



Governance Improvement Plan (GIP)

Actions arising from NGA review (Governance Improvement Plan)

Objective/action	Owner (individual or cttee)	Timescale 1 – ASAP 2 – Sept 2015 3 – Dec 2015 4 – July 2016 5 – Yr 2016/17	Status	Next steps	Specific target date or event
Right people around the table/understanding roles and responsibilities					
Carry out GB skills audits every two years or earlier if required.	Chair	5	Completed using NGA recommended tool. Review tool for future audits.	Use for recruitment of future Community Governors	June 2017
Identify governor training needs and create training plan for whole GB	Vice Chair	3	Training needs being researched among Gobs	Vice Chair to report back to FGB by Dec 2015.	
Create overview sheets of all key areas to broaden governors' 'baseline' knowledge	AW		Included in Governance Binder	Update as required	
Create Governor Folder containing key information	JJ		Completed. Reviewed at May FGB	Update as required	
Confirm where delegated responsibilities sit	All Committees		Delegated responsibilities are outlined in committee terms of reference , reviewed annually.		
Develop comprehensive Business Continuity Plan	Finance cttee/AC	4	In process		July 2016



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Governors to be actively involved in developing the SIP, ie defining the vision and ethos, and review regularly	Govs/SLT	ongoing	Updated SIP now in place.	SLT to ensure that SIP is a living 'rolling 12 month' document.	
Introduce annual conference involving Governors and SLT to build understanding	Head	4	Held July 2015		July 2016
Create governor succession plan for all positions to ensure critical skills are not limited to a single governor. To include shadowing, rotation of link governors, etc	C Darnell	3	To be addressed with training needs and plan		Easter 2016
Review approach to link governors to improve links with SLT and develop role descriptions to clarify expectations	Chair/Head		Governors have expressed preferences re links with particular members of SLT. Pairings have been determined.	Initial meetings began 27/4/15. Success of linking to SLT rather than subject to be reviewed at future FGB.	
Develop governor induction programme, including training, initial meetings, mentoring	Chair		New Governors have met with Chair on appointment and been assigned a mentor	Future potential Governors to be given details of obligations and commitments prior to election/appointment	
Review '20 questions for a school's governing body' on regular basis	JJ		'20 questions' last reviewed March 2015	Complete every two years or annually if updated	March 2017
Future appointment and re-appointment of Community Governors to be more transparent and accountable taking into account GB skills requirements	Chair		Community Governor vacancy communicated to staff and parents, including desired candidate profile. Included on school website	Ongoing	



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Good chairing and clerking					
Chair to introduce annual review process for governors	Chair	3		Chair to propose process/timescales.	
Implement mechanism for governors to feed back to the chair	Vice Chair	3		Include proposal with above	Dec 2015
Holding the head teacher to account					
External training to be provided to governors to interpret data about school performance, eg RAISE online, data dashboard, FFT data	AD/JS	4	Training provided to governors attending Ofsted revisit. Further training to be provided	Ongoing	
Governors to be given regular update by SLT on specifics of Ivo data			Include in FGB agendas	Ongoing	
Improve the systematic challenge of HT/SLT in respect to quality of teaching and pupil achievement, particularly SEND, PP and VI Form	Govs		Ongoing	All governors to read NGA's 'Knowing your school'	

Support for new head teacher					
Consider budget for new HT to receive coaching/mentoring from HASP, SHA, Triad, Local Leaders of Education, etc.	Head		£5,000 secured from HASP.	Ongoing	
Review HT appraisal process by working with School Improvement Advisor, rotating membership of the review panel inc observer and providing appropriate feedback of the process to the FGB.	FN		Completed. School Improvement Advisor appointed.		



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Stakeholder involvement and communication					
“Improve and maintain governor/parent communication”	CL/AS	3	<ul style="list-style-type: none"> - Governors section on website updated - New governor’s section in Head Teacher’s newsletter introduced - School Association created with link governors - Annual Headteacher’s /Governors’ meeting for parents introduced 	SW&CE committee regularly reviews	Ongoing
Review and revise vision with new HT and involve members of school community in the process to ensure buy-in.	Chair / Head	3		Vision to be reviewed with SG in September/October 2016	
Monitoring that the school is listening using the ‘you said, we did’ approach	Chair/Head		Regular updates required via Parents Forum and SW&CE committee	Ongoing	
Create governor links to SISA (incl. Parent Forum) so that feedback and recommendations can flow to the GB. Consider how best to work with/support SISA	CL/AS	3	Two link governors directly involved with/supporting SISA and other governors starting to attend SISA initiatives such as Parents Forum	GB to work with SISA regarding formal lines of communication & feedback	
Increase visibility of governors at events (particularly events attended by link SLTs).	Govs			Governor(s) to be available at parent information evenings and other events.	Ongoing
Introduction of SLT/Headteacher/Governors meeting to present vision for school year, including statements by Chair of Governors and Head Teacher.	Chair/Head	3	Agreement in principle	Took place in January 2016 and plans to hold this annually.	Next one January 2017