



Governing Board's Action Plan for 2017/18

In the interests of transparency and a desire to conduct our business openly and transparently in line with the Department of Education's recommended best practice, we have published our Governing Boards' Action Plan for the forthcoming academic year. We feel that it is important for all stakeholders to see how Governance is conducted at St Mary and All Saints. The plan sets out our vision for effective governance for the year ahead and details the specific actions we intend to take, the timescales for completion and the person(s) responsible. The plan is monitored and evaluated by the Chair on a termly basis.

Lorraine Doyle
Chair of Governors
Dec 2017

RAG rated

| Action | Deadline | Persons responsible | Outcomes/ success criteria | Monitoring | Evaluation /impact |
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| 1. To update the school's self-evaluation report | Jan 2018 | HT/Chair | Honest & accurate self-evaluation is completed using Ofsted inspection criteria. Areas for improvement feed into the RAP* School performance is benchmarked against national data | SPA to review & provide feedback. Strategic Committee (SC) to review & approve report | |
| 2. To review effectiveness and impact of the Governing Board (GB) & prepare a report for publication | July 2018 | Chair | Self-review in place, identifying areas of strength & areas for development | Outcome reviewed and discussed by GB | |
| 3. To ensure the school's new website is compliant with current regulations | Nov & Dec 2018 | Chair/HT/SBM | School website is compliant & information meets the needs of parents and other stakeholders | Audit of website is completed and gaps are addressed. | |
| 4. To implement a system for policy review and ensure policies are monitored as per timetable | Ongoing | Chair/Clerk/HT | Timetable for policy review in place & policies are reviewed & published on website as appropriate | Policy timetable is reviewed termly | |
| 6.To prepare with the HT a termly RAP* (Autumn, Spring & Summer). To ensure the RAP addresses the key issues identified by the Ofsted report (Oct 2017) | Nov 2017 Jan 2018 April 2018 | HT/Chair | RAP in place & approved by GB | SPA to review RAP and provide feedback | |
| 7.To agree end of year targets for pupil progress and attainment for all year groups | Nov 2017 | HT/DHT | End of year targets are in place | Pupil performance against targets is monitored termly by the SC | |

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| 8.To agree end of year target for the quality of teaching, learning & assessment | Nov 2017 | HT/DHT | End of year target in place | Performance against target is monitored termly by the SC | |
| 9. To monitor school performance against RAP improvement priorities | Termly | HT | School performance is robustly monitored & evidenced by SC minutes | HT's reports to Govs are reviewed by SC at each meeting. | |
| 10. To monitor the progress and performance of all vulnerable groups (SEND, More able, PP, boys, girls) across the school and hold the Headteacher to account | Termly | SC | Governors monitor performance and robustly hold senior leaders to account | Pupil performance data is monitored termly by SC | |
| 11. To ensure the governance section of the website is update and compliant (use of The Key website audit) | Nov 2017 & Dec 2018 | Chair/Clerk | Role of GB is updated Individual governors' role and responsibilities is up to date. Governor attendance information is published for 2016/17. Governors' pen profiles are uploaded. Governors' action plan 201718 is published. Register of governors' business interests is published DFE 'Get information on schools' database is up to date Instrument of Government is published | Clerk & Chair check information is published. | |

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| 12. To review the impact of the pupil premium funds for 2016/17 and publish an impact report on the website | Nov 2017 | DHT | Review is conducted. Lessons learnt are identified. Impact report is published on website | SC review 2016/17 PP impact report | |
| 13. To devise an effective PP strategy and action plan to improve outcomes for children in receipt of the pupil premium funds for 2017/18 & publish on the website. To monitor the impact of the PP strategy and action plan at SC meetings (termly) | Nov 2017 April 2018 & July 2018) | HT, DHT, SPA | Strategy & action plan is in place & published on website. Action plan is informed by review of 2016/17 outcomes | EC approve 2017/18 PP strategy Performance against action plan is monitored by DHT & SC | |
| 13. To receive and consider reports from the LA SPA** | As issued | HT | SC consider recommendations & agree appropriate action | SC reviews reports | |
| 14. To receive reports from other external consultants (ie literacy consultant) engaged in school improvement | As issued | HT | SC consider recommendations & agree appropriate action | SC reviews report | |
| 15. To recruit new governors with appropriate skills as identified by the GB skill's audit | Ongoing | HT/Chair/Rev d | New governors are recruited | Vacancies are advertised | |
| 16 To induct & support new governors | Ongoing | HT/Chair/Rev d | Induction meeting takes place. Welcome letters & induction packs are distributed. New governors undertake induction training as a minimum. | Clerk monitors completion of actions | |

