



GOVERNING BODY ACTION PLAN

DATE: April 2020-July 2021

'Effective governance is based on six key features:
Strategic leadership that sets and champions vision, ethos and strategy.
Accountability that drives up educational standards and financial performance.
People with the right skills, experience, qualities and capacity.
Structures that reinforce clearly defined roles and responsibilities.
Compliance with statutory and contractual requirements.
Evaluation to monitor and improve the quality and impact of governance.'

ROLE OF GOVERNORS: Core functions	INITIATIVES	Evidence of impact & Success Criteria	Governor role (Who challenges and ensures this is completed)	RESOURCES To support Governors with duty	EVALUATION	MONITORED Throughout the year (When, who?)
<p>1.Ensure clarity of vision, ethos and strategic direction.</p>	<p>A. Yearly review of setting the overall strategic framework for Queen's Hill Primary School, including its vision and strategic priorities to meet the needs of all pupils in the school</p> <p>B. Responsibility for setting and modelling its culture, values and ethos.</p>	<p>Engaging and up to date & informative school website</p> <p>Stakeholder survey results completed regularly & results analysed and acted upon.</p> <p>Effective & exciting school learning environment: exciting displays, motivated pupils, quality teachers.</p> <p>Broad and balanced curriculum</p> <p>Subject and year termly reports</p> <p>Variety of extra-curricular activities available to all pupils.</p> <p>Governor meetings agendas and minutes</p> <p>Behaviour and attendance logs</p>	<p>xxxxxxxx</p> <p>All Governors/FGB-presented at committee meetings</p> <p>SLT. All governors monitoring forms completed.</p> <p>SLT & Governor responsible for subject area</p> <p>Middle Leaders – governor comments</p> <p>Laura Cowan</p> <p>Clerk of Governors</p> <p>Chair of Governors</p> <p>SDC</p>	<p>Lead person in school for website construction</p> <p>Member of staff</p> <p>SIDP</p> <p>Governors activity day – discussions with all staff and pupils.</p> <p>Termly monitoring visit by Governors completed by week 3 of each new term.</p> <p>Governors invited to events.</p> <p>6x FGB per year</p> <p>6x SDC per year</p> <p>6x F&P per year</p>	<p>Children are:</p> <p>Good citizens</p> <p>Confident</p> <p>Resilient</p> <p>Able to take on the challenges of the future</p>	<p>Minutes of meetings – discussions around succession planning and growing school.</p> <p>Committee meetings – first half of each term FGB meetings</p>

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<p>2.Hold executive leaders to account for educational performance and staff performance management.</p>	<p>A.Hold staff to account for educational performance (attainment and progress). High expectations for all pupils.</p> <p>B.Vulnerable and harder to reach groups: Disadvantaged children(PP) SEND EAL More able LAC</p> <p>C. Continuing professional development for teachers and staff</p> <p>D. Performance management of staff</p> <p>E. Governors hold leaders to account effectively</p>	<p>KS1 & KS2 results -positive comparison with national and local schools. Individual and group termly tracking data show all pupils progress. Examples of pupils work and the impact of assessment on the curriculum. School council and parent voice. Identification of needs and interventions adopted to reduce gaps 8 week focus</p> <p>Effective teaching and consistent expectations- quality first teaching. Teacher's subject, pedagogical & content knowledge consistently build and develop over time. Talent management and support for weaker staff. Record of training for all staff</p> <p>Record of training of Governors on Governor hub</p>	<p>Laura Cowan: KS2 Rachael Howard: KS1 Lyn Lawrence: EYFS All Governors</p> <p>Lyn Lawrence (SC) xxxxxxxxxx Rachael Howard Andrew Ridgway Rachael Howard Rachael Howard Various Governors as per rota.</p> <p>SDC: Chair Rachael Howard</p> <p>Laura Cowan</p> <p>Laura Cowan</p> <p>Clerk of Governors</p>	<p>Data produced for SDC Data training for new Governors Termly progress reports from Key stage leads and subject leads Governor activity day.</p> <p>Interventions carried out by inclusion team and Year leads</p> <p>Queen's Hills training?? Elli Support for teachers Staff surveys</p> <p>Performance management for staff carried out by Oct 31st each year. Information presented to SDC Regular meetings between Head and Chair to discuss staff matters. Chair of Govs, Vice Chair and Consultant carry out Heads PM in Dec Educator solutions Own careers and experience Training provided by school</p>	<p>Clear and ambitious vision for providing high-quality education to all pupils.</p> <p>Consistent improvements in the teaching of the curriculum.</p> <p>Highly effective and meaningful engagement takes place with staff at all levels and that issues are identified.</p> <p>Staff consistently report high levels of support for well -being issues</p> <p>Governors engage effectively with pupils and stakeholders and understand their role</p>	<p>Committee meetings and post performance management meetings.</p>
<p>3. Oversee financial performance and make sure money is well spent</p>	<p>A. Hold leaders to account for financial and organisational performance, and ensuring money is well spent.</p>	<p>3 year balanced budget ratified by Governors and Norfolk County Council</p> <p>School is well resourced to deliver the curriculum and support all pupils.</p>	<p>All Governors at FGB</p> <p>F&P committee: Meets 6x per year</p> <p>Chair:xxxxxxxxx</p>	<p>Bursar and County audit Staff present bids to F&P committee for new initiatives or capital funding.</p> <p>Training delivered by Queen's Hills staff get reimbursed into schools budget.</p>	<p>Buildings, grounds and resources are safe, fit for purpose, are bright, warm and support a creative and engaging learning environment.</p>	<p>Monthly budget updates</p>

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	B. Governors have maintained effective oversight of funds	Schools financial benchmarking tool is used to compare costing with similar schools. School taking advantage of opportunities to collaborate with other schools to generate efficiencies through pooling funding. Pupil premium money is well spent. PE and sport premium are well spent	xxxxxxxxxxxxxx xxxxxxxxxxxxxx		Quality staff are employed and developed.	
4.Check compliance with statutory and contractual requirements	EYFS SEND Curriculum Staff employment & safer recruitment Health and safety Safeguarding Statutory duties and policies Website Behaviour and attendance	School has appropriate up to date polices in line with statutory requirements. School website meets statutory requirements FGB agenda and minutes show governor voting on accepting new and updated policies. Children and safe and needs are catered for. Staff are employed legally 2 Governors are safer recruitment trained.	Rachael Howard Rachael Howard All Governors Head & Laura Cowan & Clerk of Governors xxxxxxxxxx Laura Cowan xxxxxxxxxx & Clerk xxxxxxxxxx Laura Cowan	Policies are written by school staff and presented to Governor meetings for ratification in good time and covers most recent guidelines. Clerk of Governors to co-ordinate list of current policies and renewal dates to be produced and posted on Gov hub.	School is compliant at any time	Website check undertaken regularly Staff with particular areas check dates for linking with staff responsible for policy.

N. B. xxxxxx indicates where named Governor needs to be allocated

Name of Governor in column 4 links to either column 2 or 3.

Rachel Gray and staff governor to be allocated.

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