

St Paul's RC Primary School
Governors' Action Plan 2013/14, 2014/15, 2015/16

Not started In progress complete

Improve the effectiveness of governance to provide challenge and hold the headteacher and other senior leaders to account for education provision by:

Action No	Task	Action	Responsible person	Cost	Target date	Evidence	Success criteria
1/13	Governors developing the skills necessary to challenge the school leadership	Training on asking challenging questions to be delivered as part of the first Governors' Day afternoon - plan	External Gov Consultant to facilitate and plan	£225 consultancy time	28 November 2013	Training completed at training day and questioning evidenced at FGB 22 April 2014	Governors more confident about how to effectively challenge the headteacher and SLT.
2/13	Increasing the evidence of challenge by governors in the minutes of meetings,	Support for Chairs to be produced on drafting effective agendas and reviewing draft minutes Governors to be reminded that they should consider the evidence contained in minutes before signing them off.	External Gov Consultant/ Governor Governors/ Clerk	£125 purchase of a resource	1 April 2014	Minutes of December 2013 showed more challenge Gov Consult attended FGB meeting on 22 April and noted in excess of 20 challenges from a wide range of governors Chairs resource – completed 27/2/14 – and circulated to all governors.	Minutes show good level of challenge by a range of governors Outcomes of challenge in meetings also recorded. Governors more aware of the importance of collectively agreeing the minutes rather than rubber stamping them
3/13	Increasing the level of engagement with the SLT.	Governors reminded of the roles and responsibilities of the members of the SLT. SLT to report back at GB meetings where applicable and be given tasks by the governors to complete.	Consultant Head to circulate document SLT to attend meetings where appropriate	Nil	28 November 2013 April 2014	All governors given roles Deputy head attends FGB meetings and committees	Governors more aware of the roles within the SLT and to hold all senior leaders to account

Develop the governors' ability to take strategic decisions by:

Action No	Task	Action	Responsible person	Cost	Target Date	Evidence	Success Criteria
4/13	Reviewing the structure and frequency of meetings,	External Consultant to draw up an annual governance plan for school based on 5 FGB meetings per annum for 2013/14	External Gov Consultant /Chair and Vice Chair	£225 consultancy time	15 November 2013	All governors are now members of the T&L committee Management plan revised 27 Feb 2014	Governance plan effectively supporting the work of governors and the chairs by organising the year to cover statutory duties and a wide range of evaluation tools Meetings more productive with clear outcomes
5/13	Increasing the frequency and focus of school visits.	Introduction of 3 governor half days (Nov, March and May) Governor training on visits in November	Ext Gov Consultant and governors	Nil - Included in 1/13	28 November 2013	First Gov Day held on 28 November 2013 Second scheduled for 20 March 2014	Governors able to make visits to school as a group, share in feedback and gain confidence to allow them to make ad hoc visits through the year

Raise the accountability for standards by:

Action No	Task	Action	Responsible person	Cost	Target Date	Evidence	Success Criteria
6/13	Moving the work of the curriculum committee to the full governing body meetings	Consider Moving the work of the curriculum committee to the FGB meetings or have all governors members of T&L	All governors	Nil	30 November 2013	Agreed 3 December that Governors now all members of the T&L committee and meeting dedicated to standards	All governors able to hold school to account for standards All governors knowledgeable about current standards and intervention programmes and able to evaluate impact
7/13	Ensuring all governors understand their accountability, monitoring and evaluation role.	A review of all the areas of responsibilities to reduce them to a fewer number delivered effectively using pairs of governors Plan drawn up with terms of reference for each area	Ext Gov Consultant /Chair and Vice Chair	£225 consultancy time	July 2014	Resources being prepared by consultant 13/2/2014 Draft shared with Chair and Vice Chair 26/2/2014	Governors commit to monitor specific areas linked into the School Dev Plan and to gain confidence and knowledge working in pairs and across key stages

		Governors assigned to roles based on interest and knowledge	Governors			Nov 14 – governors are being reminded that they must make one visit this term to both their year group and subject area.	
--	--	---	-----------	--	--	--	--

Review ways of increasing visits to school by:

