

GOVERNING BODY ACTION PLAN – 2018/19

A self-assessment has been undertaken taking into account feedback from external bodies such as Ofsted. On completion the following governing body action points have been identified inclusive of additional recommendations from the external governance review which occurred in September 2018.

1. Support the Headteacher to enable leadership development - improving leadership at all levels with a subsequent positive impact on pupil outcomes.
2. Challenge the Headteacher, Senior and Middle Leaders to improve attainment in all classes to progress much closer to national age related expectations.
3. Provide suitable challenge to senior leaders to robustly implement the school behavioural policy, ensure its consistent application across school and challenge behaviours at all levels.
4. Review, update, agree and implement a robust Code of Conduct bespoke to the school so that all governors are aware of expectations around attendance and input, adhere to them and all set a good example and model good practice. Embed the recently updated aims and vision so all governors are clear about the ethos and strategic direction.
5. Ensure that governors' monitoring is integral to the School Improvement Plan aligned to an annual calendar of 'Monitoring and Evaluation Visits'
6. Support the Headteacher and senior leaders to manage the significant financial challenges in 2018/19 in the context of maintaining a high quality teaching and learning environment.
7. Ensure that the role of the Teaching Support Assistants is clearly defined within the school teaching and learning strategy including their contribution to the school curriculum, their development, supervision and support processes.
8. Develop and implement a clear communication strategy for governors whereby information is shared in an effective and timely manner including meeting dates/schedule, learning and development events, feedback/reporting from learning walks and events attended, key messages from internal and external reviews. As part of which improve the accessible resource folder for governors.
9. Ensure that the School Improvement Committee meets regularly with a suitable membership and clear focus on school improvement priorities and their impact/outcomes.
10. Ensure the governing body has the necessary skills/awareness and knowledge to appropriately challenge the school leadership on the use and impact of the pupil premium for disadvantaged children.
11. Increase the governing board awareness of staff, parent and pupil survey findings, ensure a systematic process of reviewing survey/other feedback by the governing body and explore the potential for increased governing body links with the school council.
12. Review governor competencies against the 2017 competency framework and seek to recruit new governors to broaden the range of skills across the governing body and empower committee structures/performance.
13. Have a clear governor development plan that ensures the governing body as a whole recognises and acts in accordance with its strategic role. Explore ways of learning from best practice across the region, through schools to school support and partnership

ACTION POINT	ACTIONS	SUCCESS CRITERIA	MILESTONES / TIMINGS	LEAD	COSTS/ RESOURCES/ TRAINING	REQUIRED REPORTING	ACHIEVED (Y/N)	COMMENT
1. Leadership Development	Establish clear reporting/review processes by SIC to ensure understanding of progress against, and challenges to, delivery of the school strategy re: improving the effectiveness of leadership.	Transparent and timely reporting processes re: leadership development which enable governor challenge	Improved SIC reporting by October 2018	FP/Chair of SIC	HT and Senior Leadership time to produce relevant and timely reports	Each SIC Meeting assuming SIC meets twice per term (if not, interim reporting between SIC meetings will be required). Plus reporting to full governing body meetings.		
	Ensure that leadership development is a regular item on the SIC agenda and facilitate an appropriate level of challenge from governors.	Leadership development a standing agenda item	From October 2018	Chair of SIC/FP		Each SIC meeting		
		SIC members enabled to challenge progress with this noted on minutes	SIC minutes reflect challenge and response from Oct 2018	Chair of SIC/SIC minute taker		Each SIC meeting		
	Ensure that any deviation from planned/predicted progress against the leadership development plan is immediately challenged/reviewed and SIC members satisfied that appropriate intervention measures are being implemented in a timely and effective way.	Progress against and deviations from plan identified	Reported at each SIC meeting	FP	HT and Senior Leadership time to review and rate progress plus produce relevant and timely reports	Each SIC meeting		
		HT/Senior Leadership provision of levels of assurance against achievement of leadership development plan	Provided with each report	FP		Each SIC meeting		
		SIC members challenges and HT/Senior Leadership response noted on minutes	SIC minutes reflect challenge and response from Oct 2018	Chair of SIC/SIC minute taker		Each SIC meeting		