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| 17. To monitor individual governors' attendance & engagement | Ongoing | Clerk/Chair | Attendance register is included in GB's minutes Individual governor's activity log is maintained | Clerk to complete register for each meeting. Log of governor activity is reviewed termly | |
| 18. To visit the school to witness the implementation of key school improvement priorities | Nov 2017 | Clerk/HT | Governor's regularly visit school and see the implementation of key improvement priorities | Governor visit reports are issued & outcomes considered by the GB | |
| <i>19. To conduct the Head teacher's performance management process in accordance with the teachers' appraisal policy</i> | <i>Nov 2017</i> | <i>Strategic Management Board</i> | <i>HT PM panel meets with LA's SPA. HT PM objectives are in place for 2017/18 Interim review date set for Spring term</i> | <i>HT PM's objectives are reviewed by panel</i> | |
| 20. To devise a new accessibility plan for 2017-2020 and publish on the website | Nov 2017 | SBM | New accessibility plan informed by feedback from all stakeholders is in place & published on website | GB reviews and approves new plan | |
| 21. To consider emerging developments/policy decisions from the Government & other bodies | On going | HT/Chair | Governors are aware of emerging policy developments and consider the strategic implications for the school as appropriate | HT/Chair report as appropriate | |
| 22. To appoint a safeguarding, SEND, SIAMS and H&S governor with specific responsibilities | On going | Key governors | Governors are aware of findings from key governors & agree appropriate follow up actions | Reports are considered by GB | |
| <i>23. To support the process of academy conversion by liaising with external agencies to assist</i> | <i>On going</i> | <i>Strategic Management Board</i> | <i>Information is provided as required</i> | <i>HT/Chair report as appropriate</i> | |

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| <i>in the process of academy conversion</i> | | | | | |
| 24. To robustly monitor actual spend against budget to ensure funds are used appropriately and value for money is provided | All SC meetings | Strategic Management Board | Actual spend matches budget. Value for money is secured. Budget supports the school's key improvement priorities | Termly budget monitoring reports are scrutinised by the SC. | |
| 25. To receive reports from the SENCO on progress made with SEND interventions | Termly | HT/SENCO | SC Governors are aware of the impact of interventions for SEND children | Termly reports are scrutinised & discussed with SENCO | |
| 26. To ensure governors' training needs are addressed as informed by the skills audit. | On going | Clerk | Governors are & able to discharge their core duties effectively. | Clerk shares details of training sessions & maintains a log of governor training activity | |
| 27. To ensure the governing board's statutory duties are discharged. To conduct an audit of the website | Nov 2017 & ongoing checks | Chair/HT | Governors' statutory duties check list is reviewed & gaps are addressed. Website audit completed regularly & site is checked by chair. School is compliant with current regulations | Chair reviews check list termly & shares with the HT | |
| 28. To monitor exclusions | FGB Termly | HT | FTE exclusions are reduced | GB monitors exclusions termly | |
| 29. To monitor the attendance of children in receipt of the pupil premium funding, particularly those at risk of persistence absence | FGB termly | HT/DHT | Proportion of PA is reduced | GB monitors exclusions termly | |

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| 30. To receive reports from subject leaders and phase leaders on progress made with improvement plans | Per timetable | HT | SC is aware of actions taken by middle leaders to secure improvements | Leaders report to SC as per timetable | |
| 31. To review the SEND information report/ local offer for 2016/17 for publication To review the SEND information report/ local offer for 2017/18 for publication | Nov 2017 July 2018 | DHT SENCO | Report is on the website | Clerk checks report is uploaded | |
| 32. <i>To devise a parental engagement and communication plan for 2017/18</i> | <i>Dec 2017</i> | <i>Chair of SMB</i> | <i>Plan responds to issues raised by parents post Ofsted. Plan is in place & published on website</i> | <i>Plan is monitored by the FGB</i> | |
| 33a. To review outcomes of external review of PP funding (Dec 2017) and implement recommendations. b. To commission a follow up review to the external review of PP funding | Jan 2018 June 2018 | Chair | Recommendations are actions and lessons learned are reviewed Follow up review takes place. PP strategy is revised as necessary | Chair monitors Report is issued by external consultant | |

* RAP Raising Attainment Plan

** School Improvement Advisor