

Excellence • Enrichment • Enjoyment



ST MICHAEL CATHOLIC PRIMARY SCHOOL

Governors' Action Plan

September 2015 to July 2016

This version created: August 2015

Updated:

Part 1 – The Governors’ Strategic Role: Effectiveness and Development

Governors’ Strategic Role- Effectiveness and Development				
Action	Who	When	Success Criteria	Evaluation
Review job/role descriptions; Governors to be consulted and assigned committee roles suitable to their skills and experience, where applicable.	Headteacher and Chair to review skills audit feedback	2015 Sep	All Governors to be clear in their roles and responsibilities and fulfil their duties to the best of their abilities. Governors feel confident in their assigned roles best suited to their skills and experience	
Review and revise Committee Terms of Reference	Chair/Committee Chairs	2015 Sep	The terms of reference adequately reflect the work of the committee and are compatible with the governing body’s work	
Review Committee Structure and re-assign Committee Members with focus on skills audit feedback	Headteacher and Chair	2015 Sep	Governors are linked to key areas of the SIP/SEF	
Ensure governors receive appropriate training as necessary	All governors	ongoing	Governors confidently undertake their responsibilities and are comfortable with procedures and routines. New members confidently express their views and suggestions and contribute fully and effectively.	

Part 1 continued-

Governors' Strategic Role- Effectiveness and Development				
Action	Who	When	Success Criteria	Evaluation
Effectively induct and support the new Clerk to Governors	All governors	2015 Sep	The Governing body meets its statutory duties and is supported to work efficiently and effectively.	
Implementation of the Governors Virtual Office software	Headteacher, Chair and all governors	2015 Sep	This tool will lead to increased efficiencies in the work of governors. All important documents will be uploaded and governors can remotely access these through their own secure log-in.	
Governor recruitment, succession planning and self-evaluation	All governors	ongoing	Key roles will be filled effectively. Planned succession leads to successful outcomes Individual Governors have a range of opportunities for personal development. The governing body's future strength and effectiveness is ensured.	

Part 1 continued-

Governors' Strategic Role- Effectiveness and Development				
Action	Who	When	Success Criteria	Evaluation
Senior Leadership Development Planning: Governors establish an effective recruitment and retention strategy	Chair/Headteacher	2015 January	When senior leadership posts become vacant, an effective strategy is in place to meet this and is taken into account during recruitment process. Governors have a clear view of the leadership needs of the school and that new leaders will meet the agreed specification. The recruitment process is effective and appropriate.	
Looking to the future – to implement nursery provision	All governors and headteacher	ongoing	Early childhood development will be maximised through extending the provision of early years teaching to 2 and 3 year olds.	
Looking to the future – To develop school to school collaboration for continued challenge and support and to consider the possibility of converting to academy status.	All governors and headteacher	ongoing	The governors support the loose collaboration between local Catholic schools and challenge the headteacher to ensure it benefits the school. They are informed about the possibility of academy status.	

Part 2 – Governors and their statutory responsibility

Ensure that Governors are Carrying Out Their Statutory Responsibility				
Action	Who	When	Success Criteria	Evaluation
Governors understand and focus on the three key priorities for whole school development identified in the SIP. Develop strategies to support SLT in achieving their vision. Ensure the National Curriculum teaching is working effectively in all subjects and that all pupils are offered high levels of challenge to enable them to make as much progress as they should.	All Governors and Headteacher	ongoing	Governors are better able to identify progress and attainment through meetings, H/T's report, attainment and progress data etc and can ask meaningful and constructive challenging questions. High academic achievement permeates throughout shown through results, parent/pupil satisfaction, Ofsted grading	
Develop range of strategies for actively setting priorities for school improvement. Clarity of strategic school vision. Identify key challenges including focus on gifted and talented pupils.	All Governors and Headteacher	2016 May	All Governors to support the writing of the SIP. Governors reflect with staff on progress in accordance with SIP for the previous 12 months and plan for the next 12 months.	
Monitor the spending of Pupil Premium/Sports Funding and that "Closing the Gap" continues to be a key priority	All Governors and Headteacher	Termly	The gap between disadvantaged and other pupils will be closed yet again and will reflect the success achieved in 2014/15 which was rewarded by government through the "Pupil Premium Award" to the school. Effective use of sports funding enriches access to a range of sporting opportunities for pupils and ever improving PE teaching and sports coaching.	

