

Governors' Action Plan – Sept 2018 (further to External Review 13th July 2017, Project Board 26th June 2018 and Full GB Extra-ordinary meeting 18th July 2018)

Actions	Deadline/ Whom	RAG – Actions/Progress to date
<p>1. Quality and speed of information received by Governors</p>	<p>Immediate GN/SLT</p>	<p>Sept</p> <ul style="list-style-type: none"> GN briefed SLT re importance of short incisive documentation, all correspondence via the clerk <p>Oct/Nov</p> <ul style="list-style-type: none"> Improved quality of information to Resources & School Improvement Committees and sufficient turn around Google drive set up and training given to governors <p>Dec</p> <ul style="list-style-type: none"> Full GB evaluated quality since September and want data to be more concise <p>Jan</p> <ul style="list-style-type: none"> GB feel improvements have been made but information still needs to be more accessible <p>July</p> <ul style="list-style-type: none"> Key agreed suggestions made for improvement in the quality of information: <ol style="list-style-type: none"> Documentation front page “Executive Summary” with essential overview referenced to School Improvement Plan - KIP (Key Improvement Priority) Acronyms avoided or clearly referenced through footnotes on each page of reports Training for SLT/ML to ensure they have a greater understanding of governors’ need for succinct and simple information Delivery by SLT/ML to have a standard ratio of 1:2 (delivery:questioning) to support greater discussion and opportunity for governors to fully assimilate information Links reorganised (governors to focus on Heads of Learning or Heads of Faculty not both) to enable greater specialisation Key role of Pupil Premium governor to only focus on this area to support greater understanding and holding leaders to account
<p>2. Review of structure of committees</p>	<p>Sept 2017/ GN in consultation with Chair</p>	<p>July</p> <ul style="list-style-type: none"> New structures completed in July with formal ratification by Full GB 20/9/17 <p>Dec</p> <ul style="list-style-type: none"> Committees working well individually and supporting the effective functioning of full GB meetings <p>March</p> <ul style="list-style-type: none"> Committees working well individually and supporting the effective functioning of full GB meetings <p>July</p> <ul style="list-style-type: none"> Structures to continue as at present with proviso that recommendations (point 1) are met. To be reviewed in December
<p>3. GB strategic planning linked with SIP</p>	<p>Immediate/ Chair in consultation with GN</p>	<p>Sept</p> <ul style="list-style-type: none"> 1/9 Draft SIP to Chair; 20/9 Full GB ratified <p>Dec</p> <ul style="list-style-type: none"> Governors evaluated positively the effectiveness of our collective strategic planning through the HT Report at Full GB <p>March/July</p> <ul style="list-style-type: none"> SEF & SIP updated and presented to GB

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4. Governors to take more ownership over GB business	From Sept 2017/ All GB	<p>July</p> <ul style="list-style-type: none"> • Terms of Reference for new committees written by AA (ratified Sept) <p>Sept</p> <ul style="list-style-type: none"> • Action Plan drafted by Chair and HT Sept 2017 (RAG/progress update Dec) • Agendas written by Chair in liaison with Head <p>Oct and March</p> <ul style="list-style-type: none"> • Increased number of requests for specific future items from members of GB <p>July</p> <ul style="list-style-type: none"> • All governors evaluated the effectiveness of their work during 2017/8 leading to recommendations above
5. Governors to ask more challenging questions of GN & SLT & ML (linked with item 1 above)	Sept 2017/ All Gov on school link visits	<p>Sept</p> <ul style="list-style-type: none"> • Governors reminded of the need to read, digest, analyse and annotate documentation to plan ahead for questions at meetings <p>Oct</p> <ul style="list-style-type: none"> • Chair weekly report and documents key challenging questions asked • Link visits – new template created to support challenging questions for HOFs and HOLs • Questions documented at committees indicating greater challenge <p>Dec</p> <ul style="list-style-type: none"> • Google Drive, exploring password protected portal for a “question box” to support questions submitted in advance of meetings to enable greater challenge • Questions documented at committees indicate greater challenge <p>March</p> <ul style="list-style-type: none"> • Questions have been documented at both committees and full GB <p>July</p> <ul style="list-style-type: none"> • Governors have been asking challenging questions but recognise this needs to be facilitated through having more time to do so at meetings and through more effective allocation of links
6. Role of Clerk, making more use of this role	Sept 2017/Chair	<p>Nov:</p> <ul style="list-style-type: none"> • Chair & Clerk calendar of monthly meetings, enabling frank discussions and a greater understanding between Chair & Clerk. Clerk minute taking has improved, still some errors in grammar <p>July</p> <ul style="list-style-type: none"> • Minutes indicate actions and questions much more clearly, room for improvement on clarity

