



4 Governance

School Development Plan 2015-16

AREA: GOVERNANCE

Target	To embed health and safety processes within school
Actions	<ul style="list-style-type: none"> • 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 • New H&S committee governor • Invite Liz D to H&S Committee meetings
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 regularly updated • Standard agenda item on FGP/FGB meetings
2016-2018 Future Development	<ul style="list-style-type: none"> •
Reviewed By	<ul style="list-style-type: none"> • Governing Body
<p>Review</p> <p>Autumn 2015</p> <ul style="list-style-type: none"> • Now on every agenda • Review of H&S section of website underway • Liz D invited to H&S committee • Karen W to be additional H&S Governor as necessary <p>Spring 2016</p> <ul style="list-style-type: none"> • Meeting set for 3rd March • Website updated (in governor secure zone) <p>Summer 2016</p> <ul style="list-style-type: none"> • 	

AREA: GOVERNANCE

Target	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 • 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.
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
2016-2018 Future Development	<ul style="list-style-type: none"> •
Reviewed By	<ul style="list-style-type: none"> • Governing Body
<p>Review</p> <p>Autumn 2015</p> <ul style="list-style-type: none"> • Andrew Pett appointed as governor rep to focus on data. • Will look at best way to include data in Head’s report with new system • As part of getting ready for Ofsted will prepare a view of the schools data and explanation of it <p>Spring 2016</p> <ul style="list-style-type: none"> • Page on website created to inform parents of new assessment and tracking system • Copy of KIT report presented to Governors • Presentation to Governors of O-track scheduled for next FGB meeting, later this term. <p>Summer 2016</p> <ul style="list-style-type: none"> • 	

AREA: GOVERNANCE

Target	Effective training for the governing body to improve our ability to support the school's progress
Actions	<ul style="list-style-type: none"> • Decide on in house training course for 2015-16 • Develop a training programme for the FGB to support the SDP for the year • Establish training targets for each governor - at least two courses • Feedback on training to include completion of the training reports as a standing agenda item at FGB • Include termly briefing in overview of responsibilities • Look at other options for training through outsourcing or experience sharing through CB23
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.
2016-2018 Future Development	<ul style="list-style-type: none"> •
Reviewed By	<ul style="list-style-type: none"> • Governing Body
<p>Review</p> <p>Autumn 2015</p> <ul style="list-style-type: none"> • Training governor in place – Lily PB • Training plan for governors set • Review of training outcomes now included in FGB agenda <p>Spring 2016</p> <ul style="list-style-type: none"> • In house training set for 21st April 2016 (Getting ready for Ofsted) • Training governor now settled into role and good practices embedded. • Termly briefings notified in timely fashion • CB23 Governor triad – initial contact made and opportunities being explored <p>Summer 2016</p> <ul style="list-style-type: none"> • 	

AREA: GOVERNANCE

Target	Ensure monthly 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 agree actions through on site meeting/email comments with Financial administrator and Headteacher and Chair of Finance. • With paperless office / internet banking - need to update procedures to reflect new ways of working • Include capital plan as part of financial reviews
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
2016-2018 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 2015</p> <ul style="list-style-type: none"> • Monthly reports have been completed • Several meeting with Chair of F&GP to follow through any issues, eg staff payroll • Karen W work on BCR with school finance officer to present to F&GP committee <p>Spring 2016</p> <ul style="list-style-type: none"> • Benchmarking other schools financial performance • Monthly meetings Liz and governors, termly meeting with Rob Cottle • BCRs reviewed at F&GP meeting • Internal control meeting Friday 5th February • Internet banking in progress • Formalising capital plan • SFVS will be submitted 31st March <p>Summer 2016</p> <ul style="list-style-type: none"> • 	

AREA: GOVERNANCE

Target	Keep a watching brief on future leadership models for the benefit of the school and staff development
Actions	<ul style="list-style-type: none"> • Understand what is happening for other primary schools • Look into potential collaboration opportunities
Responsibility	<ul style="list-style-type: none"> • Governing Body
Financial Implications	<ul style="list-style-type: none"> • To be evaluated
Desired Outcome	<ul style="list-style-type: none"> • Understand the issues, opportunities and implications of emerging leadership models for Barnabas Oley.
2016-2018 Future Development	<ul style="list-style-type: none"> •
Reviewed By	<ul style="list-style-type: none"> • Governing Body
<p>Review</p> <p>Autumn 2015</p> <ul style="list-style-type: none"> • Active membership of CB23 to share information and opportunities • Becky’s role as diocesan advisor is also a good source of information • Becky S and Charlotte M will attend a meeting on academisation on 11th Jan <p>Spring 2016</p> <ul style="list-style-type: none"> • Ongoing learning from SEND support for Petersfield • Governor and HT attended Diocese meeting on academies and briefed other Governors • BS & CJ Academies Show April 2016 • Peer to Peer PFSI, Nigel’s Team / HT / DHT • 9th March 2 members of SMT (CJ & MD) start NPQH training <p>Summer 2016</p> <ul style="list-style-type: none"> • 	

AREA: GOVERNANCE

Target	Getting ready for OFSTED
Actions	<ul style="list-style-type: none"> • Set up group to look at: <ul style="list-style-type: none"> ○ What's needed ○ Prepare information ○ Further action required • Record and evaluate all governor monitoring over the academic year • Reflect on additional activity required in order to gain full picture and be able to talk about it confidently.
Responsibility	<ul style="list-style-type: none"> • Governing Body
Financial Implications	<ul style="list-style-type: none"> • None
Desired Outcome	Use Ofsted framework and preparation to improve governors' awareness and readiness. This will also improve governance for the school.
.2016-2018 Future Development	<ul style="list-style-type: none"> •
Reviewed By	<ul style="list-style-type: none"> • Governing Body
<p>Review</p> <p>Autumn 2015</p> <ul style="list-style-type: none"> • Governor visit report form being updated to capture right information • Small group agreed to look further into what's required for Ofsted <p>Spring 2016</p> <ul style="list-style-type: none"> • Sub group underway • Areas of focus agreed • Future meeting dates set, including attendance of SIP in March <p>Summer 2016</p> <ul style="list-style-type: none"> • 	

AREA: GOVERNANCE

Target	<ul style="list-style-type: none"> • Actively participate in CB23 Cluster
Actions	<ul style="list-style-type: none"> • Build relationship with CVC • Participate through Head, Deputy Head and Chair links • Look for other opportunities to learn from the group
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 • Great links with other feeder schools to CVC • Source of knowledge and information to help us to improve
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 2015</p> <ul style="list-style-type: none"> • Head and Chair Attending CB23 activities <p>Spring 2016</p> <ul style="list-style-type: none"> • Cluster meetings for CB23 & SEN Meetings, heads, deputy maths & language • Triad grows for Head and Deputy projects • Links with CVC for language and maths master classes • CB23 extension to Governor triads, already underway with Heads <p>Summer 2016</p>	