



**Hunslet Carr Primary School  
Leeds**



# Hunslet Carr Primary School Governor Action Plan 2017-18



**High expectations, Caring, Positive Attitudes and Successful**

<b>Key Area: Strategic Leadership</b>						
<b>Priority</b>	<b>What outcome do we want?</b>	<b>What will we do to achieve this outcome?</b>	<b>Who will do it?</b>	<b>How will the GB check on progress?</b>	<b>Deadline</b>	<b>What resources and training are needed?</b>
<b>Setting the vision and School Improvement Priorities</b>	A strong and prominent vision with evidence of Governor involvement.	Governors will attend the SLT away day on 8 <sup>th</sup> September.  Governors will work with the school council to ensure the vision is understood by the children	Lead by chairs of sub committees with support from HT and other Governors	Termly report to GB; feedback from school council	September 2017  On Going	Meeting with SLT  Governor meetings
<b>Ensure the leaders of the school continue to develop the Ethos of HE, C, PA and S</b>	For children, no matter what their circumstance, to feel values and welcome at our school and achieve the best they can	Refer back to our ethos in the work of the GB and sub committees and seek evidence of how it is used in practice throughout the school	Lead by chairs of sub committees with support from HT and other Governors	Feedback from sub committees and Governor visits	September 2017  On Going	Meeting with SLT  Governor meetings
<b>To ensure that HCPS takes a prominent roll in the RAISE Learning Alliance and JESS Cluster</b>	Our school actively involved in strong local partnership to benefit the education and well being of our children	2 governor reps in Learning Alliance governance; JESS Cluster and Learning Alliance issues reported back to relevant sub committees and full GB	RAISE LA = Kevin Birkin and Iain Cunningham  JESS Cluster = Kevin Birkin	Minutes of Governor Steering Group regular reports to GB	Termly	None

**Key Area: Accountability**

Priority	What outcome do we want?	What will we do to achieve this outcome?	Who will do it?	How will the GB check on progress?	Deadline	What resources and training are needed?
<p><b>Governor visits</b>  <b>Establish a timetable for Governor visits and phone calls to ensure that the governing body can monitor and gather evidence on school performance</b></p>	<p>Clarity for Governors on how this is reflected in the curriculum and ethos of school</p>	<p>Timetable visits or phone calls.            Times to visit include:</p> <ul style="list-style-type: none"> <li>• Book scrutiny sessions</li> <li>• Attendance at pupil progress meetings</li> <li>• Learning Walks</li> <li>• Termly SIP updates</li> <li>• Periodic Governors sessions to review effectiveness and areas for further development</li> </ul>	<p>Chair to add to FGB agendas so that Governors have significant notice in order to make themselves available</p>	<p>Governors to report on their visits in committee or FGB meetings</p>	<p>Ongoing</p>	<p>None</p>
<p><b>Ofsted/RAISE data dashboard – new dashboard will be the focus of attention in future Ofsted inspections.</b></p>	<p>Governor knowledge of data presented and school progress over time including</p>	<p>HT to arrange session to be delivered by Ian Stokes in Spring Term</p>	<p>All Governors</p> <p>Termly internal data reviews at Learning and Teaching committees</p>	<p>Governors to report training completed on FGB agenda</p> <p>Committee minutes</p>	<p>January 2018</p> <p>On going</p>	<p>None</p> <p>None</p>

<b>Effective HTPM</b>	A highly effective and committed HT, clearly accountable to Governors	Annual PM meeting  Mid-year review	Local Authority School Improvement Advisor  Performance Management Governors	Resources Committee	On going	All Performance Management governors are appropriately trained  SIA Cost £1,000
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## Key Area: People

<p><b>Training</b> All Governors to be take responsibility for training to be effective in their roles; individually and collectively</p>	<p>A Governing body which is effective, highly skilled and knowledgeable</p>	<ul style="list-style-type: none"> <li>• Assign a Governor with responsibility for training</li> <li>• Maintain an up to date record of all training completed</li> <li>• Evaluate the effectiveness of training</li> <li>• Use the Skills audit to signpost Governors to training</li> </ul>	<p>All Governors supported by Kevin Birkin (Training Governor) and Faye Pashby as the school link</p>	<p>Permanent Agenda item for FGB</p> <p>Training file to be brought to every FGB meeting to be updated by Governors</p>	<p>On going</p>	<p>Training budget available</p>
<p><b>Training</b> Induction training</p>	<p>All new Governors to undertake induction training within 2 terms of office</p> <p>Through Governor induction pack, new Governors have a clear understanding of the duties and responsibilities of the Governing body and know the school</p>	<p>School to arrange Induction training For any new Governor within 2 terms</p> <p>New Governors to be invited for a morning in school with Headteacher and to meet children</p>	<p>New Governors</p> <p>Experienced Governors to act as Mentors</p>	<p>Governors to report modules completed under the Governor development item on FGB agenda</p>	<p>On going</p>	<p>Training budget available</p>

Ofsted preparation	Governor awareness and readiness to be asked about key areas of importance and actions being taken	Periodic sessions to review the strengths and areas of development of the school in preparation for inspection	Committee chairs and briefings for all Governors	Reported via full governing body meetings	Ongoing	None
Celebrating success through Big G awards	Recognise contributions from children and staff to the life and success of the school	Termly Big G awards for children and staff; judging by school council and Governors; celebration assembly	Lead by chairs of sub committees with support from HT and school council	Termly report to GB; feedback from school council	Termly	None

Key Area: Structures						
<b>Governor visits</b> Maintain the reporting process	Consistency of approach and increased evidence for Ofsted	Following a visit or phone call, all governors to complete a standard visit form	All Governors who visit or phone school	Governors to report on their visits in committee or FGB meetings	Within 14 days of a visit/phone call	Governor Visits form made available on the Governor section of school website
Review skills of governors	An improvement in the reported skills and knowledge of Governors from the audit completed in July 2017	Repeat the skills audit summer term 2018	Headteacher and Chair to coordinate the skills audit	Agenda item for autumn term FGB meeting.	Complete at end of autumn term 2018.	None
Visibility of governing body	Continue to raise the awareness of parents and other stakeholders about the work of the GB, their effectiveness and impact	<ul style="list-style-type: none"> <li>• Membership and attendance lists on the website</li> <li>• Publishing agreed minutes on the website</li> <li>• Chair of Governors to write a section on Monthly newsletter</li> <li>• Use of social media to raise awareness</li> </ul>	All Governors	<p>Through evidence of discussion in minutes</p> <p>Via a website audit</p>	On going	Time for uploading information to the school website/ writing a newsletter

**Key Area: Compliance**

<p><b>Statutory duties</b> All governors to be aware of the statutory responsibilities the GB must complete each year</p>	<p>Greater evidence of how statutory duties are scheduled over the year and Governor involvement</p>	<p>Governors and committees use the governor support service agendas to ensure that they are meeting all the requirements of the competency framework for governance and carrying out their statutory duties</p>	<p>Agendas lead and agreed by committee chairs with support from the governor support service Agendas agreed by Committee and FGB Chairs</p>	<p>To be reported to FGB</p>	<p>On going</p>	<p>None</p>
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**Key Area: Evaluation**

<p><b>Annual review of GB effectiveness</b></p>	<p>Continue to review and develop effectiveness of GB and its ways of working</p>	<p>Annual review of governance arrangements at the school linked to GB meeting in Summer Term</p>	<p>All Governors</p>	<p>Reported back to GB in Autumn term</p>	<p>Governor Visits form made available on the Governor section of school website</p>	<p>None</p>
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