/pending actions		Who	When	Actual Impact (detail)	Completed (date) and by whom
1					
2					
3					
4					
5					
New actions		Who	When	Actual Impact (detail)	Completed (date) and by whom
1					
2					
3					
4					
5					

MINUTES of the ARC meeting

SW Region

On 12/10/17

Signed by: _____ (Chair)

Date: _____

CONFIDENTIAL
MINUTES OF THE ARC MEETING PART 2

Date		
Venue		
Present:	Name	Role
Apologies:		
Absent:		
In attendance:		Note Taker

AGENDA ITEM 1	Action Log
Discussion	
Action	
AGENDA ITEM 2	AOB
Discussion	
Action	
AGENDA ITEM 3	Date of the next meeting
Discussion	Thursday 8 th February 2018 at Gulvall Primary.
Action	

MINUTES of the ARC meeting

SW Region

On 12/10/17

Signed by: _____ (Chair) Date: _____