

HOLTSMERE END JUNIOR SCHOOL

ACTION PLAN FOR GOVERNORS

May 2012

Updated October, November 2012, January 2013

Part 1: Links with Statement of Action

| Task | Action | Who | When | How | Reported to and evidence |
|---|--|---------------------------------|-------------------------|--|---|
| 1.1 Ensure robust systems are in place for gathering accurate information about the quality of teaching and learning | Focused governor visits in line with school priorities in the school's monitoring and evaluation timetable: | | | | |
| | Monitor marking and feedback for Literacy (linked with 2.2) | Frances Bracken, John Bracken | Summer '12 Autumn'12 | Looking at pupils' books, talking to pupils Lesson observations | Reports to governors and SLT (11/7/12,,14/11/12) ✓ Reports of visits (see Gov. visits section) ✓ |
| | Monitor open questioning, greater depth of questioning in Literacy (linked with 2.1) | Frances Bracken | | | |
| | Monitor marking and feedback for Maths (linked with 2.2) | Carol Baxter and Claire Rickett | Summer '12 | Looking at pupils' books, talking to pupils | Reports to governors and SLT (See Gov. visits section 17/7/12) ✓ |
| | Monitor open questioning, greater depth of questioning in Maths (linked with 2.1) | John Bracken | Autumn '12 | Lesson observations | Reports of visits |
| | Monitor peer and self assessment | JBr, FBr, JB | Spring 2013 | Observing the end of lessons, looking at books, talking to pupils | Governor reports |
| | Monitor impact of new ICT equipment | L C-H | Spring/Summer '13 | Meeting with PH, pupil voice, obs. | Governor reports |
| Task | Action | Who | When | How | Reported to and evidence |

| Task | Action | Who | When | How | Reported to and Evidence |
|---|--|---------------------------------|-----------------------------|---|--|
| <p>1.1 Ensure robust systems are in place for gathering accurate information about the quality of teaching and learning(cont.)</p> | <p>Monitor afternoon sessions to ensure the quality of teaching and learning isn't compromised(linked with 1.3)</p> | <p>Judy Bayliss</p> | <p>Termly</p> | <p>Observing lessons, looking at pupils' work, planning, talking to pupils staff, subject leaders</p> | <p>Reports to governors and SLT(see 11/7/12) ✓</p> |
| | <p>Arrange and deliver training for the Governing Body to support our work in understanding and challenging the assertions made by the school about its effectiveness</p> | <p>Judy Bayliss</p> | <p>3rd May '12</p> | <p>Ofsted training on SoA (with HT & SEA)</p> | <p>Feedback to GB Minutes (10/5/12) ✓</p> |
| | | <p>CoGs</p> | <p>2nd July '12</p> | <p>Chairs' Seminar-Appraisal and School Improvement</p> | <p>Feedback to GB (11/7/12) ✓</p> |
| | | <p>Judy Bayliss to arrange</p> | <p>Summer'12 3/7/12</p> | <p>LEA in house training on "How to be an Effective Governor"</p> | <p>Training notes Points to consider Challenging questions in minutes <i>V. positive feedback from governors</i> ✓</p> |
| | | <p>Link Governor to arrange</p> | <p>Summer'13</p> | <p>In house training to be arranged on "Monitoring"</p> | <p>Training notes</p> |
| | | <p>Link Governor to arrange</p> | <p>Spring '13</p> | <p>Child Protection training (4 year cycle)</p> | <p>Minutes-<i>Arranged for 30th April</i></p> |

| 1.1. continued | | AHT | Jan.31st'13 | Understanding Assessment Training(with Infant School)-all governors | Minutes/training note✓ |
|----------------|--|---------------------------|---|--|---|
| Task | Action | Who | When | How | Reported to and feedback |
| | | JBr, FBr, JB | Nov. 13th | Attendance at Staff training on "Teaching and the new Ofsted Framework" led by SEA | Minutes (GB 19-11-12) ✓ |
| | | FBr,JB | Nov.13th | To attend staff feedback on Literacy course | Minutes (GB19/11/12) ✓ |
| | | JBr | Nov. 27th | To attend Staff meeting on "Maths" led by T&L Adviser | Minutes ✓ |
| | Governors to attend Pupil Progress meetings for each class | JBr, BW | To be completed by the end of the Spring Term '13 | Observers meetings at | Reports, Minutes✓ (T&L 4-11-12) |
| | Involvement in establishing and implementing an annual cycle of school improvement | All governors led by CoGs | Start March '12✓ Review ✓ July'12 Review Dec'12✓ Evaluate March'13 | | Minutes✓ Full GB minutes 11/7/12, 11/10/12 |

