

Northfield Primary and Nursery school - Governors' Action Plan v22- 2021/2022 (updated 30/3/2022) NW

This governor action plan (GAP) has been devised to record the governing body's activities in delivering its three core strategic functions viz.

1. Ensure clarity of vision, ethos and strategic direction of the school.
2. Hold the head-teacher to account for the school's performance, the educational performance of pupils and the performance management of staff.
3. Oversee the financial performance of the school, ensuring money is well spent.

Completed actions are highlighted. Some items are **ongoing**. **New items/updates are shown in yellow.**

| Support for Strategic Function SF 1, 2 or 3. | Actions | Success Criteria | By Whom | Date for completion | Anticipated Outcomes/Impacts |
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| Vision and ethos (SF. 1) | ❖ Governors scrutinise their termly updates of the SIP. Progress on priorities recorded in the Governor Profile. | Termly discussion of progress towards objectives. | All governors. | GP 22/4/2021 on Inspections GB 10/6/2021 via Webex GP 15/7/21 on Ofsted via Webex GB 4/11/21 face to face GP 19/1/22 via Webex GB 22/2/22 face to face GP 31/3/2022 face to face | Governors more aware of progress on SIP. Informed challenge to H/T. |
| | ❖ Governors' vision, commitment and code of conduct publicised to parents and carers. | Governor ethos and code of conduct is shown on website. | All | Revised vision adopted 11/2020. New Code of Conduct published on website 15/3/2021. | Raised awareness of governors' role amongst parents. |
| Effective governance and delivery of statutory duties (SF.2) | ❖ Review training plan following recruitment of new governors. | GB training appropriate to needs. | DGW | Guides for on-line training produced. Training plan based on 2021 Skills Audit. Financial skills audit undertaken by all, March 2022. | Training based on school/collab priorities. |
| | ❖ Scheme of Delegation reviewed and updated | GB responsibilities set out | JJ/JB/Gov. Body | Completed March 2022 | |

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| | <ul style="list-style-type: none"> ❖ Active participation in new collaboration. ❖ Ensure compliance with General Data Protection Regs (GDPR) ❖ Governors scrutinise policies, procedures, protocols. ❖ Ensure compliance re statutory website information. ❖ DBS checks compliance | <p>Collaboration is a success</p> <p>Full attendance at all JCC meetings.</p> <p>Bi-monthly compliance check made.</p> <p>Covid risk assessments and protocols reviewed</p> <p>Attendance records, Declarations, DBS data, Pupil Premium report etc.</p> <p>All appropriate checks made.</p> | <p>All</p> <p>JJ/NW/JB</p> <p>RS</p> <p>All governors</p> <p>All governors</p> <p>SS/All governors</p> | <p>Collaboration training Training suspended from 3/2020 due to Covid 19 restrictions.</p> <p>JCC meetings supported 25/6/2021 via Zoom 8/10/21 f2f at Farmilo 28/1/22 via Zoom</p> <p>May 2018, then ongoing reviews. RS feedback at GB 22/02/22 RS undertakes termly review Ongoing</p> <p>As needed and prior to re-openings. As required</p> <p>Ongoing</p> <p>Ongoing</p> | <p>School gets maximum benefits from collab.</p> <p>Commitment to MAC shown.</p> <p>Safeguarding strengthened</p> <p>Strengthened risk management in pandemic.</p> <p>Compliance to DfE and Ofsted needs.</p> <p>Safeguarding strengthened.</p> |
| Monitoring and Evaluation (SF. 2) | <ul style="list-style-type: none"> ❖ Feedback from meetings with staff and monitoring visits fed into the school's SIP reviews. | Governor visits recorded. Outcomes fed back to staff by HT. | All governors. Link Govs/HT. | <p>Governor Week w/c 8/11/2021 focus on reading and progression.</p> <p>Few f2f meetings held since March 2020 onwards owing to Covid.</p> | Greater governor input to monitoring school improvement. |

