



## Governance Improvement Plan (GIP)

### Actions arising from NGA review (Governance Improvement Plan)

| Objective/action   | Owner<br>(individual<br>or cttee) | Timescale<br>1 – ASAP<br>2 – Sept 2015<br>3 – Dec 2015<br>4 – July 2016<br>5 – Yr 2016/17 | Status   | Next steps  | Specific<br>target date<br>or event |
|--|-----------------------------------|---|--|---|-------------------------------------|
| <b>Right people around the table/understanding roles and responsibilities</b>      |                                   |   |  |   |                                     |
| 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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| <b>Good chairing and clerking</b>   |            |   |  |   |          |
| 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 |
|   |            |   |  |   |          |
|   |            |   |  |   |          |
| <b>Holding the head teacher to account</b>  |            |   |  |   |          |
| 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' |          |
|   |            |   |  |   |          |

|  |      |  |  |         |  |
|--|------|--|--|---------|--|
| <b>Support for new head teacher</b>  |      |  |  |         |  |
| 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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| <b>Stakeholder involvement and communication</b>  |              |   |   |  |                       |
|---|--------------|---|---|--|-----------------------|
| “Improve and maintain governor/parent communication”  | CL/AS        | 3 | <ul style="list-style-type: none"> <li>- Governors section on website updated</li> <li>- New governor’s section in Head Teacher’s newsletter introduced</li> <li>- School Association created with link governors</li> <li>- Annual Headteacher’s /Governors’ meeting for parents introduced</li> </ul> | 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 |