



Hinchliffe Mill Junior and Infant School

Review of governance: action plan 2017-2020 – Updated Jan 2019

Governor recruitment induction, training and succession planning developing the strategic role

Action required	By when	By whom	Success criteria	Evaluation
All governors receive New Governor induction training	Feb 2018	All governors	All governors complete evaluation form and feedback to committees Governor visits reflect training and feedback in Governor visit forms	11/2/2018- New Governor Induction completed January 18th, 29th and 5th February 2018 - COMPLETED
All governors complete online safeguarding training	May 2018	All governors	All governors are aware of safeguarding- An Awareness of Child Abuse and Neglect'	11/2/2018- Online training shared by LM shared 9 th Feb. Target March GB meeting - COMPLETED
All governors complete at least 2 Kirklees GLAD courses	April 2018	All governors	Governors act as critical friend asking relevant questions demonstrated in meeting minutes	8/7/2018- GLAD package completed in April. All governors completed induction and various other courses - COMPLETED
All governors have access to and complete 1 online Modern Governor training course	Dec 2018	All governors	Governors undertake online course and complete evaluation and feedback to governors	11/12/2017- RT shared login and registration information to all governors - ONGOING
Compile central governor training record	Dec 2018	Training Governor	Training governor compile electronic governor training record and save to secure online portal	Governor training lead on to pickup as part of role from 2018-19 - ONGOING
All Governor positions filled with appropriately skilled people	Dec 2018	Chair lead + all governors	Successfully fill and complete induction training of all new governor positions	9/9/2018- Appointed 4 new governors in 17-18 Currently out to advert on 1 Co-Opted positions. Registered on inspiring governance website and local groups / businesses– ONGOING
Advertise and appoint 2 parent governors	Dec 2017	Chair	Successfully appoint parent governors and complete induction has taken place	5/2/2018- 2 parent governors appointed and induction training undertaken- COMPLETED
GB Chair Succession Planning Appoint successor to current chair for September 2019	Sept 2018	All governors	Appoint new chair to start from 2019-20	8/7/2018- Agreed Yvonne Donkersley to shadow as new chair from September 2019 Succession planning sessions underway

GB Succession Planning- consider future GB changes and how to forward plan smooth transition	Sept 2018	All governors	Review all GB roles, terms of office and transition of roles and responsibilities	8/7/2018- Agreed Yvonne Donkersley to shadow as new chair from September 2019 Succession planning sessions underway
Develop a strategic relationship with another other valley GB	Dec 2018	Chair All GB	Successfully develop and a close relationship and share mutually beneficial good practice	First meeting with Chair of Netherthong completed- Committee leads to shadow each other GB meetings - ONGOING
Complete updated Governor skills audit	Nov 2018	Training Governor	Governor skills audit refreshed, analysed and shared to help form 2018-19 committee structure	6/1/2019- Governor training lead shared template to be completed by end of Jan 2019 - ONGOING
Review GLAD package and further training package for next financial year	Nov 2018	Training Governor	Produce options for Governor training 2018-19	10/12/2018- Training lead shared resources for GB plus signed up for GLAD following GB meeting for 6months
Governor training- New governors and support of succession planning	July 2019	Training Governor	Following training to be completed: -2 new gvrnr induction - Dec 2018 -2 Safeguarding online – Dec 2019 -Safer recruitment 1or2 - July 2019	1/12/2018- Training completed and skills utilised within GB meetings and training document completed
All governors have access to the Analyse school performance (ASP) and FFT secure areas	Dec 2018	All governors	Governors have access and can check and monitor progress with 2 data sets	6/1/2019- ASP data now available to all governors and shared. Jan GB meeting covering ASP

