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| Queen's Hill School Logo ***Queen’s Hills School Action Planning*** | **GOVERNING BODY STRATEGIC PLAN**  **DATE: April 2021-July 2022**  **Updated 22/3/2022** | | | | | | |
|  | ***‘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?)** |
| **1.Ensure clarity of vision, ethos and strategic direction.** | 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  B. Responsibility for setting and modelling its culture, values and ethos. | Engaging and up to date & informative school website  Stakeholder survey results completed regularly & results analysed and acted upon.  Effective& exciting school learning environment: exciting displays, motivated pupils, quality teachers.  Broad and balanced curriculum  Subject and phase termly reports showing impact.  Variety of extra-curricular activities available to all pupils.  Governor meetings agendas and minutes  Behaviour and attendance logs  Safeguarding: ensuring the school is a safe environment for pupils to thrive | Tania Farrow  ***Tania Farrow & all Governors***/FGB- presented at committee meetings  SLT***. All governors*** monitoring forms completed.  SLT & Governor responsible for subject area  Middle Leaders – governor comments  Laura Cowan  Clerk of Governors  Chair of Governors  Committee chairs  SDC/FGB  Laura Cowan & safeguarding AHT | Lead person in school for website construction  SLT  SIDP  Governors activity day – schedule produced which involves discussions with all staff and pupils.  Termly monitoring visit by Governors to inform reports.  Governors invited to events.  Reports from Evolve presented at FGB.  6x FGB per year  6x SDC per year  6x F&P per year  MIS system to generate reports  Termly safeguarding audit using NCC documents.  Business manager and AHT to check CPOMs and SCR at least monthly | Children are:  Good citizens  Confident  Resilient  Self-reflective  Able to take on the challenges of the future    Poor behaviour is seen to reduce and pupils Attendance to improve  Pupils are safe in school | SLT constantly monitoring throughout the year and reflecting.  Minutes of meetings – discussions around succession planning and growing school.  Committee meetings – first half of each term  FGB meetings- 2 weeks later.  Report comments completed by Governors by week 3 of each new term.  Stand alone visits complete separate forms.  Laura Cowan  Headteacher: at least half termly |
| **2.Hold executive leaders to account for educational performance and staff performance management.**  . | A.Hold Headteacher to account for educational performance (attainment and progress).  High expectations for all pupils.  B.Vulnerable and harder to reach groups:  Disadvantaged children(PP)  SEND  EAL  More able  LAC  C. Continuing professional development for teachers and staff  D. Performance management of staff  E. Governors hold leaders to account effectively | KS1 & KS2 results -positive comparison with national and local schools.(Adaptation due to reopening of school after the pandemic and suspension of national testing)  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  Effective teaching and consistent expectations- quality first teaching.  Teacher’s subject, pedagogical & content knowledge consistently build and develop over time.  Talent management, support development for staff. ECT  Record of training for all staff  Record of training of Governors on Governor hub | Laura Cowan: Yr 5-6  Rachael Howard:Yr 2-4  Sonia Walker: EYFS &Yr 1  ***All Governors***  Vulnerable groups:  PP:Holly Davies  SEND:Sonia Walker  EAL:Tania Farrow  More able:Rachael Howard  LAC:Sonia Walker  ***Various Governors as per rota.***  SDC: Chair Rachael Howard  Staff well being: Tania Farrow & Clara Bettermann  Laura Cowan  Laura Cowan  Clerk of Governors: Lisa Blowfield | Data produced for SDC  Data training for new Governors  Termly progress reports from Phase leads and subject leads  Governor activity day.  Learning walks, book looks, talking to pupils and staff, classroom and corridor displays.  Interventions carried out by inclusion team: SENDCO, HLTAs, TA’s Year leads, phase leaders.  QHDT: Tania Farrow  Support for teachers  Staff surveys  Headteacher  Performance management for staff carried out by Oct 31st each year. Yearly conversation with Chair after this is completed.  Information presented to SDC  Regular meetings between Head and Chair to discuss staff matters.  Chair of Govs, Vice Chair and external Consultant carry out Heads PM by October  Own careers and experience recorded on Gov hub  Governor audit completed yearly using NGA tools, analysed and used to appoint new governors.  Training provided by school | Clear and ambitious vision for providing high-quality education to all pupils.  Pupil progression and Improvement is evidenced.  Consistent improvements in the teaching and learning of the curriculum.  Highly effective and meaningful engagement takes place with staff at all levels and areas for development and strengths are identified.  Staff consistently report high levels of support for well -being issues  Governors engage effectively with pupils and stakeholders and understand their role | Committee meetings and post performance management meetings.  FGB meetings  SLT and all governors  Governors approve outcomes of performance management at FGB.  Staff surveys  Clara Bettermann  Feedback to FGB  Governor audit results presented yearly to all governors for discussion and inform training needs. |
| **3. Oversee financial performance and make sure money is well spent** | A. Hold leaders to account for financial and organisational performance, and ensuring money is well spent.  B. Governors have maintained effective oversight of funds | 3 year balanced budget ratified by Governors and Norfolk County Council  School is well resourced to deliver the curriculum and support all pupils.  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 and impact is recorded.  PE and sport premium are well spent and impact recorded.  SEND money is well spent and impact recorded | ***All Governors at FGB***  F&P committee:  Meets 6x per year  Chair:Holly Davies  Holly Davies  Holly Davies  Sonia Walker | Bursar and County audit: SPVS  Staff present bids to F&P committee for new initiatives or capital funding.  Training delivered by Queen’s Hills staff to other schools get reimbursed into QH schools budget.  Pupil voice and care studies produced by school for governors.  Audit of action plans by HD & AHT.  PP & Sports premium action plan documents written and put on school website. | Buildings, grounds and resources are safe, fit for purpose, are bright, warm and support a creative and engaging learning environment.  Quality staff are employed and developed.  Budget is balanced, any deficits are mitigated.  Green rating by County auditors.  Allocation of funding is spent appropriately for the benefit of the pupils. | Monthly budget updates.  Holly Davies or Sweena Mattam to attend.  FGB to approve new budget.  Cost effective and value for money staff structure presented to governors yearly at FGB and in line with new budget. |
| **4.Check compliance with statutory and contractual requirements** | Statutory duties and policies  Website  EYFS  SEND  Curriculum  Health and safety  Safeguarding  Behaviour and attendance  Staff employment & safer recruitment | School has appropriate up to date polices in line with statutory requirements.  School website meets statutory requirements  FGB agenda and minutes show governor challenge, voting on accepting new and updated policies.  Staff are employed legally.  2 Governors are safer recruitment trained. | All Governors  Tania Farrow& Clerk Lisa Blowfield  Lisa Blowfield  Sonia Walker  Sonia Walker  SLT & link Governors  Holly Davies  Laura Cowan  Laura Cowan  Head & Laura Cowan& Clerk of Governors | 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.  Regular audits are carried out throughout the year.  SCR is checked fortnightly bu SBM & AHT. Laura Cowan checks termly | School is fully compliant at any time  Children are safe and needs are catered for.  All staff files have been checked for compliance(including historic ones).  Sonia Walker & Laura Cowan are safer recruitment trained | Website check undertaken regularly.  Yearly audit by SLT, Tania Farrow and Chair.  Staff with particular areas check dates for linking with staff responsible for policy.  New updated induction procedures and documentation have been put in place by AHT and SBM |