



## **4 Governance**

# School Development Plan 2016-17

**AREA: GOVERNANCE**

<b>Target</b>	<b>To embed health and safety processes within school</b>
<b>Actions</b>	<ul style="list-style-type: none"> <li>• <b>Embed routine reporting to FGP committee and FGB</b></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> <li>• New H&amp;S committee governor</li> <li>• Invite Liz D to H&amp;S Committee meetings.</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• <b>Finance and General Purposes Committee</b></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 regularly updated</li> <li>• Standard agenda item on FGP/FGB meetings</li> </ul>
<b>2016-2018 Future Development</b>	<ul style="list-style-type: none"> <li>• <i>Fire / Risk assessments generally</i></li> </ul>
<b>Reviewed By</b>	<ul style="list-style-type: none"> <li>• <b>Governing Body</b></li> </ul>
<p><b>Review</b></p> <p><b>Autumn 2016</b></p> <ul style="list-style-type: none"> <li>• Visit Undertaken - report written and on website for consideration.</li> <li>• Review of risk assessments added to FGP agenda.</li> <li>• Website review completed.</li> </ul> <p><b>Spring 2017</b></p> <ul style="list-style-type: none"> <li>• Health and safety Inspection carried out.</li> <li>• Liz Day attended Health &amp; safety Inspection</li> <li>• Revamped Access plan based upon previous Health &amp; Safety Reviews.</li> <li>• New Health and Safety committee governor recruited (Lilly Pitalis-Bliss)</li> </ul> <p><b>Summer 2017</b></p> <ul style="list-style-type: none"> <li>• Health and Safety Inspection carried out.</li> <li>• Remains standing agenda item.</li> <li>• New Governor inducted on inspection.</li> </ul>	

## AREA: GOVERNANCE

Target	To make best use of data for Governing Body to monitor progress
<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> <li>• Ensure GB is made aware of new tracking of assessment without levels (O-Track)</li> <li>• AP to become data champion to ensure FGB are kept aware of progress.</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>2016-2018 Future Development</b>	<ul style="list-style-type: none"> <li>• <i>Refresher of O-Track training for Governing Body Members</i></li> <li>• <i>Tidy up data page on website.</i></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 2016</b></p> <ul style="list-style-type: none"> <li>• AP and Head attended FFT training on how to 'drill down' into data. Reporting now easier to produce for Governors. Forecasting can now be achieved for reporting to Governors. Still not comparable data. Presentation to next Full Governors meeting by Head and AP.</li> </ul> <p><b>Spring 2017</b></p> <ul style="list-style-type: none"> <li>• AP attended with chair and SMT data KIT visit with Pauline Ball.</li> <li>• Annual summary of data dashboard for KS1 and KS2 presented at FGB meeting following data sessions with 3 governors and Head.</li> <li>• Head Teacher reported progress of children at FGB meeting. (In year data up to Autumn 2 2016) using new online system (O Track).</li> </ul> <p><b>Summer 2017</b></p> <ul style="list-style-type: none"> <li>• Regular reporting of O-Track data to each FGB meeting.</li> <li>• KS1 and KS2 reported to July FGB.</li> </ul>	



## AREA: GOVERNANCE

<b>Target</b>	<b>Effective training for the governing body to improve our ability to support the school's progress</b>
<b>Actions</b>	<ul style="list-style-type: none"> <li>• Decide on in house training course for 2016-17</li> <li>• Develop a training programme for the FGB to support the SDP for the year</li> <li>• Establish training targets for each governor - at least two courses</li> <li>• Feedback on training to include completion of the training reports as a standing agenda item at FGB</li> <li>• Include termly briefing in overview of responsibilities</li> <li>• Look at other options for training to give broader experience including personal learning using resources like The Key.</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• <b>Governing Body</b></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>2016-2018 Future Development</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Reviewed By</b>	<ul style="list-style-type: none"> <li>• <b>Governing Body</b></li> </ul>
<p><b>Review</b></p> <p><b>Autumn 2016</b></p> <ul style="list-style-type: none"> <li>• Individual training plans now on website including targets.</li> <li>• Received feedback on various training courses attended.</li> <li>• Skill audit undertaken - shows no real areas for concern.</li> <li>• Allocated Governors to termly briefings.</li> <li>• The Key being used as a training resource.</li> <li>• CPD Toolkit.</li> </ul> <p><b>Spring 2017</b></p> <ul style="list-style-type: none"> <li>• All above still continuing</li> <li>• Training added as a standing agenda item.</li> <li>• Reports into training Governor and discussed at FGB.</li> <li>• Growth Mindset in-house training - one session completed.</li> </ul> <p><b>Summer 2017</b></p> <ul style="list-style-type: none"> <li>• Log use of 'The Key' on termly training update as evidence of training.</li> </ul>	