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2. Attainment	Timely receipt of pupil progress and achievement reports	Reports received prior to SIC to enable time for governor review	From October 2018	FP	HT and Senior Leadership time to produce and disseminate reports.	Attainment reports for each SIC		
	SIC members to scrutinise and review all pupil progress and achievement data	Data thoroughly reviewed and understood by all SIC members	Ongoing	FP and all SIC Members	SIC members time to review reports prior to SIC meetings.			
	Ensure that an appropriate level of challenge by SIC members is facilitated.	Attainment is a standing agenda item	From October 2018	Chair of SIC/FP		Each SIC meeting		
		SIC members enabled to challenge progress with this noted on minutes	SIC minutes reflect challenge and response from Oct 2018	Chair of SIC/SIC minute taker		Each SIC meeting		
	Ensure that any deviation from planned/predicted progress towards attainment at national levels is immediately challenged/reviewed and SIC members satisfied that appropriate intervention measures are being implemented in a timely and effective way.	Progress against and deviations from plan identified	Reported at each SIC meeting	FP	HT and Senior Leadership time to review and rate progress	Each SIC meeting		
		HT/Senior Leadership provision of levels of assurance re: achieving pupil attainment which matches national levels	Provided with each report	FP		Each SIC meeting		
		SIC members' challenges and HT/Senior Leadership response noted on minutes	SIC minutes reflect challenge and response from Oct 2018	Chair of SIC/SIC minute taker		Each SIC meeting		
	Information on attainment clearly articulated to all governors via full governing body meetings	Attainment assurance levels clearly articulated and understood by all governors at full governing body meetings	Ongoing	FP and all Governors				

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3. Behavioural Policy	Identify a lead non-staff governor for oversight of the school behaviour policy who has access to appropriate support/training in regard to behaviour and safety	Lead Governor identified and appropriate training/support specified and provided	November 2018	Governing Body	Training as required	Specified at November 18 full governor meeting		
	Establish regular challenge and review meetings between lead governor and lead staff member(s)	Meetings established and timetabled	Outlined programme/ timetable November 2018	FP	FP and senior leadership time to prepare/organise	Specified at November 18 full governor meeting		
			Meetings arranged/ conducted (ongoing)	Lead governor/ Staff Leads	Preparation and review meeting time by staff and governor leads. Implementation of any identified actions.			
	Ensure accurate and timely reporting of performance against behaviour policy (to both committee and full board meetings) which provides a clear breakdown of achievement against any targets, comparison against relevant national/local measures, range/levels of interventions and their effectiveness	Report format established and template made available to lead governor and staff leads	November 2018	FP/DW/KH	Time required to develop/produce report template Coaching for lead governor and staff leads in required report production			
			Reports produced	At key stages as identified from programme	Lead governor/staff leads	Lead Governor and Staff Lead time.	Following arranged meetings as per programme timetable	

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4. Bespoke Code of Conduct	Review, update and agree a , agree a robust Code of Conduct bespoke to the school which clearly articulates expectations around attendance and input which embeds the recently updated aims and visions as well as modelling good practice.	Bespoke Code of Conduct Produced, Consulted upon and Agreed	November 2018	DW/KH/FP	Planning time of DW,KH,FP plus engagement from all governors as part of the development process	Report to first full governor meeting after November 18		
	Monitoring and Evaluation process determined in regard to governor attendance and input	Specified Monitoring and Evaluation Process(es)	November 2018	DW/KH/FP	DW, KH, FP time	Report to first full governor meeting after November 18		
	Ensure all governors aware of expectations and clear about the ethos and strategic direction through receipt of code of conduct with appropriate support to understand this.	Governors informed/aware by: Receipt of new code Receipt of any required briefing/coaching support	December 2018	DW/KH/FP	DW/KH/FP time in disseminating code of conduct and briefing/coaching provision	Report to first full governor meeting after December 18		
	Monitoring/evaluation process implemented around governor attendance and input	All governors attend/provide input to the required level	January 19 onwards	DW/KH/FP	DW/KH/FP time in ensuring appropriate record keeping	Reports to full governor, FHHR and SIC meetings on governor attendance and input		

