

GOVERNORS SELF IMPROVEMENT ACTION PLAN – produced JANUARY 2020

Last reviewed 3rd February 2022

No	Action Required	By Whom	By When	Evidence base
1	Green – no action			
2	Green – no action			
3	a) New Governor inductions to take place, along with external training for a new Governor role identified as part of a Board Skills Audit. b) Develop and implement a Governance Induction pack specific to the school for issue to any new Governors	New Governors Chair of Governors	By Spring term 2020 By end of May 2020	Booking on external training course. Induction pack material to be available
4	Minutes of meetings to be emailed out in a timely manner. These will be emailed to all Governors following proof reading by the Head Teacher to enable Governors to undertake their actions in a timely manner.	John Halshaw Head Teacher	Following next Board meeting in February 2020, and thereafter	Minutes received in a timely manner
5	Green – no action			
6	a) Chair and/or Vice Chair to attend Chair forum meetings. b) All Governors to be active on the National Governors Association website www.nga.gov.uk . (Note if the school is a member, the school password may be required to access certain areas.	Chair/Vice Chair Governors	By next meeting From February 2020 onwards (ie on issue of this action plan) Ongoing	Attendance at meetings. Increased knowledge through professional development as a result of being exposed to sector wide best practice. Governors may choose to circulate to other members any interesting articles they access.
7	Green – no action			
8	A self-assessment tool to be developed/procured that will allow Governors to evaluate their own effectiveness. This to incorporate the 5 key areas identified by Ofsted.	Chair of Governors	By June 2020	Governors review their performance against published self-assessment

				tools ie Review of Virtual Governance CoVid 19 as well as this action plan. Headteacher report identifies work undertaken by the school using the key Ofsted areas to enable better understanding by Governors
9	<p>a) All Governors to have knowledge of and be able to identify the 5 key areas indicated by Ofsted in any inspection. There is an expectation that Governors will be able to articulate an appropriate school response along with the impact the Board have had in supporting the school to achieve its objectives.</p> <p>b) An A4 briefing sheet will be created identifying school priorities under the Ofsted 5 key areas, to enable this to be used as an aid memoire during meetings and in any subsequent inspection.</p> <p>c) A focused briefing before the summer Board meeting will be arranged, for all Governors to attend, in order to contribute to the development of the briefing sheet.</p>	All Governors	By End June 2020	<p>Briefing sheet availability – A short briefing sheet will be provided by the Vice Chair to act as an aid memoire and support the induction process of new Governors.</p> <p>Given the above c) will not be required</p>
11	A presentation will be received by the Board during the 2 nd Autumn term meeting to provide training on IDSR and ASP	Headteacher	By December 2020	As no external data has been received this will be undertaken once external 2022 examination series data has been received.
12	Green – no action			
13	A working party is to be formed to develop the school's response on the School Financial Value Standard (SFVS)	Vice Chair/ School Business Manager	By 31 March 2020	Completion of the SFVS which incorporates the views of and is subject to

				appropriate challenge from Governors
14	<p>a) An anonymous staff questionnaire will be developed to obtain the views of staff on working at the school and the impact they/their school is having on the cohort of pupils. This will utilize the 10 questions recommended by Ofsted.</p> <p>b) Mrs S Vent to forward the Ofsted questions to the Chair of Governors.</p> <p>c) Following development of the questionnaire, this will be issued to all staff for completion prior to analysis.</p>	<p>Chair of Governors</p> <p>Mrs S Vent To be arranged via school</p>	Be end of May 2020	Questionnaire which is able to be utilized to obtain the views of staff, with analysis provided at a subsequent Board meeting.
15	<p>a) The school's website is to be updated utilizing the NGA checklist.</p> <p>b) All Governors to provide appropriate pictures to Michelle Hume</p> <p>c) By rota or as appropriate Governors will provide short blog posts on activities undertaken in School, so that parents become aware of and more knowledgeable on the role a Governor undertakes.</p> <p>d) The Chair of Governors to provide the first blog given her recent nomination as Chair of Governors.</p>	<p>Mrs M Hume All Governors “</p> <p>Chair of Governors</p>	<p>By end February 2020</p> <p>By end February 2020</p> <p>From February 2020 onwards</p> <p>By end February 2020</p>	<p>School Website information</p> <p>New Governors to provide pictures and website to be updated – almost complete and ongoing as and when appointments are made</p>
16	Green – no action			
17	<p>a) An appropriate tool is to be developed to review the performance of the Chair of Governors.</p> <p>b) A review is to take place.</p>	<p>Mr D Smith Head Teacher Another Chair</p>	<p>By December 2020</p> <p>By end January 2021</p>	<p>Appropriate tool available</p> <p>Review undertaken</p>
18	Green – no action			
19	Green – no action			
20	This action will be addressed by those actions identified in item 9 above	All Governors	By end June 2020	Briefing sheet availability