

GOVERNOR ACTION PLAN – 2021-22

AIM: Ensuring clarity of vision, ethos and strategic direction		
Objectives	Action	Success Criteria
<p>Ensure that the priorities in the School Improvement Plan support the vision and ethos of the school</p> <p>Ensure that governors focus on the strategic direction of the school</p> <p>Ensure that the vision and ethos of the school are well communicated</p> <p>Ensure that governors are well trained and their skills developed</p> <p>Ensure that governors are familiar with the Governors Handbook</p>	<p>Embed the vision into the life of the school</p> <p>Review the vision for the school and ensure that it is embed into the life of the school</p> <p>Approve the SIP, carry out interim reviews and a full evaluation at year end</p> <p>Maintain the focus of governor meetings to the four main aims of this plan</p> <p>Take account of the views of parents, governors, staff and pupils when preparing the SIP</p> <p>Communicate the outcomes of the SIP to governors, staff and pupils</p> <p>Communicate with parents and the community through regular newsletters and the website</p> <p>Carry out an annual skills audit</p> <p>Attend high quality and appropriate governor training</p>	<p>Objectives in the improvement plan have directly furthered the educational objectives of the school</p> <p>Activities have been carried out in accordance with policies and regulations</p> <p>Governors have evaluated their skills and experience and acted to fill any identified gaps so that the organisation is well run and efficient</p> <p>The quality of any professional advice sought has been good and followed accordingly</p> <p>Governors have exercised independent judgement and remained responsible for any tasks delegated to others</p> <p>Governors have exercised reasonable care, skill and diligence and ensured that they are well-informed about the school's affairs</p>

GOVERNOR ACTION PLAN – 2021-22

AIM: Ensuring clarity of vision, ethos and strategic direction Cont.		
Objectives	Action	Success Criteria
	<p>Carry out annual self-evaluation / appraisal and set targets to improve governance</p> <p>Maintain membership of and have due regard to the National Governor Association Handbook and guidance</p> <p>Ensure that tasks, policies and procedures are carried out and approved as agreed</p> <p>Use the expertise available to the school when making decisions that require particular expertise e.g. HR</p> <p>Follow the school's Terms of Reference</p> <p>Attend meetings regularly and read all recommended literature, minutes or other documents</p> <p>Carry out monitoring and other similar visits to the school to ensure statutory compliance and SIP progress</p>	

GOVERNOR ACTION PLAN – 2021-22

AIM: Hold the head teacher to account for the educational performance of the school and its pupils		
Objectives	Action	Success Criteria
<p>Ensure that appraisal is carried out effectively</p> <p>Ensure that governors have the skills to understand and scrutinise quality assurance information and data</p> <p>Ensure that the school has a high quality improvement plan with targets</p> <p>Ensure that policies and procedures are followed</p> <p>Ensure that the work of the school is well-communicated</p>	<p>Agree an external consultant and a trained governor team to carry out HT appraisal</p> <p>Attend high quality and appropriate governor training</p> <p>Carry out an annual skills audit</p> <p>Carry out annual self-evaluation / appraisal and set targets to improve governance</p> <p>Maintain membership of and have due regard to the National Governor Association Handbook and guidance</p> <p>Attend meetings regularly and read all recommended literature, minutes or other documents</p> <p>Carry out monitoring and other similar visits to the school to ensure statutory compliance and SIP progress</p> <p>Check that the SIP targets are based on reliable data and school self-evaluation</p> <p>Ensure that tasks, policies and procedures are carried out and approved as agreed</p> <p>Communicate with parents and the community through regular newsletters and the website</p>	<p>Governors have acted as a critical friend of the head teacher by providing support, advice and challenge</p> <p>Governors have work with the school to plan improvements and develop policies and keep these under review</p> <p>In partnership with the head teacher and staff, governors have exercised their responsibilities and powers appropriately</p> <p>Governors have challenged and monitored the performance of the school</p> <p>Senior staff have been supported in the management of staff</p> <p>Governors have set high standards by planning for the future and setting targets for improvement</p> <p>Governors have helped the school to respond to the needs of parents and the community</p> <p>Governors have ensured that the school has been accountable to the public</p>