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| | <ul style="list-style-type: none"> ❖ Governor Action Plan (GAP) used to record governor activity and impacts. ❖ Link Gobs receive reports/updates from subject leaders. ❖ FGB and committee meetings continue via Zoom/Teams/Webex. | <p>GAP reviewed and updated termly.</p> <p>All subjects covered.</p> <p>Appropriate method used.</p> | <p>All Gobs.</p> <p>All Gobs</p> <p>SS/JJ/NW/JB</p> | <p>Annual Pupil Premium review carried out Feb 22 – CG/JJ/JB.</p> <p>Reviewed termly. (30/3/2022). Ongoing.</p> <p>Subject Leaders reports received on-line. Ongoing</p> <p>Governor comments shown in all committee minutes. Ongoing F&GP held 15/3/2022 f2f Strategic held 17/3/22 f2f</p> | <p>Gobs contributions recorded.</p> <p>Gobs. monitor curric. delivery.</p> <p>Evidence of challenge available for Ofsted.</p> |
| Strengthening school leadership (SF. 2) | <ul style="list-style-type: none"> ❖ Induction process in place. Buddies/mentors available. ❖ Establish regular meetings between the head-teacher/deputy and the co- Chairs. ❖ Chair and H/T liaise regularly and update re Covid impacts. | <p>New governors feel supported and integrated</p> <p>Strengthen links between SMT and governors.</p> <p>Offer support for H/T and leadership team.</p> | <p>Buddies - NW/JB/AB/JR/DGW/MT/RS.</p> <p>JJ/CG/NW/JB</p> <p>JB/JJ</p> | <p>Induction policy revised and published July 2016. Published on website</p> <p>First meeting on 6/2/20. 2020/21 meetings cancelled- Covid. Restarted – 23/2/21. Feb. 22 as part of Pupil Premium review.</p> <p>Weekly contact established.</p> | <p>New governors more informed re roles and responsibilities.</p> <p>Better information sharing from regular dialogue.</p> <p>H/t's well-being supported.</p> |

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| <p>Performance Management (SF.2)</p> | <ul style="list-style-type: none"> ❖ Ensure the formal appraisal of the Head's performance against objectives set. ❖ Governor Profile doc is reviewed and updated termly. | <p>Formal annual appraisal in Dec. and mid-year review.</p> <p>Monitoring progress against SIP priorities is the core activity.</p> | <p>PM governors and external advisor.</p> <p>All governors invited to take part.</p> | <p>Annual PM review undertaken on 13/12/2021 via Teams. H/T providing mid year review by Sept. 2022.</p> <p>Termly Webex meetings since 3/2020. Meeting held 18/3/21 and 15/7/21. F2F on 31/3/22. Ongoing.</p> | <p>Robust arrangements in place for HT appraisal.</p> <p>Evidence of governor activity for Ofsted.</p> |
| <p>Engagement with parents/stakeholders (SF.1&2)</p> | <ul style="list-style-type: none"> ❖ Governors contribute to newsletters and website. ❖ Ensure the Governor section on website is up to date. ❖ Maximise use of GovernorHub. ❖ Introduce new FGB meeting agenda. | <p>Regular governor input.</p> <p>Content reviewed/updated.</p> <p>Less paper used.</p> <p>More effective use of meeting time</p> | <p>All governors.</p> <p>DA/SS</p> <p>All Governors</p> <p>NW/NCC clerk</p> | <p>KE has produced advice for parents on reading as part of remote learning.</p> <p>Reviewed Jan-March 2021 Ongoing.</p> <p>Agendas, reports, minutes, declarations and training uploaded. Ongoing</p> <p>Used in all GB meetings since 2019 Ongoing</p> | <p>Core messages reinforced.</p> <p>Statutory needs met.</p> <p>Better use of IT</p> <p>Important items dealt with first. Greater governor participation.</p> |
| <p>Matching Resources to vision and priorities (SF. 3)</p> | <ul style="list-style-type: none"> ❖ Review proposals for annual Teachers Pay Award. ❖ All pay awards are performance based. ❖ School budget is closely monitored to | <p>Pay committee meet to agree pay award.</p> <p>Annual performance reviews undertaken.</p> <p>F&GP meetings held termly.</p> | <p>Pay committee</p> <p>Pay committee and HT.</p> <p>F&GP governors.</p> | <p>2021/22 review completed.</p> <p>Pay recommendations adopted 11/10/2021</p> <p>F&GP Meetings 19/5/2021 via Webex</p> | <p>Pay awards in line with Pay Policy.</p> <p>Statutory needs are met.</p> <p>Statutory duties delivered.</p> |

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| | ensure school priorities are met and value for money achieved. | | | 7/7/2021 via Webex 9/11/2021 f2f at school. 15/3/2022 f2f at school | |
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V21 This version updated by NW on 30/3/2022 after FGB (22/2/22), F&GP meetings on 15/3/22 plus Strategic on 17/3/22.