



Hunslet Carr Primary School
Leeds



Hunslet Carr Primary School

Governor Action Plan

2016-17

High expectations, Caring, Positive Attitudes and Successful

RAG rated 6th July 2017

Key Area: Do we have the right skills on the governing body						
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?
Governor visits Establish a timetable for Governor visits and phone calls to ensure that the governing body can monitor and gather evidence on school performance	Increased governor involvement and scrutiny of performance evidence	Timetable visits or phone calls. Times to visit include: <ul style="list-style-type: none"> • Book scrutiny sessions • Attendance at pupil progress meetings • Learning Walks • Termly SIP updates 	Chair to add to FGB agendas so that Governors have significant notice in order to make themselves available	Governors to report on their visits in committee or FGB meetings	January FGB meeting	None
Governor visits Establish a 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
Training All governors to be made aware of the training available and sign posted to training that would match their needs	A governing body more confident in the skills and knowledge it has	<ul style="list-style-type: none"> • Assign a governor with responsibility for training • Create a file to record all training completed • Use the Skills audit to signpost Govs to training 	Claire Burgess working with Faye Pashby	Permanent Agenda item for FGB Training file to be brought to every FGB meeting to be updated by governors	Immediately	None

Training Induction training	All governors to have a clear understanding of the duties and responsibilities of the governing body	School to arrange Induction training for 4 new governors in Spring Term New governors to be invited for a morning in school with Headteacher	New Governors	Governors to report modules completed under the governor development item on FGB agenda	On going	Training budget available
Training RAISE online training	Improved governor knowledge of school performance data	Headteacher to arrange session to be delivered by Ian Stokes in Spring Term	All governors.	Governors to report training completed under the governor development item on FGB agenda	February 2017	None
Training Cluster / COGs	To address the identified gap in Skills Audit – only one governor has good or excellent knowledge of this area of school	Annette Simpson, cluster manager to visit the governing body to discuss its role 2 Governors to take part in COGs governing committee, overseeing the learning partnership	Resources Sub-committee Kevin Birkin & Iain Cunningham	Governors from Resource Sub-committee to report back to FGB about the work of the cluster Governors to report back the work of COGs learning partnership	On going	None

Key Area: Are we as effective as we could be?

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?
Governor induction	New governors to be supported through the early stages and have a clear understanding of their responsibilities and how school works	<p>Share the school governor induction pack</p> <p>School to arrange Induction training for 4 new governors in Spring Term</p> <p>New governors to be invited for a morning in school with Headteacher</p>	Chair to ensure the induction pack reflects any changes for 2016-17 for Hunslet Carr	New governors to be asked for feedback on effectiveness and information provided during end of year review	Induction pack to be updated before Feb Half-term	None
Review skills of governors	An improvement in the reported skills and knowledge of governors from the audit completed in October 2016	Repeat the skills audit	Headteacher and Chair to coordinate the skills audit	Agenda item for autumn term FGB meeting.	Complete at end of autumn term 2017.	None

Key Area: Are we fulfilling our statutory responsibilities						
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?
Statutory duties All governors to be aware of the statutory responsibilities the governing body must complete each year	Greater evidence of how statutory duties are scheduled over the year and governor involvement	<ul style="list-style-type: none"> Create a timeline of the statutory responsibilities during the EGM lead by Martyn Stenton in Nov 16' Ensure that statutory responsibilities are timetabled throughout the year to ensure they are well managed 	Presentation by Martyn Stenton Agendas agreed by Committee and FGB Chairs	To be reported to FGB	On going	None

Key Area: Do we have a clear vision for the school?						
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?
Positioning of vision on website	A strong and prominent vision with evidence of governor involvement.	<ul style="list-style-type: none"> Include the highlights of the visioning session segment of Martyn Stenton's presentation in Nov 16' on the website 	Chair to pass on information to Elaine Boyce (Website Designer)	FGB when they check the website in Jan meeting	Feb 2017	None

British values	Clarity for governors on how this is reflected in the curriculum and ethos of school	• Staff presentations to be arranged in Pupil Support Committees	Chair of Pupil Support committee to request reports from staff	To be reported in committee minutes and to FGB	On going	None
		• Headteacher to update British Values section of the website	Headteacher			

Key Area: Are we having an impact on outcomes for pupils?						
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?
Ofsted preparation	Governor awareness and readiness to be asked about key areas of importance and actions being taken	Headteacher to arrange session to be delivered by Ian Stokes in Spring Term	All governors to attend training	Governors to report training completed under the governor development item on FGB agenda	February 2017	None
		Claire Burgess to research typical Ofsted questions and to suggest typical lines of answer	Claire Burgess	Claire Burgess to feedback at May FGB	May 2017	None

Key Area: Do we hold school leaders to account?						
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?
Ofsted/RAISE data dashboard – new dashboard will be the focus of attention in future Ofsted inspections.	Governor knowledge of data presented and school progress over time including	<ul style="list-style-type: none"> Headteacher to arrange session to be delivered by Ian Stokes in Spring Term 	All governors	Governors to report training completed under the governor development item on FGB agenda	February 2017	None
		<ul style="list-style-type: none"> Learning and Teaching committee to monitor the attainment and progress priority of the school improvement plan 	Learning and Teaching committee	Committee minutes	On going	None

Key Area: Are we properly engaged with our school community, the wider school section and the wider world?						
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?
Listening to pupils, parents and staff	More visibility of existing feedback routes and current issues	<ul style="list-style-type: none"> • Invite the school council to present to Pupil Support • HT to report any concerns raised by staff to committee as appropriate • HT to share the results of pupil, parents and staff questionnaires 	Headteacher and Committee Chair	Through evidence in minutes	By end of spring term	None
Visibility of governing body	More awareness of members and what the governing body is involved in	<ul style="list-style-type: none"> • Update membership and attendance lists on the website • Publishing agreed minutes on the website • Chair of Governors to write a section on Monthly newsletter 	All governors	Through evidence of discussion in minutes Via a website audit	By end of spring term	Time for uploading information to the school website/ writing a newsletter