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5. Ensure that governors' monitoring is integral to the School Improvement Plan aligned to an annual calendar of 'monitoring and evaluation visits'	Timetable of monitoring and evaluation visits programmed with clear criteria to ensure governors can focus on the critical areas of pupil achievement, quality of learning, behaviour and safety and curriculum. Reporting templates for such visits.	Planned and defined programme with clear reporting format(s)	November 2018	FP/DW	Planning time of FP and DW	Update on progress report to any full governor or SIC meeting occurring between November 18 and January 19		
	Ensure all participating governors are adequately prepared	Governors confident and knowledgeable about purpose, format, their personal input and reporting of visits	December 2018	FP/DW	Coaching from FP and DW for participating governors and also for key leaders and staff	Update on progress report to any full governor or SIC meeting occurring between November 18 and January 19		
	Programme of monitoring and evaluation visits conducted	Governors carry out a series of purposeful visits including focused Learning Walks, participate in work scrutiny and meet with key leaders and staff to increase their knowledge and understanding of all aspects of the school's work	January 19 onwards with new reporting/focus (but some visits will occur between Oct and December 18 prior to new format being established and governor coaching being completed)	All Governors		Reports completed on conclusion of every monitoring and evaluation visit		

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6. Financial Challenges	Strengthen the membership of the FFHR, ensure meetings are timetabled once a term as a minimum and have the appropriate clerk support	Meetings timetabled	October 18	FP/Chair of FFHR	Time of FP and FFHR Chair	Progress reporting to each FHHR and full governor meeting		
		Additional members recruited	January 19	FP/Chair of FFHR	Time of FP and FFHR Chair			
	Ensure all FFHR members fully understand the financial framework, in particular any deficit/surplus and identified/proposed action to ensure delivery of a non-deficit budget.	Relevant information from skill review and training & development audits reviewed	November 18	Chair of FFHR/FP	Time of FP and FFHR Chair	Progress reporting to FHHR		
		Identified training and development deficits addressed via appropriate coaching, internal and external training provision	By July 19	Chair of FFHR/FP	FHHR membership time to attend coaching/ training sessions with potential associated training costs Coaching/training provider time	Progress reporting to FHHR		
	Ensure all financial reporting is clearly articulated and understood	FHHR members express satisfaction with the way information is presented and reported	Ongoing	Chair of FFHR/FP/ SBM	School Business Manager time to prepare/present information in line with FHHR membership requirements	FHHR meetings		
	FHHR members enabled to provide strong challenge to ensure financial decisions are made within the context of delivering high quality teaching/learning and in support of the school improvement priorities (with this challenge progress noted on minutes)	FHHR minutes reflect challenge and response	From Oct 2018	Chair of FHHR/ SBM		Each FHHR meeting		
	Ensure that any deviation from planned/predicted progress against the plan is immediately challenged/reviewed and FHHR members satisfied that appropriate intervention measures are being implemented in a timely and effective way.	Progress against and deviations from plan identified	Reported at each FHHR meeting	FP/SBM	HT and SBM time to review and rate progress plus produce relevant and timely reports	Each FHHR meeting		
		HT/SBM provision of levels of assurance against achievement of financial plan	Provided with each report	FP/SBM		Each FHHR meeting		
		FHHR members challenges and HT/SBM response noted on minutes	Minutes reflect challenge and response from Oct 2018	Chair of FHHR/ SBM		Each FHHR meeting		

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7. Teaching Support Assistants	Complete/report on the school TSA provision (initially to SIC) identifying TSA roles/functions in the school (underpinned by the evidence base) and the strategy for their effective deployment in regard to achieving the school improvement priorities	TSA report completed	December 18	FP/Senior Leadership	Time of FP and senior Leadership	Report to SIC and full governor meeting		
	Ensure TSA provision and impact is regularly reviewed as part of SIC agenda	Reported and minuted	Each SIC from January 19 onwards	SIC Chair/FP	Time of FP and senior Leadership to ensure progress reporting provided	Progress reporting to SIC		
	Challenge and monitor TSA provision against the school strategy for their deployment and evidence of their effectiveness	Progress against and deviations from strategy identified	Reported at each SIC meeting	FP	FP and Senior Leaders time to review and rate progress plus produce relevant and timely reports	Each SIC meeting		
		FP/Senior Leaders provision of levels of assurance against criteria for effective deployment of TSAs	Provided with each report	FP		Each SIC meeting		
		SIC members challenges and FP response noted on minutes	Minutes reflect challenge and response from January 2019	Chair of SIC/Minute Taker		Each SIC meeting		

