

Coleham Primary School
Governor Action Plan
2016-2017

Purpose

We are continually striving to improve governance at Coleham Primary School to improve the educational outcomes for all children attending our school. We conduct an audit of Governing Body effectiveness annually and use this information to highlight areas of weakness and areas for improvement. We have used the audit outcomes and feedback from a variety of sources to draw up this Action Plan which sets out what the Governing Body plans to achieve this year and the improvements they will make.

Objectives

- To continually reflect on the effectiveness of our work to ensure raising standards and improving outcomes remains at the forefront of the work we do, at a strategic level.
- To ensure monitoring of the school is rigorous and challenging.
- Strategies for improvement are robust and monitored for effectiveness and impact.
- To work as a team with the Headteacher and Senior Leadership Team to continually evaluate progress and drive improvement.
- Governors know the school well and carry out monitoring visits which help them make informed decisions, ask searching questions and provide support.

Area	Action	Timescale	Outcome
Strategic Direction	Creation of School Vision and Set of Values. Pupils to have pivotal role in creating School Values and these to be embedded throughout school.	On-going 2016-17.	A clear written vision, ethos and values which can be communicated to all stakeholders so everybody knows what they are.
	SI Governor for Behaviour to support and FGB to approve.		Ensures all School Leaders are clear of future strategy. School Values interpret the ethos to pupils in a meaningful format. Gives children ownership and a sense of pride in their school.
Improved Planning & Reporting	Governor Action Plan created.	September	Recommendations arising from the Governor Self Review audit and other feedback are carried forward and documented to be implemented.
	Special Interest Governor Action Plan created.	September	Ensures governors are clear of responsibilities and timeframes to forward plan.
	HT reports moved to first item of agenda.	FGB	Important matters discussed when minds are more focussed and time isn't an issue.

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Special Interest Governors	Focus this year on improving the role of Special Interest Governors. <ul style="list-style-type: none"> • Annual Re-structure of Special Interests & Governors to lead these. • Special Interests aligned to SDP targets. • Special Interests more 'strategic' rather than subject related. • Reporting to relevant sub-committees (not just FGB) • Class Links- Each Governor links with a phase-to build positive relationships with staff and pupils and view the school through the eyes of a particular age group as they progress through the year. Feature in the School Newsletter to engage with parents. 	September.	This provides a mechanism for monitoring the School Development Plan. Greater transparency and monitoring role to inform decision making and effectively challenge school leaders. <ul style="list-style-type: none"> • Wider scope as special interests are changed. Ensures governor's skills/ experience are taken into account rather than just filling the gaps and a move around of responsibilities gives governors wider breadth of experience. • Special interests relevant and focused on SDP, to effectively hold Headteacher to account. • Focuses on critical, high importance areas. • Reporting at sub-committee level gives more detailed analysis and can help inform Committee decisions. • Governors get to know the school, staff and pupils better on an informal basis.
Learning Walks	Governors to attend Learning Walks. 28.9.16 Literacy 09.01.17 Pupil Premium 26.04.17 To be decided.	Autumn, Spring, Summer term (start of school day)	This provides a mechanism for monitoring the School Improvement Plan. Chance for Governors to meet with Subject Leaders, tour classrooms in action and engage with pupils and their work.
Subject Leader Presentations	Subject Leader presentations to all Governors.	FGB Meetings.	This provides a mechanism for monitoring the School Improvement Plan. Assurance of teaching and learning.

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SDP/SEF Scrutiny/Monitoring visits	<p>Monitor the School Development Plan and Self Evaluation Form.</p> <p>Special Interest Governors are linked with members of staff, attend subject leader meetings, undertake monitoring visits and talk to staff and pupils.</p>	Throughout 2016-17.	<p>Ensure targets are being met to achieve the best possible outcomes for all children.</p> <p>Assurance to Staff and Governors that good systems and procedures are in place, that comply with regulations and recommendations for further improvement made.</p> <p>Governors have more awareness of detailed working methods so they can effectively challenge and hold the Headteacher to account.</p>
Policy Review	<p>Governors review statutory policies on a programmed basis.</p> <p>Special Interest Governors to review relevant policies and take a lead on recommending these for approval to Committees/FGB.</p>	Committees & FGB	<p>Policies are up to date and compliant with regulations.</p> <p>Governor with relevant knowledge, checks amendments & reviews the finer detail. Special Interest Governors best placed to know if actual practice reflects policy. Ensures policies are not merely 'rubber stamped'</p>
Review the effectiveness of the FGB.	<p>20 Questions Self Review facilitated by an external advisor.</p> <p>Annual review of the effectiveness of the Chair of Governors.</p> <p>Chair to carry out an annual review of each governor's contribution to the board's performance.</p>	Summer Term	<p>Critically examine Governors performance from which recommendations to improve further are drawn up and actioned.</p> <p>To ensure strong and effective Leadership.</p> <p>To ensure Governors are committed, have good attendance, know the school well and challenge/hold school leaders to account.</p>
Financial Management	<p>Scrutiny of budget monitoring reports.</p> <p>Completion School Financial Value Standard.</p>	F&P Meetings.	<p>Ensure budget is managed effectively in line with SDP.</p> <p>Assurance of Good Financial Management Systems.</p>

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ICT Working Group	<ul style="list-style-type: none"> • Asset management planning. • Purchase of equipment. • Training & CPD. • Use of ICT. 	Termly	<ul style="list-style-type: none"> • ICT improves Teaching & Learning. • ICT embedded into curriculum. • Users confident in application.
Multi Academy Trust	Governors lead and support the decision making regarding MAT.	On-going	Securing best future outcomes for our pupils and staff.
Training	<ul style="list-style-type: none"> • Individual Training. • Group Training. 	Ongoing	Ensures Governors are knowledgeable and skilled and can carry out their duties effectively.
Health & safety, Premises and Maintenance	Lead Governor monitors key issues regarding buildings and maintenance. Governor partakes in Annual Health & Safety audit to identify Health & Safety priorities.	Autumn term.	<p>Maintenance is pro-active and regular inspections are made and actioned.</p> <p>The Building and Premises is safe for staff and children.</p>
Security	Governors to support and participate in the Safer School Initiative.	Annual meeting September.	To ensure further assurance of school security and recognition from the Safer School Initiative accreditation.
Headteacher Appraisal	Responsible for Head's performance objectives and undertaking the Annual Headteacher's Performance Review.	Autumn term.	Monitoring and scrutiny of the Headteacher's Performance and targets and an accountability process for any poor performance issues.
Improving links with parents, children and the school community.	<ul style="list-style-type: none"> • Governors being present at various school events and Governor feature in the School newsletter. 	Monthly	Parents and children being more familiar with who the Governors are and their role at school.

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	<ul style="list-style-type: none"> • Open classrooms/Parent opinion Forum with various activities designed to showcase the work of the Governors and to collect parent and pupil's views. • Regular Governor Sessions with the School Council. (part of learning walk) 	<p>Autumn term.</p> <p>Termly Learning walks</p>	<p>Collecting parents and children's views of the school and feeding this back into decision making for School Improvement.</p> <p>Opportunity to seek pupil's opinion and viewpoint and for Governors to listen, understand and respond to pupils directly.</p>
Succession Planning	<p>To plan for end of Governor tenures and departure of key positions by upskilling governors or recruiting governors with mind to any skills gap.</p> <p>Governor Skills Audit completed for all Governors.</p>	Ongoing	<p>To ensure continuity of experienced and effective governors.</p> <p>Skills Audit to inform the governor specification we use for new governor appointment and interviews.</p>