

Coleham Primary School

Link Governor Governor Action Plan

2017-18

Link Governor	OBJECTIVE	LINK TO OFSTED AREA & SDP	SUGGESTIONS FOR MONITORING FORMAT	GOVERNOR	CONTACT
Teaching & Learning & Assessment.	<p>To review the curriculum, and ensure high standards of teaching & learning.</p> <p>To ensure the school has rigorous systems for the recording and assessment of pupil's attainment and progress, which corresponds to teacher judgements and pupil's abilities.</p>	<p>TEACHING & LEARNING & ASSESSMENT.</p> <p>SDP Target: To increase the proportion of outstanding lessons taught in school so that the progress made by our children continues to be outstanding.</p> <p>SDP Target: To further develop the roles of individuals within the leadership team to promote school improvement and create a culture that enables staff and pupils to excel.</p> <p>SDP Target: To continue to refine the school's assessment policy and procedures in the foundation and non-foundation subjects.</p>	<ul style="list-style-type: none"> • To monitor the progress of the SDP targets. • To review the SEF. • To review curriculum related policies. • To ensure a broad, balanced and creative curriculum. • Meet with SLT individuals to monitor changes/developments/new initiatives to support teaching & learning. Hold Leaders to account in championing and driving subject areas forward. • Attend relevant data training. • Gain assurance of systems in place for tracking and recording data. • Monitor the development of the new assessment systems. 	<p>Alice Cruttwell</p> <p>Alan Townsend</p>	<p>Claire Jones</p> <p>Liz Brazier</p> <p>Tom Larkham</p>
Pupil Outcomes	<p>To scrutinise the school data and monitor the performance of pupils.</p>	<p>OUTCOMES FOR PUPILS</p> <p>SDP Target: To improve attainment and progress rates in Reading across Key Stage 1 and Key Stage 2.</p>	<ul style="list-style-type: none"> • Monitor the performance of pupils by critically analysing the school data for pupil groups and holding Senior Leaders to account. 	<p>Andy Howitt</p>	<p>Claire Jones</p> <p>Liz Brazier</p> <p>Tom Larkham</p>

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Finance	To ensure effective management of school finances and contracts.	LEADERSHIP & MGT	<ul style="list-style-type: none"> • To monitor income and expenditure against budget and explain reasons for variances. • Review the cash flow position and plans for any reserves. • Monitoring performance and renewal of contracts. • Ensure financial probity and a sound system of internal control. • Ensure compliance with financial legislation, reviewing Accounts and Auditor reports 	Catherine Robinson Ben Boutwood-Chair	Claire Jones Tracy Othen Duncan Wright
Premises & Health & Safety	To review Facilities Management, Security and Health & Safety and ensure the school complies with its statutory duties to provide a safe and secure school for all children and staff.	LEADERSHIP & MGT PERSONAL DEVELOPMENT BEHAVIOUR & WELFARE	<ul style="list-style-type: none"> • Meet with the School Business Manager. • Review the Health and Safety Policy. • Attend the Annual Health & Safety walk and monitor the progress of recommended actions. • Be updated on H&S matters, Fire Safety and scheduled building work. • Understand H&S with regard to contracts and outsourcing the risk. • Attend any relevant H&S training. 	Ben Boutwood-Chair	Tracy Othen
Governance	To evaluate the effectiveness of the Governing Body and its role in Strategic Management and Accountability.	LEADERSHIP & MGT	<ul style="list-style-type: none"> • Governor Training Needs. • Induction New Governors • Governor deployment of skills, being mindful for succession planning/skills gaps. Skills Audit. • Annual Review GB effectiveness. • Review of Link Governor roles & new structure of meetings. 	Ben Boutwood-Chair	Claire Jones Tracy Othen

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			<ul style="list-style-type: none"> Assessing contribution and impact to school (Annual GB Action Plan and Impact Statement) Annual signing Business Interests & Codes of Conduct. 		
Safeguarding & Child Protection	To ensure the wellbeing, safety and emotional resilience of pupils, the effectiveness of safeguarding policies and procedures, a culture of vigilance where pupils feel safe and listened to and that children are well cared for, well supported and where needed families receive support.	<p>LEADERSHIP & MGT</p> <p>PERSONAL DEVELOPMENT BEHAVIOUR & WELFARE</p> <p>SDP Target: To develop the skills of our pastoral care team to support children who experience barriers to learning</p>	<ul style="list-style-type: none"> Regularly meet with Safeguarding Lead & Pastoral Care Team. Be confident that the CP policy and procedures are fully adhered to, ensuring children's well-being to be of the highest importance. Ensure all staff, including non-teachers, understand their role in the safeguarding of pupils and are regularly/supported. Review work with outside agencies and keep up to date with best practice and legislation changes. To monitor the progress of the SDP target. 	Julie Duncan	Claire Jones
SEND & Pupil Premium	To ensure that teaching and learning is fully inclusive and all children reach their full potential, by reviewing the provision for children with SEND/eligible for PP.	OUTCOMES FOR PUPILS	<ul style="list-style-type: none"> Meet with the SENCO & PP Coordinator. Review the Policies for approval. Understand children's needs and the provision provided from additional funding. To ensure that the spending of the PP funding is having the desired impact and closing the gap between the attainment & progress PPP's and Non PPP's. Understand which interventions are/are not having the most impact and how these can be developed or addressed. Attend relevant SEN training. 	Davina Allen	<p>Mary Morgan-SENCO</p> <p>Suzanne Butler-PP Co-ordinator</p>

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EYFS	To monitor the effectiveness of the Early Years provision, quality and standards, ensuring children have the best possible start to school and a love for learning.	EARLY YEARS PROVISION	<ul style="list-style-type: none">• Regularly meet with the EYFS team and observe at least the beginning and end of the year.• Recommend policy for approval.• Review the induction process ensuring it is effective in helping children to quickly settle by engaging with settings and families.• To ensure children's love of learning is effectively promoted through high-quality teaching, independence and engaging learning environments.• Review CPD and skills within the team.• Scrutinise the data and interventions in place to address any issues.	Julie Duncan	Yvonne Rowley- EYFS Leader
PUPIL RELATED	To ensure the highest regard for pupil's personal development and welfare and the school promotes a culture of high expectations for behaviour and personal achievement.	PERSONAL DEVELOPMENT, BEHAVIOUR & WELFARE. SDP target: To ensure that children at Coleham continue to develop as confident, respectful, self-assured learners with excellent attitudes to learning and excellent conduct.	<ul style="list-style-type: none">• Meet with the DHT and attend learning walks observing the school day.• Admissions, Attendance, Exclusions.• School Values & House System.• Review the Behaviour & Anti-Bullying policies and procedures in school.• To monitor the progress of the SDP target.• Understand how pupils and parents view the school from the PASS surveys and talking to the pupils (School/Sports Council)	Greg Giani	Liz Brazier