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7. Clerk to account for quality of minutes and other functions	Immediate/ Chair & GN	Dec: <ul style="list-style-type: none"> Improvement in accuracy noted. Chair insisted all questions are addressed through the Chair, to help Clerk with note taking Jan <ul style="list-style-type: none"> All questions and comments were addressed through the Chair July <ul style="list-style-type: none"> Meetings running to time and protocols being followed. Minutes could still be improved
8. Draft minutes to Chair/GN within a few days of the meetings	Immediate/ Clerk	Dec <ul style="list-style-type: none"> Minutes have been received more quickly but still outside of a few days July <ul style="list-style-type: none"> Minutes need to be returned sooner to improve communication of the work of the GB and support the actions and follow up to any questions
9. Develop an annual calendar for GB	Immediate/ Clerk, GN & Chair	Dec <ul style="list-style-type: none"> Calendar of meetings completed and circulated July <ul style="list-style-type: none"> Calendar of meetings completed and circulated
10. Develop a Governor Induction Policy and support ongoing governor training	Immediate/ Chair, Clerk & others	Dec <ul style="list-style-type: none"> Induction pack to be created defining key roles/responsibilities of governors using NGA guidance and Ofsted Inspection Handbook New Governors to receive internal training rather than attend New Governor Induction Training Course Jan <ul style="list-style-type: none"> All Governor training by Carole Gregory New staff governor, 2 parent governors & new LA Governor inducted New induction pack created March <ul style="list-style-type: none"> All Governor training by Carole Gregory June <ul style="list-style-type: none"> Training for Chair and AP from SIA Geraldine Tidy and Irene Punt and notes fed back to Full GB
11. Monitor of performance management of all staff	Immediate/ GN/FL to inform Chair & Chairs of committees	Sept <ul style="list-style-type: none"> GN/FL informed Chair of more rigorous PM, with policy revisited and rewritten for both teaching and support staff Oct/Nov <ul style="list-style-type: none"> UPS applications and UPS3 school improvement roles reviewed by HT and Chair Dec <ul style="list-style-type: none"> Anonymised PM Targets to Chair with a number revised to strengthen success criteria Jan <ul style="list-style-type: none"> Anonymised Exemplar PM and Target Setting policy explained at School Improvement Committee

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12. Governors to decide the content & format of HT report	In progress/ Chair & Chairs of committees with GN	<p>Nov</p> <ul style="list-style-type: none"> Discussed best practice for HT Reports at governor training with Carole Gregory and satisfied with SIP format <p>Dec</p> <ul style="list-style-type: none"> GB positively evaluated effectiveness of Head's Report as informative but to be shortened where possible <p>Jan</p> <ul style="list-style-type: none"> Head's report was discussed at SIP meeting on 30 Jan 2018 and Governors confirmed as satisfied with new RAG rated format
13. Introduce annual 1:1 meeting with each Governor to discuss their contribution to the work of the GB	July 2018/ Chair	<p>Dec</p> <ul style="list-style-type: none"> Chair has outlined strategy and will commence meetings from Summer Term 2018 <p>July</p> <ul style="list-style-type: none"> Chair has held meetings with some governors but it was felt that an extra-ordinary meeting of all governors would be very useful in July Chair to consider how to combine 1:1s with "team meetings"
14. Ensure all Governors take equal share of responsibilities	Immediate Chair + All Govs	<p>Dec</p> <ul style="list-style-type: none"> Chair, as part of developing governor item at Full GB, reminded governors of importance of sharing out responsibilities, underpinned by allocation of roles for faculty/year group/key school areas links Discussed by full Govs at meeting 13 Dec 2017 <p>July</p> <ul style="list-style-type: none"> Roles reallocated to enable specialisation as well as ensuring distribution of responsibilities to maximise effectiveness of small GB
15. Ensure staff have a clearer understanding of the role and responsibilities of the GB	Sept 2017/ GN	<p>Sept</p> <ul style="list-style-type: none"> Staff Inset day reminder of key functions of governance and the importance of supporting governor links <p>March</p> <ul style="list-style-type: none"> Staff briefing from Head to remind staff of roles and responsibilities of governors building upon training from Carole Gregory <p>Sept</p> <ul style="list-style-type: none"> Head to brief staff at CPD to reinforce expectations of roles and support links going forward

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16. Clear protocols for governor visits/links (Governor Visits Policy) <i>Increase the effectiveness of links in supporting school improvement</i>	Sept/Oct 2017/ GN + 1 Gov	<p>Sept</p> <ul style="list-style-type: none"> • Links with faculties/year groups were reviewed and reallocated <p>Oct</p> <ul style="list-style-type: none"> • Protocols template revisited and rewritten to create new terms of reference and easier alignment with school improvement priority/Key Improvement Priority 1 <p>Jan</p> <ul style="list-style-type: none"> • New Governors inducted so full launch of links deferred until all link roles have been assigned <p>July</p> <ul style="list-style-type: none"> • Chair has conducted some joint visits and this was very positively evaluated as a way to support effectiveness and consistency of the work of governors, in particular as it builds confidence and a sense of teamwork • Governors understand the two templates for visits (Heads of Learning and Heads of Faculty) • Chair to support links through a series of joint visits • Links reorganised (governors to focus on Heads of Learning or Heads of Faculty not both) to enable greater specialisation • Key role of Pupil Premium governor to only focus on this area to support greater understanding and holding leaders to account
17. Delegate policy approval to individuals and committees	Oct 2017/ Chair	<p>Nov</p> <ul style="list-style-type: none"> • Renewed the Statutory Policy Matrix, but needs greater manageability so can approve some each meeting <p>July</p> <ul style="list-style-type: none"> • Needs checking for manageability at Full GB Sept 18
18. Named Governors and deputies for both Safeguarding and Pupil Premium	Sept 2017/ Chair	<p>Oct</p> <ul style="list-style-type: none"> • Named governors and deputies assigned at committee meetings (CG/AP)/ (AA/AP) <p>Nov</p> <ul style="list-style-type: none"> • AA supported and evaluated PP provision at Progress Plan meeting with Head/Deputies and School Improvement Advisor • AA/AP attended PP External Review <p>Jan</p> <ul style="list-style-type: none"> • Safeguarding training for all Governors delivered by DSL <p>July</p> <ul style="list-style-type: none"> • Named governors assigned safeguarding (RW/CG) / Pupil Premium (AA/CG) • Governors to receive training on CSE and FGM in Sept
19. Improve communication with stakeholders	Oct/Nov 2017/ Chair + HT	<p>Dec</p> <ul style="list-style-type: none"> • Website Governance section has improved <p>July</p> <ul style="list-style-type: none"> • Extraordinary GB meeting to help review progress and support • Chair welcome letter to parents on behalf of GB detailing work, achievements and key areas of focus of the GB (place on school website)