| | | | | | |
|--|--|--|--|---|--|
| <p>1.2 Make sure that self evaluation is based on a range of sources of evidence so leaders can plan improvements with a secure understanding of the strengths and weaknesses</p> | <p>Draw up a rigorous timetable for updating the SEF</p> <p>Governors to self evaluate their grading as a GB</p> <p>Discuss the aims and values</p> | <p>CoGs and SLT</p> <p>GB</p> <p>GB</p> | <p>Autumn '12</p> <p>Autumn'12 Spring'13</p> <p>Autumn '12</p> | <p>Maths and Literacy Subject Leaders All Subject Leaders</p> <p>GB meeting</p> <p>GB meeting</p> | <p>SEF Minutes of Curriculum and Standards (31/5/12) ✓</p> <p>SEF+Minutes ✓ (19/11/12)</p> <p>Minutes (19/11/12) ✓</p> |
| <p>1.3 Ensure that subject leaders rigorously monitor the effectiveness of teaching strategies on the quality of learning for all pupils</p> | <p>Linked subject governors to meet with subject leaders to monitor procedures and findings</p> | <p>Linked governors</p> | <p>Summer: Literacy ✓ and maths ✓ Autumn: ✓ other subjects</p> | <p>Meetings</p> | <p>Governor visit reports Minutes ✓ ongoing</p> |
| <p>1.4 Make provision to manage, coach and support teachers so they develop their understanding and practice</p> | <p>Ensure the performance management cycle is clearly established.</p> <p>Approve Appraisal Policy</p> <p>HT to inform GB of timetable for staff appraisal</p> <p>GB to set up training and procedures for HT's Appraisal</p> | <p>GB</p> <p>HT</p> <p>CoG and one other</p> | <p>Summer '12</p> <p>Autumn '12</p> <p>Autumn '12</p> | <p>GB meeting</p> <p>HT's report</p> <p>LEA course Start HT Appr.</p> | <p>Policy in place(11/7/12) ✓</p> <p>Timetable ✓</p> <p>Recorded in Minutes (started 24/9/12) ✓</p> |
| <p>Task</p> | <p>Action</p> | <p>Who</p> | <p>When</p> | <p>How</p> | <p>Reported to and evidence</p> |

| | | | | | |
|---|---|--|---|---|--|
| <p>2.3 Ensure that activities in class are suitably challenging for all pupils so they contribute effectively to pupils' achievement</p> | <p>Monitor pupil achievement through distribution sheets, ensuring they're accurate. Ensure APP is used to assess progress, plan the next steps for learning and identify whole school priorities for improvement.</p> | <p>Curriculum and Standards Committee</p> | <p>Termly meetings and reports</p> | <p>Analysis of data, feedback from HT</p> | <p>Curriculum and Standards minutes (<i>changed to Teaching and Learning Committee 6/11/12 to emphasise the focus on learning</i>) 31/5/12, 3/7/12, 11/7/12, 6/11/12 ✓</p> |
| | <p>Monitor challenge for the more able pupils.</p> <p>Subject Governors to include challenge for the more able in their reports.</p> <p>To monitor provision for and achievement of vulnerable groups including the impact of Pupil Premium funding</p> <p>To monitor the "Pupil Premium experience"</p> <p>To monitor the impact of half-termly pupil progress meetings. Ensure that underachieving pupils are identified and additional support given through intervention programmes.</p> | <p>JB</p> <p>All subject governors</p> <p>Judy Bayliss</p> <p>JB, FBr</p> <p>Reports from HT JB meetings with INCo BW, JBr reports</p> | <p>Autumn '12 Spring '13</p> <p>Termly</p> <p>Spring'13</p> <p>Termly</p> | <p>Lesson obs, work sampling, talking to pupils, liaison with INCo</p> <p>Meetings with InCO, InCO Adviser</p> <p>Books, pupil voice, attendance at Nurture Group</p> <p>GB meetings Teaching and Learning Comm. Governor attendance at PP meetings</p> | <p>Governor visit reports Minutes <i>ongoing</i> ✓</p> <p>Adapted report forms</p> <p>Reports, minutes (28/5/12, 4/7/12, 14/11/12, 26/11/12, T&L 28/1/13) <i>ongoing</i> ✓</p> <p>Minutes ✓ (T&L 6/11/12, 28/1/13)</p> |

