

Governing Body Action Plan 2019 – 2020

Aim: Ensuring clarity of vision, ethos and strategic direction

Objective	Action required	Governors Responsible	What would success look like	Outcome
Agree School Development Plan, ensure it supports the vision and ethos of the school and supports areas for development which have been identified	<ul style="list-style-type: none"> • Ensure the vision, including the “Hope for the Yerbury child” document, is embedded in the SDP. • Review, challenge and approve the SDP for 2019-20. 	<p>All</p> <p>All</p>	Approval of an SDP with priorities in line with the school’s vision and ethos and supporting areas for development which have previously been identified. Evidence from meeting minutes and visits of Governors reviewing and challenging progress on the SDP priorities.	
Ensure Governors are well trained and their skills developed	<ul style="list-style-type: none"> • New governors to attend New Governor Induction training • New Vice Chair to pursue training in Taking the Chair • Attend high quality and appropriate Governor Training 	<p>EB</p> <p>LK</p> <p>All</p>	Governors to have attended high quality training during this academic year.	
Recruit new Governors to meet the skills requirements of the Governing Body	<ul style="list-style-type: none"> • Carry out an annual skills audit • Recruitment process for new co-opted governor • Elections for parent governor Autumn term 2019 • Liaise with LA re new LA governor • Complete induction of new Governors 	<p>RM, Clerk</p> <p>LK</p> <p>CM, LF</p> <p>RM</p> <p>RM</p>	Skills audit to be completed, analysed and plan to fill any gaps identified produced. New governors recruited and inducted into the Governing Body as per induction policy.	
Ensure that Governors focus on the strategic direction of the school	<ul style="list-style-type: none"> • Ensure meetings are adequately attended and efficiently chaired to allow focus on strategic direction • Report on Termly Briefing at each GB meeting • Organise governors to rotate attendance at Termly Briefings 	<p>RM, All</p> <p>RM, All</p> <p>LK, All</p>	Adequate Governors attendance recorded. Meeting minutes demonstrating focus on strategic direction. Attendance at all Termly Briefings and feedback to Governors at	

			meetings after each recorded in minutes.	
Ensure regular review and approval of school policies and procedures	<ul style="list-style-type: none"> Follow programme of policy and procedure review and approval Circulate all papers for review one week in advance of meetings 	RM, AS, RW RM, AS, RW, CS, Clerk	All policies reviewed as per schedule. All papers circulated one week in advance of meetings.	
Complete regular evaluation of the Governing Body to optimise its performance	<ul style="list-style-type: none"> Develop new format for action plan to allow for better self-monitoring and evaluation Complete self-evaluation check-list Chair's 360 degree feedback Yearly 1:1 meetings with governors Evaluate Action Plan at annual planning meeting 	RM RM RM RM RM	New action plan format compiled and approved by Governors and reviewed at end of year to evaluate GB progress against targets. Complete and analyse chair's 360 feedback. Chair to have completed 1:1 meetings with all Governors using NGA proforma and fed back on actions planned	

Aim: Hold the Head Teacher to account for the educational performance of the school and its pupils

Objective	Action required	Governors Responsible	Outcome	Further actions
Ensure that appraisal is carried out effectively	<ul style="list-style-type: none"> Agree an external consultant and a Governor Team to carry out HT appraisal Appoint Governors to HT Pay Review Panel Receive high quality and appropriate governor training. 	All RM All	HT appraisal to have been completed with external advisor in Autumn term 2019.	
Optimise communication with Stakeholders	<ul style="list-style-type: none"> Regular letter to parents from chair of governors Complete annual governors report Update governors' page on the school website Inform Governors of dates of events throughout the school year to enable attendance at key events eg year 6 show, school fair 	RM RM LK CS, LF	Letter from chair of Governors to be completed at start of year and again if significant updates are required. Annual report completed ?and posted on school website.	

	<ul style="list-style-type: none"> • Christmas Card and end of summer term letter/card to staff • Provide snacks for pupils during SATS week • Receive reports from SLT and phase and subject leads within CLC • Organise annual Governors Day 	<p>RW</p> <p>RW</p> <p>RW</p> <p>CS, RM</p>	<p>Governors informed of dates of events at start of academic year.</p> <p>Governors in attendance at year 6 production and school fair.</p> <p>Cards and snacks provided as planned.</p> <p>Reports received from phase and subject leads in CLC.</p> <p>Governors day completed including Governors' attendance at assembly and meeting with staff and children.</p>	
Ensure policies and procedures are followed	<ul style="list-style-type: none"> • Appoint link Governors for key areas and priorities • Complete visits to the school by link governors • Keep a central visits log • Send email reminders to governors and school link person for upcoming governors' visits 	<p>RM</p> <p>All</p> <p>LK</p> <p>LK</p>	<p>Named link Governors identified for each key area and for each SDP priority.</p> <p>Governors visits completed as per visits policy.</p>	
Use Governors meetings effectively to hold the school to account	<ul style="list-style-type: none"> • Update Governors' Annual Plan yearly to aid agenda-setting • Arrange meeting planning meetings with HT prior to each meeting to plan agenda and papers required • Chair and committee chairs to schedule regular Termly meetings to plan GB business • Notice of meetings to be circulated 2 weeks in advance 	<p>RM</p> <p>RM, AS, RW,</p> <p>CS</p> <p>RM, AS, RW</p> <p>Clerk</p>	<p>Up-to-date Annual Plan available</p> <p>Dates for meeting planning meetings set at start of academic year and meetings completed as planned.</p> <p>Organisation of work ensuring that business completed in committee meetings not repeated in F&GP meetings.</p> <p>Notice circulated 2 weeks before all meetings.</p>	
Ensure all Governors aware of safeguarding policy and training and use this to scrutinise school safeguarding procedures	<ul style="list-style-type: none"> • Governors to attend high quality and relevant safeguarding training including two governors to be trained in safer recruiting • Keep log of Governors safeguarding training 	<p>All</p> <p>BF</p>	<p>All Governors to have attended or completed online safeguarding training and prevent training.</p> <p>Log kept up to date.</p>	

through meetings and visits				
Ensure Governors have skills required to participate in a school inspection	<ul style="list-style-type: none"> Briefing for all governors on Ofsted inspection changes Sept 2019 Assemble committee of governors to be available at short notice and arrange preparation for these governors 	CS RM	Briefing completed. Appointed Governors completed meeting with Ofsted inspectors when required.	
Aim: Oversee the financial performance of the school and ensure that its money is well spent				
Objective	Action required	Governors Responsible	Outcome	Further actions
Ensure Governors have the skills required to support the head teacher in setting and monitoring the school budget	<ul style="list-style-type: none"> Complete Governors' financial skills audit 	AS	Financial skills audit completed, analysed and plan produced to fill any gaps identified.	
Ensure that money is spent to further the educational objectives of the school and in line with the SDP	<ul style="list-style-type: none"> Plan the budget annually Monthly budget monitoring reviews Have and review a three-year budget projection Review and approve school financial procedures. 	CS, F&GP AS AS, F&GP AS, F&GP	Evidence of budget planning, review of 3-year budget projection and procedure review in F&GP meeting minutes. Monthly budget monitoring visits completed.	