Establish refreshed governor responsibilities and committee structures

Action required	By when	By whom	Success criteria	Evaluation
Establish committees with appropriate terms of reference and membership	Sept 2017	Committee Leads	All governors aware of committee expectations	Governor committees reformalised with clear objectives, GB approved and now publicised on the school website- COMPLETED
Structured annual governing body and committee meeting plan	Jan 2018	All governors	All governors aware of forward plan and committee expectations	Forward plan to September 2018 produced, approved and shared - COMPLETED
Governors question and challenge in Governor meetings	Jan 2018	All governors	All Governor and committee meetings minuted and shared on school website	GB meetings now with full agendas, TOR approved, fully minuted. Kirklees requested for clerking tbc - COMPLETED

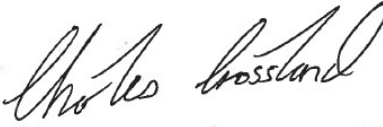
Governors evidence and observe policy and procedures in practice in HTR / coordinator feedback	July 2018	All governors	Governors question during meetings and noted by clerk. Governor visits linked to SDP	Governors question in advance and during. Governors challenge and question during meetings , minutes of all committees record these tasks consistently – COMPLETED
Complete a Governing body self review	Dec 2018	All Governors & KLP	Governing body self review completed by KLP, actions noted and plan produced	KLP to deliver self review undertaken on 12 th November 2018 Action points covered- COMPLETED
Governors contribute and track SDP progress with appropriate challenge	Sept 2018	All governors	Governors present SDP progress termly to the full Governing body	Governors have focus areas, tracked in school. SDP review by staff completed and shared with GB. Target completion July GB meeting - ONGOING
All GB visits are recorded, documented and stored in GB visit folder	Nov 2018	All governors	GB folder up to date showing GB presence in school	GB board can demonstrate commitment to attending school and being a critical friend - ONGOING
Develop a whole school vision and long term strategy				
Action required	By when	By whom	Success criteria	Evaluation
Develop a long-term vision for the school with contributions by parents, pupils, staff and gvrnrs	Dec 2018	All staff, governors & parents	All stakeholders contribute to developing a whole school vision & a shared & owned 3 year vision	Parent engagement took place w/c 5 th March 2018. Governor contributions took place in April. Decision to focus from start of Sept 18 ONGOING
Develop a one to five year GB strategy of where we see the school based on other factors	Dec 2018	All governors	A forward high level GB strategy supporting SDP and school long term vision using SMART objectives	Expected to plan from September - ONGOING
All governors and committees contribute to a collectively owned and tracked SDP	July 2018	All governors	Governors work to understand weaknesses and areas of development and actively track	Governors now own SDP tasks and track and challenge progress - ONGOING

Establish the role of Governors as strategic stakeholders in contributing to the SEF

Action required	By when	By whom	Success criteria	Evaluation
Governors visit school with focused agendas around SDP and SEF targets	July 2018	All governors	Governors visit atleast twice yearly with focused agendas, complying detailed gov visit form & feedback	Governor visits now focused around SDP and SEF - COMPLETED
All governors contribute to the development and regular tracking of the SEF	Dec 2018	All governors	All governors contribute to collaborative exercise with school leadership and coordinators	To be picked up further with 2018-19 SEF development as a whole GB - ONGOING
Increase the visibility of governors to parents	October 2018	All governors	Measures implemented to increase GB visibility and accessibility to parents	Governors attended parents evening Governors photos now going onto website - ONGOING

Increase Governor engagement and exposure to parents and community

Action required	By when	By whom	Success criteria	Evaluation
Produce a termly governor newsletter about governor roles, focus and objectives	November 2018	All Governors	Newsletter updating parents of governor work, roles and focus	Positive feedback and increased awareness of governor role to parents Dec 2018- Governors looking at early 2019
Increase visibility of GB with completed photo profiles on school website	November 2018	All Governors	School governor website is refreshed with details and photos etc of GB	Increased awareness of GB to parents
Governor visibility at key school events	July 2019	All Governors	Governors take opportunity to be visible with parents and communities	GB visibility at parents evening and new starter evening through 2018-19

Signed: (Reviewer)		Signed: (School)	
Date:	14/9/2018	Date:	