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8. Communication	Establish secure and effective governing body communication processes including file sharing etc	Shared file established	Nov 18	FP/DW	FP time setting up and providing training on use for governors	Update to full governors meeting after November 18		
	Ensure there is a clear timetable of governor meetings/events.	Meeting/Events Programme timetabled	Nov 18	FP/DW	FP/DW time drawing up event programme	Update to full governors meeting after November 18		
	Review/update the accessible resource folder (including electronic version).	Updated folder completed and processes in place to ensure regular review and update	Dec 18	DW/KH	DW/KH time	Update to full governors meeting after December 18		
	Review and refresh the schools current 'Visits Policy' and develop the Governors' Visit Report Template, a 'Governors' Visit Book' and ensure governors rigorously complete notes each time they visit to share the information they glean more effectively.	Updated Visit Policy Governor Visit Book and Report Template produced and used by all governors	Dec 18	FP/DW	FP/DW time to produce books/report template and brief all governors	Update to full governors meeting after December 18		
	Raise the profile of governance amongst pupils, parents and staff by: enhanced governors' section on the website, particularly regarding policy review, development of a governors' library and a governors' display within school accessible to parents and pupils updated regularly to reflect what is happening,	Governor website section Governor Library Governor Display	Jan 19	FP/DW	FP/DW time to develop website and display content and brief all governors	Update to full governors meeting after Jan 19		
	Develop a governor responsibility framework with lead governors for key areas. Within this framework clearly identify link lead staff and times/means of communication between lead governors and lead staff.	Governor Responsibility Framework	Nov 18	FP	FP and senior leader/other staff time to produce framework and agree timetable for meetings	Update to full governors meeting after Nov 18		
	Develop appropriate governor reporting templates to be used for - governance reports, governor visit feedback, training and development feedback - and establish their use	See Previous re Governor Monitoring and Evaluation Visits Template for training and development feedback	Nov 18	DW/KH	DW/KH time to produce template and brief governors	Update to full governors meeting after Nov 18		

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9. School Improvement Committee	Strengthen the membership of the SIC , ensure meetings are timetabled once a term as a minimum and have the appropriate clerk support	Twice termly meetings established	October 18	FP/Chair of SIC	Time of FP and SIC Chair	Progress reporting to each FHHR and full governor meeting		
		Increased membership	January 19	FP/Chair of SIC	Time of FP and SIC Chair			
		Clerk Support procured	November 18	FP/Chair of SIC	Time of FP and SIC Chair			
	Encourage an appropriate level of challenge from governors. Specifically focused on pupil achievement, data, quality of teaching and learning, behaviour and safety, curriculum	Reflected in agenda	October 18	Chair of SIC/FP	Time of FP and SIC Chair	SIC meetings		
	Encourage an appropriate level of challenge from governors.	SIC minutes reflect challenge and response	from Oct 2018	Chair of SIC/minute taker		Each SIC meeting		
	Ensure that any deviation from planned/predicted progress against the school improvement plan is immediately challenged/reviewed and the SIC members satisfied that appropriate intervention measures are being implemented in a timely and effective way.	Progress against and deviations from plan identified	Reported at each SIC meeting	FP	FP and Senior Leaders time to review and rate progress plus produce relevant and timely reports	Each SIC meeting		
		HT provision of levels of assurance against achievement of school improvement plan	Provided with each report	FP		Each SIC meeting		
		SIC members challenges and HT/Senior Leaders response noted on minutes	Minutes reflect challenge and response from Oct 2018	Chair of SIC/minute taker		Each SIC meeting		

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10. Pupil Premium	Identify a lead non-staff governor for pupil premium who has access to appropriate support/training	Identified Lead Governor	October 18	Governing Body	Access to relevant coaching/training for identified lead governor and any associated costs	Full governing body meeting after Oct 18		
	Establish regular challenge and review meetings between lead governor and lead staff member(s)	Timetabled meetings and established communication processes	Nov 18	FP/Senior Leaders	FP/Senior Leaders time to plan/organise	Full governing body meeting after Nov 18		
	Ensure accurate and timely pupil premium reporting (to both committee and full board meetings) which provides a clear breakdown of achievement against targets, comparison against national levels, range/levels of interventions and measures of effectiveness of each intervention type	Report format established and template made available to lead governor and staff leads	November 2018	FP/DW/KH	Time required to develop/produce report template Coaching for lead governor and staff leads in required report production			