Action No	Task	Action	Responsible person	Cost	Target date	Evidence	Success Criteria
8/13	Introducing governor days or half days to the school calendar,	Introduction of Governor Half Days – three per year. First date to include governor visit training to ensure governors are aware of the reason for visits and the scope of the monitoring and evaluation required.	Ext Gov Consultant, Chair and Vice Chair	Nil	28 November 2013	First day was successful in getting governors into school and completing evidence forms. Training on visits also delivered. Second day planned for 20 March 2014 Date set for January 13 th (KP to e mail)	Governors introduced to formal governor visits after receiving training on the reason for visits. Governors feel confident in visiting not only as part of governor days but individual visits throughout the term
9/13	Promoting the benefits of visits to governors and staff	A presentation to a staff meeting about the role of governors in monitoring and evaluating and specific focus on the governor visit programme giving assurance that these visits are not designed to judge the quality of teaching and learning.	Ext Gov Consultant	Nil	28 November 2013	Delivered by Consultant headteacher	Staff understanding the role of governors and welcoming them into school and their classrooms. A renewed team focussed approached to delivering education.

Increase governor continued professional development by:

Action No	Task	Action	Responsible Person	Cost	Target date	Evidence	Success Criteria
11/13	Reminding all governors how they can access local training.	Governors to be regularly reminded about the benefits of training and courses on offer. This to be done via the FGB meetings with governors asked to attend training on behalf of the governing body.	Chair	Nil	5 December 2014	LA report that Governor attendance at governor training sessions is increased. Training also built into governor days	Improved training records Governors more confident about their role and initiatives in education

Promote the role and responsibilities of governors by :

Action No	Task	Action	Responsible person	Cost	Target date	Evidence	Success Criteria
12/13	All governors raising their profile in the school community by having identifiable lanyards	Governors need to be identifiable in the school community – not as visitors but as governors.	Deputy head	£20 (via PAG £1 per lanyard)	20 November 2013	Governor lanyards now held on reception	Governors recognisable in the school community. Parents aware that governors are identifiable by the orange governor lanyard.
13/13	Using the website to display photographs and profiles of governors – photos and role	To raise the profile of governors by using the school website to list names of governors, categories, committee membership and terms of office.	Deputy head to arrange photos to be taken/ Website author	Nil	15 December 2013	Website lists governor names New website carries all photos and pen portraits	Website to describe role of governors, names of governors and contact information in an easy to read format.

14/13	Hosting an event for staff at the beginning of term to promote the teamwork ethos with staff	Governors to join staff and children for Christmas lunch Governors to invite staff for tea and biscuits after their first governors' day	Governors	£50	28 November 2013	Governors attended the Christmas lunch and will include a social opportunity after the next governor day	Staff aware of the governors and appreciate their role and involvement in school. Staff talk of the governors' work in a positive way
15/13	Encouraging parents to contact the governing body with a generic e-mail, e.g Chair@stpauls	Governors offer parents easy access to the governing body via e mail – this to be advertised on the website and in newsletters. E mail can be accessed by chair and vice chair	Deputy Head	Nil	1 January 2014	E mail promoted on newsletter. No e mails yet	Parents are aware of the governing body's role and are able to contact the governors easily.
16/13	Distributing a termly newsletter from governors to parents and carers.	Governors make efforts to contact parents and advise them of their work in school and the school's recovery. Items to include governors' role, committee structure, profiles of governors, updates from meetings and visits	Chair and Vice Chair to co-ordinate	Nil	Termly from December 2013	First newsletter sent pre Christmas. Second newsletter giving progress of Governors' Action Plan February 2014	Parents and carers knowledgeable about the governing body's work and confident that the body is working effectively to secure school's recovery

Increase communication between the Headteacher and Chair by:

Action No	Task	Action	Who is responsible ?	Cost	Target date	Evidence	Success Criteria
17/13	Scheduling regular meetings with the Chair and headteacher based on updates on staffing issues, performance,	Proforma to be drawn up and meetings arranged.	Chair/Cons Head and Deputy head	Nil	5 December 2013	Positive and regular meetings with Kevin Norris	Formal meeting structure set up to ensure regular opportunity for governors to be updated on progress

	parental and community engagement and barriers to progress – proforma						
18/13	Sharing bullet point notes of such meetings with governors	To remove any perception that these meetings are when decisions are made and to keep all governors informed	Chair	Nil	5 December 2013	Chair e mails regular updates to all governors	Governors aware of content of meetings and that they are a way of getting regular updates rather than a decision making process replacing discussion at GB meeting level .
19/13	One governor joining the Chair and new Headteacher meetings on a rotational basis to increase their knowledge.	Governors encouraged to attend at least one meeting per year to see how the meetings work	Governors	Nil	30 Sept 2014	Governors invited but no one has attended so far	Governors can all talk about the meetings and the subjects covered,. Nick Abbott and Fred Pearce have joined the chair/head meetings.