Part 2 continued –

Ensure that Governors are Carrying Out Their Statutory Responsibility				
Action	Who	When	Success Criteria	Evaluation
Maintaining the Catholic ethos of the school through all we do. Support SLT to achieve the improvement priorities in the SIP relative to the key issues from the s48 inspection in May 2014. Ensure allocation of at least 10% or more of curriculum to RE continues and is funded at least on par with core subjects. Governors ensure that SMSC principles and British values are understood and embraced	All Governors and Headteacher	ongoing	The SMSC development of all pupils is embedded in school life. Children understand the life of the school and its values; they are happy and caring of others	. S48 inspection graded the school “ Outstanding 1* ”. A behaviour audit by independent Ofsted inspectors judged behaviour to be “ outstanding ”.
Safeguarding and Child Protection Policies are in place. Whistleblowing Policy is in place. All staff and governors have read and understood the statutory documents regarding Safeguarding. Ensure all staff remains aware of these policies and there is evidence that they have read and understood them. Review of all policies including the policy for preventing radicalisation	Chair, Child Protection Governor and Headteacher. Governors to keep policies under review with Headteacher	ongoing	Staff members know the policies and procedures and have a good understanding of what is required of them and will respond appropriately should an incident arise. Staff record that they are constantly updating themselves on the policies. Children are safe and happy. Governors understand the boundaries of their role and know that the safeguarding policies and procedures are effective for identifying any child at risk of harm Staff are vigilant and aware of the need to prevent radicalisation	

Part 2 continued –

Ensure that Governors are Carrying Out Their Statutory Responsibility				
Action	Who	When	Success Criteria	Evaluation
To understand and meet the expectations for outstanding Leadership and Management in the new OFSTED framework	All Governors and Headteacher	Autumn Term	All Governors understand the expectations for outstanding Leadership and Management in the new OFSTED Framework. They have read the grade descriptors and are ready to provide evidence as to how the governors are able to meet the criteria.	

Part 3 – Evidence Challenge and Support role of governors

Evidence Challenge & Support Role				
Action	Who	When	Success Criteria	Evaluation
Governors to set challenging, realistic targets for Headteacher and school. Appraisal objectives are in place. Individual pupil targets have been set	Selected governors including Appraisal Committee	Appraisal/target setting cycle	Head to be held accountable, yet supported for driving improvement and further success. Governors understand “The Big Picture” which incorporates our aims and ethos and cascades through strategic vision, the school improvement plan, appraisal objectives and individual pupil targets. Effective delivery leads to successful outcomes	
Celebrate achievement of children and staff. Meet staff to inform what Governors do and why; listen and talk	All Governors	As appropriate	Staff members feel valued and a team approach is developed to improving standards in our school.	
Reach out to parents and community to raise awareness of the work of governors	All governors	Termly/annually	All stakeholders are aware of the governors’ role and how they support the school in its aims.	
To challenge every governor to join the SLT on a learning walk at least once every academic year.	All governors	Half-termly	Governors are able to observe the teaching and learning in the classroom at first hand to improve their understanding of teaching and learning. They will provide feedback to the SLT and governors.	

Part 4 – Strengths and weaknesses

Further Develop an Awareness of Strengths and Weaknesses of School				
Action	Who	When	Success Criteria	Evaluation
Governors must continue to understand school's performance data and how well pupils are achieving compared to similar schools. Governors to understand the barriers to learning and how different groups of pupils within the school are performing	All Governors	ongoing through reports, meetings and monitoring visits	Governors are able to analyse data contained in the Data Dashboard, Raise Online and the Headteacher Reports so they are better equipped to challenge the school to improve further. Governors are able to comment upon strategies used to engage all differing abilities and needs and are aware of the challenges faced by children and staff and which strategies are used to overcome them.	
To continue to monitor, evaluate and review to drive school improvement further.	All Governors led by Chair	Termly	As part of their monitoring objectives, governors scrutinise data/information on progress and achievement and through analysis, have a view of what the data is saying. To achieve this, Governors will ask questions that lead to high quality analysis. Governors will be better placed to review their findings by seeing what has been done and what needs to be done next	