



4 Governance

School Development Plan 2014-15

AREA: GOVERNANCE

Target	To embed health and safety processes within school
Actions	<ul style="list-style-type: none"> • Production of a consolidated school risk assessment document • Establish and adhere to termly health and safety visits with actions documented in a timely manner • Systematic follow up of actions from previous visits • Embed routine reporting to FGP committee and FGB • Annual review of health and safety policy and the school’s risk assessments • Ensure website shows key health and safety documents for all governors
Responsibility	<ul style="list-style-type: none"> • Finance and General Purposes Committee
Financial Implications	<ul style="list-style-type: none"> • No direct costs of consolidating the process
Desired Outcome	<ul style="list-style-type: none"> • Clear consolidated action plan in place for the school which is reviewed and updated regularly. • Completion of actions raised in a timely manner. • Clear risk assessment document for the whole school • Health and Safety area on the website • Standard agenda item on FGP/FGB meetings
2015-2017 Future Development	<ul style="list-style-type: none"> • Annual review of H&S policies. • Review of H&S Section of the website - F&GP to action • New H&S committee governor • Invite Liz D to H&S Committee meetings
Reviewed By	<ul style="list-style-type: none"> • Governing Body
<p>Review</p> <p>Autumn 2014</p> <ul style="list-style-type: none"> • Consolidated risk assessment now in use • Termly visit & report completed to include follow up of previous actions • Standing agenda item for F&GP and reporting back to FGB <p>Spring 2015</p> <ul style="list-style-type: none"> • Updated actions from H&S audit • Termly visit & report completed to include follow up of previous actions • H&S now a standing agenda item for F&GP • H&S Policy Updated, will be reviewed for next meeting • Risk assessments being carried out where required <p>Summer 2015</p> <ul style="list-style-type: none"> • Another H&S visit this term • Action plan for works to be carried out over the summer • Addressed all actions / recommendations from external audit • H&S continues to be a standing agenda item 	

AREA: GOVERNANCE

Target	<ul style="list-style-type: none"> • Increase data available to Governing Body to monitor progress through the year at meetings
Actions	<ul style="list-style-type: none"> • Get Termly reports on data from throughout the school from existing sources, appropriately anonymised. • Use the reports to focus discussion on progress and appropriate actions
Responsibility	<ul style="list-style-type: none"> • Governing Body
Financial Implications	<ul style="list-style-type: none"> • No direct costs, possible training or tools - tbc
Desired Outcome	<ul style="list-style-type: none"> • Clear, consistent use to data to help track progress
2014-2017 Future Development	<ul style="list-style-type: none"> • Ensure GB is made aware of new tracking of assessment without levels (O-Track) • AP to become data champion to ensure FGB are kept aware of progress. • Headteacher to inform GB of new system • Use the reports to focus discussion on progress and appropriate action.
Reviewed By	<ul style="list-style-type: none"> • Governing Body
<p>Review</p> <p>Autumn 2014</p> <ul style="list-style-type: none"> • More data included in the Head Teachers report - Keeping in Touch report added. • Link on website for data. <p>Spring 2015</p> <ul style="list-style-type: none"> • In year progress data for autumn term now included in head teachers report. <p>Summer 2015</p> <ul style="list-style-type: none"> • Headteachers report now contains in year tracking data as standard - as well as school / LA / national data • Discussions and comments are minuted 	

AREA: GOVERNANCE

Target	<ul style="list-style-type: none"> • Ensure regular Financial monitoring takes place to support management of school budget
Actions	<ul style="list-style-type: none"> • 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. • Use the reports to focus discussion on progress and appropriate actions
Responsibility	<ul style="list-style-type: none"> • Governing Body
Financial Implications	<ul style="list-style-type: none"> • No direct costs, possible training or tools - tbc
Desired Outcome	<ul style="list-style-type: none"> • Clear picture each month of the school’s financial position to help track progress of budget and spending
2014-2017 Future Development	<ul style="list-style-type: none"> • Improved Funding Formula for 2015/2016 • With paperless office / internet banking - need to updated procedures • Include capital plan in future objective
Reviewed By	<ul style="list-style-type: none"> • Governing Body
<p>Review</p> <p>Autumn 2014</p> <ul style="list-style-type: none"> • Key drivers of cost reviewed - no issues • 5 year view of finances reviewed • Monthly meetings in place and BCRs are on the website, • LA review with Rob Cottall before half term, all fine. <p>Spring 2015</p> <ul style="list-style-type: none"> • BCRs on website, 6 weekly meetings reviewing costs • Finance office at meeting, very helpful especially for budget • Statement of internal financial control signed off • Review SLAs for management of diocese <p>Summer 2015</p> <ul style="list-style-type: none"> • Changed format of BCR review • Continued to have finance office present at FGP meetings • Reviewed financial and contractual regulations • Had meeting with LA financial officer 	

