



## **4 Governance**

# School Development Plan 2014-15

**AREA: GOVERNANCE**

<b>Target</b>	<ul style="list-style-type: none"> <li>● <b>To embed health and safety processes within school</b></li> </ul>
<b>Actions</b>	<ul style="list-style-type: none"> <li>● Production of a consolidated school risk assessment document</li> <li>● Establish and adhere to termly health and safety visits with actions documented in a timely manner</li> <li>● Systematic follow up of actions from previous visits</li> <li>● Embed routine reporting to FGP committee and FGB</li> <li>● Annual review of health and safety policy and the school’s risk assessments</li> <li>● Ensure website shows key health and safety documents for all governors</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>● Finance and General Purposes Committee</li> </ul>
<b>Financial Implications</b>	<ul style="list-style-type: none"> <li>● No direct costs of consolidating the process</li> </ul>
<b>Desired Outcome</b>	<ul style="list-style-type: none"> <li>● Clear consolidated action plan in place for the school which is reviewed and updated regularly.</li> <li>● Completion of actions raised in a timely manner.</li> <li>● Clear risk assessment document for the whole school</li> <li>● Health and Safety area on the website</li> <li>● Standard agenda item on FGP/FGB meetings</li> </ul>
<b>2015-2017 Future Development</b>	<ul style="list-style-type: none"> <li>● Annual review of H&amp;S policies.</li> </ul>
<b>Reviewed By</b>	<ul style="list-style-type: none"> <li>● Governing Body</li> </ul>
<p><b>Review</b></p> <p><b>Autumn 2014</b></p> <ul style="list-style-type: none"> <li>● Consolidated risk assessment now in use</li> <li>● Termly visit &amp; report completed to include follow up of previous actions</li> <li>● Standing agenda item for F&amp;GP and reporting back to FGB</li> </ul> <p><b>Spring 2015</b></p> <ul style="list-style-type: none"> <li>●</li> </ul> <p><b>Summer 2015</b></p> <ul style="list-style-type: none"> <li>●</li> </ul>	

**AREA: GOVERNANCE**

<b>Target</b>	<ul style="list-style-type: none"> <li>• <b>Increase data available to Governing Body to monitor progress through the year at meetings</b></li> </ul>
<b>Actions</b>	<ul style="list-style-type: none"> <li>• Get Termly reports on data from throughout the school from existing sources, appropriately anonymised.</li> <li>• Use the reports to focus discussion on progress and appropriate actions</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• Governing Body</li> </ul>
<b>Financial Implications</b>	<ul style="list-style-type: none"> <li>• No direct costs, possible training or tools - tbc</li> </ul>
<b>Desired Outcome</b>	<ul style="list-style-type: none"> <li>• Clear, consistent use to data to help track progress</li> </ul>
<b>2014-2017 Future Development</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Reviewed By</b>	<ul style="list-style-type: none"> <li>• Governing Body</li> </ul>
<p><b>Review</b></p> <p><b>Autumn 2014</b></p> <ul style="list-style-type: none"> <li>• More data included in the Head Teachers report - Keeping in Touch report added.</li> <li>• Link on website for data.</li> </ul> <p><b>Spring 2015</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Summer 2015</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	

## AREA: GOVERNANCE

<b>Target</b>	<ul style="list-style-type: none"> <li>• <b>Ensure regular Financial monitoring takes place to support management of school budget</b></li> </ul>
<b>Actions</b>	<ul style="list-style-type: none"> <li>• Get monthly reports on finance (month end) and follow up with on site meeting/email comments with Financial administrator and Headteacher and Chair of Finance.</li> <li>• Use the reports to focus discussion on progress and appropriate actions</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• Governing Body</li> </ul>
<b>Financial Implications</b>	<ul style="list-style-type: none"> <li>• No direct costs, possible training or tools - tbc</li> </ul>
<b>Desired Outcome</b>	<ul style="list-style-type: none"> <li>• Clear picture each month of the school's financial position to help track progress of budget and spending</li> </ul>
<b>2014-2017 Future Development</b>	<ul style="list-style-type: none"> <li>• Improved Funding Formula for 2015/2016</li> </ul>
<b>Reviewed By</b>	<ul style="list-style-type: none"> <li>• Governing Body</li> </ul>
<p><b>Review</b></p> <p><b>Autumn 2014</b></p> <ul style="list-style-type: none"> <li>• Key drivers of cost reviewed - no issues</li> <li>• 5 year view of finances reviewed</li> <li>• Monthly meetings in place and BCRs are on the website,</li> <li>• LA review with Rob Cottall before half term, all fine.</li> </ul> <p><b>Spring 2015</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Summer 2015</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	