## AREA: GOVERNANCE

Target	Watching brief on future leadership models and school structures
<b>Actions</b>	<ul style="list-style-type: none"> <li>• Understand what is happening for other primary schools</li> <li>• Be watchful for potential collaboration opportunities</li> <li>• Investigate academisation and implications for the school</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>• To be evaluated</li> </ul>
<b>Desired Outcome</b>	<ul style="list-style-type: none"> <li>• Understand the issues, opportunities and implications of emerging leadership models for Barnabas Oley.</li> </ul>
<b>2016-2018 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 2016</b></p> <ul style="list-style-type: none"> <li>• Links with CB23</li> <li>• NPQH Training for Claire and Michelle</li> <li>• Keeping track of academisation information through a variety of sources.</li> </ul> <p><b>Spring 2017</b></p> <ul style="list-style-type: none"> <li>• Arrange meeting with Chris Jukes, Comberton Academy Primary Link.</li> <li>• Links with CB23</li> <li>• NPQH presentations from C Jarvis and M Downes.</li> <li>• Mrs Smith to meet with the Diocese.</li> <li>• Consideration given to leadership models and structures.</li> </ul> <p><b>Summer 2017</b></p> <ul style="list-style-type: none"> <li>• NPQH qualifications completed by C Jarvis &amp; M Downes.</li> <li>• Middle leader training completed.</li> <li>• NQT succesful completion of Yr1</li> <li>• JP/BS meeting with S Munday/A Reid re CAM AT / DEMAT</li> <li>• CB23 meetings attended.</li> </ul>	





**AREA: GOVERNANCE**

<b>Target</b>	<b>Use OFSTED Framework to progress towards outstanding governance</b>
<b>Actions</b>	<ul style="list-style-type: none"> <li>• Complete case studies on governor activity and impact</li> <li>• Look for other opportunities to improve and record impact</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>	Use Ofsted framework and preparation to improve governors awareness and readiness. This will also improve governance for the school.
<b>2016-2018 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 2016</b></p> <ul style="list-style-type: none"> <li>• Getting ready meeting</li> <li>• Focus on School strategy, SEF and SDP</li> <li>• Working sessions on key questions - Data, Governance and Safeguarding</li> <li>• 2 page data summary prepared, termly data now reviewed as part of FGB meeting</li> </ul> <p><b>Spring 2017</b></p> <ul style="list-style-type: none"> <li>• Review of SDP</li> <li>• One SEF section reviewed each term</li> <li>• School strategy meeting reviewed as a result of Ofsted prep meeting.</li> <li>• School advisor visits co-ordinated with school improvement objectives e.g. teaching and learning &amp; behaviour.</li> <li>• Overall effectiveness meeting with Nigel Battey in 2 weeks time.</li> <li>• Termly data progress now included in Head Teachers report.</li> </ul> <p><b>Summer 2017</b></p> <ul style="list-style-type: none"> <li>• Cross changed and will be printed over the summer. Website will need updating.</li> <li>• School strategy meeting reviewed as a result of Ofsted prep meeting -target for next term.</li> </ul>	

## AREA: GOVERNANCE

<b>Target</b>	<b>To improve communication with parents as to what the school governors do</b>
<b>Actions</b>	<ul style="list-style-type: none"> <li>• To create articles for the school newsletter on what recent governance tasks have taken place. These may include:                             <ul style="list-style-type: none"> <li>○ Case studies of special interest to parents</li> <li>○ Governor visit updates</li> <li>○ New governor introduction etc.</li> </ul> </li> <li>• Liaising with school admin staff to ensure articles are published</li> <li>• Standing item on Curriculum Committee agenda for newsletter input</li> <li>• Annual review of parents' opinion as part of the parent questionnaire</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>• <b>Curriculum Committee</b></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>• Parent Questionnaire results for 2017 indicate that parents are fully aware of school governors' role.</li> <li>• Parents have easy access to information on what impact our governors make to our school</li> <li>•</li> </ul>
<b>2016-2018 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 2016</b></p> <ul style="list-style-type: none"> <li>• In the summer 2016 term, the Governors published their first article in the school newsletter highlighting to parents some key results from the 2016 Parent Questionnaire.</li> <li>• Autumn term began with an article on Governors' first yearly full Governors meeting, how we carry out monitoring within school and a paragraph on school meal nutritional links.</li> <li>• Article featuring Mr Strath's feedback from his participation with the SIA visit on Teaching and Learning.</li> <li>• Article talking about Parent View and Governor Visits.</li> <li>• Governors agreed that subsequent newsletters should cover all aspects of Governors' work.</li> </ul> <p><b>Spring 2017</b></p> <ul style="list-style-type: none"> <li>• Newsletter continues to be a standing item on the Curriculum Committee agenda.</li> <li>• Governors making regular contributions to newsletter.</li> <li>• 3 Parent Governor nominations demonstrates positive impact of this.</li> </ul> <p><b>Summer 2017</b></p> <ul style="list-style-type: none"> <li>• Annual report to parents due. More direct and easier to understand.</li> <li>• Governor present at the school fete.</li> <li>• Parent Governors present at Sports day.</li> <li>• Overall more parent/Governor interaction through school organised events.</li> </ul>	