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11. Parent and pupil voice	Identify a lead non-staff governor for parent and pupil voice who has access to appropriate support/training	Identified Lead Governor	October 18	Governing Body	Access to relevant coaching/training for identified lead governor and any associated costs	Full governing body meeting after Oct 18		
	Establish regular challenge and review meetings between lead governor and lead staff member(s)	Timetabled meetings and established communication processes	Nov 18	FP/Senior Leaders	FP/Senior Leaders time to plan/organise	Full governing body meeting after Nov 18		
	As part of the work undertaken facilitate greater governor involvement in undertaking pupil and parent questionnaires and analysing/acting on the findings	Well designed and planned pupil and parent surveys with action identified and implemented based on analysed results	From Jan 19	Lead Governor and Lead Staff Members with some direction from SIC and FHHR as appropriate	Lead Governor and Staff time Survey material production costs Support staff time in relation to design and dissemination of survey material	Relevant Committee and Full Governing Body Meetings		
	Ensure accurate and timely parent and pupil experience reporting (to both committee and full board meetings) which provides a clear breakdown of positive and negative feedback, analysis and potential areas for action relating to the parent/pupil experience. Where applicable show comparison against national standards plus progression/change over time. Identify positive impact of any action initiated as a response to parent/pupil feedback.	Report format established and template made available to lead governor and staff leads	November 2018	FP/DW/KH	Time required to develop/produce report template	Coaching for lead governor and staff leads in required report production		

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12. Governor Competencies	Individual governor self-assessment against training and development tool based on competency framework	Training and Development assessment Tool produced	Oct 18	KH	KH time			
		Individual Governor Completion of Self-Assessment using tool	Oct 18	All Governors	Governor Time	Full Governing Body after Nov 18		
		Training and Development Analysis	Nov 18	KH	KH Time			
	Joint governing body review against framework and appropriate governing body action determined where required to strengthen the effective working of the governing body <i>(see also 13. Development Plan)</i>	Governing Body Competency Analysis and Areas for Action	Jan 19	DW/KH	Governing Body time DW/KH time to pull together results and identify potential areas for action	Full Governing Body after Jan 19		
	Undertake a rigorous governor recruitment process to find governors who can ensure the governing body as a whole has the right balance of skills, knowledge and experience. (Specifically looking for Finance, HR and Business Skills plus community links).	New governors recruited	Jan 19	DW/FP	DW/FP time plus cost of any required supporting material and use of other resources to support process	Full Governing Body after Jan 19		

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13. Development Plan	Based on the analysis of individual governor training and development needs self-assessment produce an initial training plan to be implemented as quickly as possible. This will include a programme of intensive training and support to meet the needs of individual governors as well as the whole governing body so that all governors have a secure understanding of their roles and responsibilities.	Training and development Plan based on analysis inclusive of in year recording/reporting and end of year review process. Governors accessing identified training and development	Nov 18 Ongoing	KH/DW DW/FP/KH	KH/DW time Costs associated with access to coaching, training and other developmental support processes	Full Governing Body after Nov 18 End of year review report to full governing body		
	Conduct a joint governing body review against the competency framework with appropriate governing body action determined where required to strengthen the effective working of the governing body. Use the results of this review to enhance/strengthen the training and development plan.	Governing Body Competency Review Governing Body Competency Analysis and Areas for Action Enhanced Training and Development Plan	Jan 19 Jan 19 Jan 19	DW/KH	Governing Body time to participate DW/KH time to plan/organise, pull together results and identify potential areas for action DW/KH Time	Full Governing Body after Jan 19		
	Explore ways of learning from best practice across the region, through schools to school support and partnership working	Identify and make contact with other school governing bodies and/or access learning opportunities such as via MAT	Jan 19	DW/FP	DW/FP time	Full Governing Body after Jan 19		