**AREA: GOVERNANCE**

<b>Target</b>	<ul style="list-style-type: none"> <li>• <b>Keep a watching brief on development of academies and what might be right for Barnabas Oley</b></li> </ul>
<b>Actions</b>	<ul style="list-style-type: none"> <li>• Understand what is happening for other primary schools</li> <li>• Keep in contact with the diocese</li> <li>• If appropriate make contact with other schools to understand their experiences</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Financial Implications</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Desired Outcome</b>	<ul style="list-style-type: none"> <li>• Understand the issues, opportunities and implications of academy status for Barnabas Oley.</li> </ul>
<b>2014-2017 Future Development</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Reviewed By</b>	<ul style="list-style-type: none"> <li>• Governing Body</li> </ul>
<p><b>Review</b></p> <p><b>Autumn 2014</b></p> <ul style="list-style-type: none"> <li>• FGB decided not to take any further the Diocesan Academy Trust</li> </ul> <p><b>Spring 2015</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Summer 2015</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	

**AREA: GOVERNANCE**

<b>Target</b>	<ul style="list-style-type: none"> <li>● <b>To effectively manage the change of secondary school catchment to Comberton Village College</b></li> </ul>
<b>Actions</b>	<ul style="list-style-type: none"> <li>● Build relationship with CVC</li> <li>● Clarify situation with transport, endeavor to secure free transport to CVC</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>● Governing Body</li> </ul>
<b>Financial Implications</b>	<ul style="list-style-type: none"> <li>● No direct costs of the process of change</li> </ul>
<b>Desired Outcome</b>	<ul style="list-style-type: none"> <li>● Great links with CVC</li> <li>● Free transport to CVC</li> <li>● Clear positive communication to all parties involved: parents, children, various schools involved.</li> <li>●</li> </ul>
<b>2015-2017 Future Development</b>	<ul style="list-style-type: none"> <li>●</li> </ul>
<b>Reviewed By</b>	<ul style="list-style-type: none"> <li>● Governing Body</li> </ul>
<p><b>Review</b></p> <p><b>Autumn 2014</b></p> <ul style="list-style-type: none"> <li>● Joined CB23 - free for a year. Decide after a year to stay in Hunts or move to CB23. SMT have been to meetings already.</li> <li>● Chair of governors seeking definitive clarification from LA on transport.</li> <li>● Contacting CVC with what they can help with on transport arrangements</li> <li>● Need to provide a summary of what's happening for parents.</li> </ul> <p><b>Spring 2015</b></p> <ul style="list-style-type: none"> <li>●</li> </ul> <p><b>Summer 2015</b></p> <ul style="list-style-type: none"> <li>●</li> </ul>	

**AREA: GOVERNANCE**

<b>Target</b>	<ul style="list-style-type: none"> <li>● <b>To develop an holistic approach to training for the governing body to support the SDP, together with individual training targets for governors.</b></li> </ul>
<b>Actions</b>	<ul style="list-style-type: none"> <li>● Decide on in house training course for 2014-15</li> <li>● Develop a training programme for the FGB to support the SDP for the year</li> <li>● Establish training targets for each governor</li> <li>● Feedback on training to include completion of the training reports</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>● Governing Body</li> </ul>
<b>Financial Implications</b>	<ul style="list-style-type: none"> <li>● None</li> </ul>
<b>Desired Outcome</b>	<ul style="list-style-type: none"> <li>● Group training plan developed by training link governor</li> <li>● All governors attend group training</li> <li>● All governors agree individual training targets with training link governor and attend courses</li> <li>● All governors feedback using the training report template.</li> </ul>
<b>2015-2017 Future Development</b>	<ul style="list-style-type: none"> <li>●</li> </ul>
<b>Reviewed By</b>	<ul style="list-style-type: none"> <li>● Governing Body</li> </ul>
<p><b>Review</b></p> <p><b>Autumn 2014</b></p> <ul style="list-style-type: none"> <li>● Induction for new Governors</li> <li>● Mentor in place for one of the new Governors, other to be selected</li> <li>● New Chairs of Committees in place and getting up to speed.</li> <li>● Flow charts have really help people in new roles</li> </ul> <p><b>Spring 2015</b></p> <ul style="list-style-type: none"> <li>●</li> </ul> <p><b>Summer 2015</b></p> <ul style="list-style-type: none"> <li>●</li> </ul>	