AREA: GOVERNANCE

Target	<ul style="list-style-type: none"> • Keep a watching brief on development of academies and what might be right for Barnabas Oley
Actions	<ul style="list-style-type: none"> • Understand what is happening for other primary schools • Keep in contact with the diocese • If appropriate make contact with other schools to understand their experiences
Responsibility	<ul style="list-style-type: none"> •
Financial Implications	<ul style="list-style-type: none"> •
Desired Outcome	<ul style="list-style-type: none"> • Understand the issues, opportunities and implications of academy status for Barnabas Oley.
2014-2017 Future Development	<ul style="list-style-type: none"> •
Reviewed By	<ul style="list-style-type: none"> • Governing Body
<p>Review</p> <p>Autumn 2014</p> <ul style="list-style-type: none"> • FGB decided not to take any further the Diocesan Academy Trust <p>Spring 2015</p> <ul style="list-style-type: none"> • Looking into collaboration with Petersfield school <p>Summer 2015</p> <ul style="list-style-type: none"> • Collaboration has not gone ahead • Termly visits from Judith Skelton, Diocesan Patch Advisor • Joined CB23 cluster, peer to peer links for heads, deputies and chairs 	

AREA: GOVERNANCE

Target	<ul style="list-style-type: none"> • To effectively manage the change of secondary school catchment to Comberton Village College
Actions	<ul style="list-style-type: none"> • Build relationship with CVC • Clarify situation with transport, endeavor to secure free transport to CVC
Responsibility	<ul style="list-style-type: none"> • Governing Body
Financial Implications	<ul style="list-style-type: none"> • No direct costs of the process of change
Desired Outcome	<ul style="list-style-type: none"> • Great links with CVC • Free transport to CVC • Clear positive communication to all parties involved: parents, children, various schools involved. •
2015-2017 Future Development	<ul style="list-style-type: none"> •
Reviewed By	<ul style="list-style-type: none"> • Governing Body
<p>Review</p> <p>Autumn 2014</p> <ul style="list-style-type: none"> • Joined CB23 - free for a year. Decide after a year to stay in Hunts or move to CB23. SMT have been to meetings already. • Chair of governors seeking definitive clarification from LA on transport. • Contacting CVC with what they can help with on transport arrangements • Need to provide a summary of what's happening for parents. <p>Spring 2015</p> <ul style="list-style-type: none"> • Confirmed membership of CB23, now left St Neots forum • Letter to parents explaining outcome of appeals • Cllr Wilson now pursuing complaint • School pupils invited to improve transition process <p>Summer 2015</p> <ul style="list-style-type: none"> • New transport arrangement from September 2015, 3 buses, organised by CVC - this addresses the community concern about provision of transport arranged by the LA. • Continued MFL links with CVC in school • New Governors attended CB23 new governors workshop • Transition work year 6 CVC 	

AREA: GOVERNANCE

Target	<ul style="list-style-type: none"> • To develop an holistic approach to training for the governing body to support the SDP, together with individual training targets for governors.
Actions	<ul style="list-style-type: none"> • Decide on in house training course for 2014-15 • Develop a training programme for the FGB to support the SDP for the year • Establish training targets for each governor • Feedback on training to include completion of the training reports
Responsibility	<ul style="list-style-type: none"> • Governing Body
Financial Implications	<ul style="list-style-type: none"> • None
Desired Outcome	<ul style="list-style-type: none"> • Group training plan developed by training link governor • All governors attend group training • All governors agree individual training targets with training link governor and attend courses • All governors feedback using the training report template.
2015-2017 Future Development	<ul style="list-style-type: none"> • Look at outsourcing and other options for training
Reviewed By	<ul style="list-style-type: none"> • Governing Body
<p>Review</p> <p>Autumn 2014</p> <ul style="list-style-type: none"> • Induction for new Governors • Mentor in place for one of the new Governors, other to be selected • New Chairs of Committees in place and getting up to speed. • Flow charts have really help people in new roles <p>Spring 2015</p> <ul style="list-style-type: none"> • Assessment and Teacher Wellbeing for in-house training • Targets set for governors to attend 2 x training including GEL • Systems in place to report feedback on training <p>Summer 2015</p> <ul style="list-style-type: none"> • In house training this term • Follow up to get training reports on the website • Governor training award for Andrew Pett • Paired attendance on training might be helpful. 	