Allocate adequate time for the governing body to review their own progress and evidence of effectiveness by:

Action No	Task	Action	Responsible person	Cost	Start	Evidence	Success Criteria
20/13	Holding a blue skies theme meeting – revisit vision, effectiveness, priorities,	Time to be set aside for governors to consider what they are trying to achieve in the long term – setting the vision, writing a strategic plan which will shape the direction of the school development plan	Governors	Nil	End June 2014	Consultant commissioned Feb 2014 to work with governors Date set for 9 July 2014	In 18 months' time school and governors have a clear plan to lead the school to good and outstanding The plan to shape recruitment of governors
21/13	Commencing work on a portfolio of evidence of effectiveness	Governors to build an evidence portfolio plotting the progress made in securing a good	All governors supported by Ext Gov Consultant	£225 consultancy time	April 2014	Consultant commissioned Feb 2014 to work with governors	By time of second monitoring visit governors have started populating a portfolio for inspection

22/13	Hold mock Ofsted training	Governors review the type of questions they will be asked as part of a future inspection	Facilitator plus governors	£225 consultancy time	End June/July 2014	Consultant commissioned Feb 2014 to work with governors Date set for mocksted 4.30pm on 9 July 2014	All governors to be able to talk confidently about their work in school improvement
-------	---------------------------	--	----------------------------	-----------------------	--------------------	--	---

Post External review items

Action No	Task	Action	Responsible person	Cost	Start	Evidence	Success Criteria
23/13	Website improvement	Governors plan to use the website more effectively as a communication tool and for the easy publishing of policies and newsletters	Governors	Nil	By April 2014	Newsletters to be included Chairs e mail Governor Action Plan published	A well visited and populated website with an up to date governance section.
24/14	To further develop the Governors' Action Plan by looking at next steps	Governors to use section of next governors' day to discuss	Governors	Nil	By April 2014	Scheduled onto governors day agenda for 20 March	Governors taking strategic lead on the development of the governing body
25/14	Website improvement	Governing body e mail to be added to the website.	Governors/ Deputy Head	Nil	By April 2014	Governor section on website amended	Parents are able to see ways of contacting the governors without coming into school.
26/14	Increase engagement with parents	Governors to use notice board in playground to display information about the governors' work	Fred Pearce	Nil	By April 2014	Governor noticeboard in playground and updated regularly.	Parents are more aware of the Governors' work.

27/14	Get external view of school performance	Governors to hold exit meeting with Executive Headteacher to ascertain his views on:- *Improvements achieved in the quality of teaching *The SLT as he departs *The priorities he would have if he remained in post	Governors/ Exec Head	Nil	Mid June	To obtain an overview of the work completed by Mr Norris.	Governors able to measure the benefits of the Exec Headteacher role and be aware of the current position of school.
28/14	Get external view of governance performance	Gov Consultant to attend Dec 2014 meeting to observe progress	Gov Cons/Govs		Dec 3 rd 2014	Gov Consultant to write report of FGB meeting and see Governors in action with new Headteacher	Governors confidently holding Headteacher and SLT to account
29/14	To fill substantive post	Recruitment of new headteacher	Governors	Nil	By April 2015	Governors commence appointment process	New Headteacher appointed for 2 years.

2015

30/15	To write annual impact statement	Recruitment of new headteacher	Governors	Nil	By April 2015	Governors commence appointment process	New Headteacher appointed for 2 years.
31/15	Review the website to ensure compliance from September 2015 fill substantive post		Gov and Chair		By July 2016	New website launches April 2016	Clear website provides information to parents which is easily accessible.
32/15	Governors to be more self sufficient in setting the ethos committee meetings				April 2016	Chair of Ethos now manages his own agenda from basic framework supplied by the clerk	Ethos committee adds substantial focus to the ethos and vision of the school

33/15	Update evidence folder				Mar 2016	Revamp evidence folder completed	Evidence folder completed revamped to show progress in the past 12 months rather than post Ofsted
-------	------------------------	--	--	--	----------	----------------------------------	---

Date : V11 May 2016