GOVERNOR ACTION PLAN – 2021-22

AIM: Oversee the financial performance of the school and ensure that its money is well spent		
Objectives	Action	Success Criteria
<p>Ensure that governors have the skills and knowledge required to support the head teacher in setting and monitoring the school budget</p> <p>Ensure that governors are aware of their role in respect of:</p> <ul style="list-style-type: none"> • regularity • propriety • value for money • compliance • risk management <p>Ensure that money is spent to further the educational objectives of the school and in line with the school improvement plan</p> <p>Ensure that governors are aware of the relevant financial procedures that schools must follow</p>	<p>Attend high quality and appropriate governor training</p> <p>Carry out an annual skills audit</p> <p>Carry out annual self-evaluation / appraisal and set targets to improve governance</p> <p>Have due regard to the school's finance and finance related policies</p> <p>Plan the budget annually and link expenditure to the SIP</p> <p>Have and review a three-year budget projection</p> <p>Carry out best value benchmarking of the school budget</p> <p>Regularly review and discuss school risk factors</p> <p>Receive monthly accounts</p>	<p>Public funds have been managed with prudence and care and with a focus on the advancement of the education of the pupils</p> <p>Spending has complied with regulations</p> <p>Activities have not put the reputation or assets of the organisation at risk</p> <p>Governors are familiar with financial procedures and policies</p> <p>Governors have acted within the scope of their authority</p> <p>Governors have avoided conflicts of interest</p>

GOVERNOR ACTION PLAN – 2021-22

AIM: Ensure that parents are fully involved with the education of their child		
Objectives	Action	Success Criteria
Governor's communicate with parents/carers effectively	Meet, statutory requirements on publishing information and if necessary, hold/attend focus group meetings	Feedback from parents/carers shows that they know who the governors are and what they do/have done
The school communicates with parents/carers effectively	Ask school leaders how often, who and for what purpose they communicate with parents/carers. Review the school website as a source of information and suggest improvements	Data and feedback from parents/carers, reports and surveys show that communication with parents/carers is effective.
Ensure that parents are made aware of any changes taking place in school	Write to parents/carers and/or hold meetings about key school changes.	Data and feedback from parents/carers, reports and surveys show that they believe they have been well informed about change
Ensure that the parent voice is heard	Check that the school has good systems for parents to: <ul style="list-style-type: none"> • contribute to the school development plan • contact the school • be encouraged to use Parent View • know how to help with their child's learning and behaviour • say why they have chosen the school and why their child leaves before their final year • make a complaint 	Data and feedback from parents/carers, reports and surveys show that they feel that their voice is heard.

GOVERNOR ACTION PLAN – 2021-22

KEY ACTION 2021-2022		
Objectives	Action	Success Criteria
<p>1. Governors communicate with parents effectively</p>	<p>Write to parents/carers and/or hold meetings about key school changes –</p> <p><i>Communicate about the Phase 2 building project.</i></p>	<p>Data and feedback from parent/carers reports and surveys show that communication with parents/carers is effective</p>
<p>2. Priorities set out in the SIP support the vision and ethos of the school</p>	<p>Embed the vision and ethos into the life of the school –</p> <p><i>Support staff to achieve the school mental health award from The Carnegie Centre for Excellence for Mental Health</i></p>	<p>Objectives in the SIP have directly furthered the educational objectives of the school</p>
<p>3. Ensure that governors focus on the strategic direction of the school. Ensure that governors are familiar with the Governors Handbook. Ensure that governors are aware of their role in respect of:</p> <ul style="list-style-type: none"> ○ regularity ○ propriety ○ value for money ○ compliance ○ risk management 	<p>Maintain the focus of governor meetings to the four main aims of this plan. Maintain membership of and have due regard to the National Governor Association Handbook and guidance. Ensure that tasks, policies and procedures are carried out and approved as agreed. Use the expertise available to the school when making decisions that require particular expertise e.g. HR. Follow the school's Terms of Reference. Attend meetings regularly and read all recommended literature, minutes or other documents.</p> <p><i>Appoint a professional clerk to the governing board.</i></p>	<p>Activities have been carried out in accordance with policies and regulations. The quality of any professional advice sought has been good and followed accordingly. Governors have exercised independent judgement and remained responsible for any tasks delegated to others. Governors have acted within the scope of their authority. Governors have avoided conflicts of interest</p>

GOVERNOR ACTION PLAN – 2021-22

Evaluation: *Date*

1. Governors communicate with parents effectively (Phase 2)
2. Priorities set out in the SIP support the vision and ethos of the school (Carnegie C of E Mental Health Award)
3. Ensure that governors focus on the strategic direction of the school, are familiar with the Governors Handbook and are aware of their role (Appointment of a professional clerk)

Evaluation: *Date*

1. Governors communicate with parents effectively (Phase 2)
2. Priorities set out in the SIP support the vision and ethos of the school (Carnegie C of E Mental Health Award)
3. Ensure that governors focus on the strategic direction of the school, are familiar with the Governors Handbook and are aware of their role (Appointment of a professional clerk)

Evaluation: *Date*

1. Governors communicate with parents effectively (Phase 2)
2. Priorities set out in the SIP support the vision and ethos of the school (Carnegie C of E Mental Health Award)
3. Ensure that governors focus on the strategic direction of the school, are familiar with the Governors Handbook and are aware of their role (Appointment of a professional clerk)