Part 2: Other links

| Task | Action | Who | When | How | Reported to and evidence |
|------------------------------|---|------------------------------|----------------------------|--|--|
| 1. Links with pupils | i) Pupil voice through:- -feedback about monitoring and marking✓ -feedback about targets✓ -feedback about afternoon sessions✓ -feedback about lessons✓ | Linked Governors CoGs | Termly Autumn | Class visits Learning Walks | Governor visit forms✓ Acting Head reports✓ Minutes-agreed ✓6/11/12 |
| | ii) School Council GB to give SC an small annual budget✓ | GB | Autumn'12 Spring'13 | <i>Presentation to GB to explain their work/plans/decisions</i> | <i>Minutes</i> |
| 2. Links with parents | Parents views through:- -Meeting with parents following Ofsted✓ -Letters to parents✓ - Meetings with Y2 parents✓ -discussions with parents at e.g. Summer Fair, Open Evening, Jubilee, Sports Day✓ -homework survey✓ -uniform survey✓ - questionnaire To make parents more aware of the GB's role and actions through information on the website✓ | GB led by CoGs | Spring'12 " | Meetings, parents' consultations, open evening, social events, questionnaire | Presentation Letters " |
| | | CoGs | Open Evening | | |
| | | Governors | Autumn'12 | | Survey results |
| | | F&J Bracken | Autumn '12 | | Analysis of questionnaire |
| | | | Spring'13 | | Website |

| Task | Action | Who | When | How | Reported to and evidence |
|--|---|-------------------|--------------------------|--------------------------|---|
| 3. Links with the Local Authority | To canvass and appoint two new parent governors | HT, GB | Sept.'11 | Newsletters, website | Appointments made <i>Ongoing issue</i> Canvassing ✓ |
| | To implement Parentmail to improve communication ✓ | HT, Admin | Nov. '12 | Letter. Admin to monitor | ✓ |
| | i) Action Group Meetings with SEA, HR, Governance, Finance, T&L Adviser, SEN Adviser ✓ | CoGs | Termly | | Minutes of meetings (Action Group and Governors) |
| | ii) Links with the SEA for standards, pupil achievement, school improvement, HT's Appraisal ✓ | CoGs | Termly | | SEA's reports GB minutes |
| | iii) Links with HR and Occupational Health: Staff absence ✓ | CoGs | Ongoing | | Confidential report to GB |
| | iv) Links for appointing a permanent HT | COGs | Spring'12 | | Adviser reports, governor reports, minutes |
| | v) Links with SEN Adviser (with InCO) ✓ | Judy Bayliss | Termly | | |
| 4. Finance | i) Budget To set and approve budget on an annual basis | Finance Committee | Spring '12 Spring '13 | Committee meetings | Minutes and budget |
| | To review the budget once there is greater clarification | " | September '12 | " | Minutes |
| | | | | | " |

| | | | | | |
|--|--|---|--|---|--|
| | over staff costs. To monitor on a termly basis✓ ii) Audit To prepare for the school's Financial Audit, attend feedback and implement action points✓ | Barbara Whitford, John Bracken | Termly July'12 | | <i>JBr met FSS17/10/12</i> Audit report |
| 5. Health and Safety | To carry out regular Health and Safety checks and implement action points✓ | Barbara Whitford | Termly | Walk round the premises with Caretaker and complete report | Termly H&S report to Governors ✓ |
| 6. Links with the Infant School | i)To liaise with the Infant School about cost saving initiatives, sharing of resources ii)To consider areas for joint training✓ | CoGs Link governors/CoGs | Autumn'12 January '13 | Meeting with Infant CoG Meeting | Reporting back to GB " "Understanding Assessment Data" 31/1/13 ✓ <i>CP training-April '13</i> |
| 7. Other duties | i) To approve the school's Equality Scheme ✓ ii) To adopt a Governors' Code of Practice✓ iii) Review school's values, aims and objectives✓ | SEN Governor/ HT/InCo CoGs GB | Spring'12 Spring '12 Autumn'12 | Meeting with HT, InCo, SEN Governor Agreement at GB meeting GB meeting Meeting | SEN Governor report to GB- Minutes✓ Declaration signed by each governor at first meeting of academic year. ✓ Minutes ✓ Agenda: 19/11/12 Safeguarding report to GB✓ |

| | | | | | |
|--|---|---|---|--|--|
| | <p>iv) Safeguarding Checklist</p> <p>v) Safer Recruitment training</p> <p>vi) To draw up a cycle of policy review including a schedule for reviewing policies outside committee time with necessary ratification by the GB✓</p> | <p>AHT and J. Bayliss</p> <p>JBr, FBr, BW</p> | <p>Spring '12✓</p> <p>Summer, Autumn 2012✓</p> <p>Autumn'12</p> | <p>Attend course or on line training</p> <p>Schedule meetings of</p> | <p>Certificates: EMc, BW, JB, JBr ✓</p> <p>4 policy files: Safeguarding, GB, Resources, Teaching & Learning✓</p> |
|--|---|---|---|--|--|