

Governors' Action Plan for 2020-21

Strategic Ambitions

- Focus 1: An effective full governing body with range of skills
- Focus 2: To ensure the school's progress against main priorities
- Focus 3: Growth and development of school
- Focus 4: Good communication with parents, staff, and pupils

Term	Focus	Committee /specific governor / FGB
Autumn	<ul style="list-style-type: none"> • Appoint new Chair or Co-chairs following planned departure of outgoing co-chairs • Review of governance structure to consider relevance and effectiveness for 2021/2022 school year • Election of governors to specific posts for the 2020/2021 school year 	Whole governing body Whole governing body Individual governors, but to be reviewed by whole governing body
Spring	<ul style="list-style-type: none"> • Governor Monitoring training – remote if covid restricted (25th Mar 21) • Headteacher Performance Management and staff salary review • Review of school's financial management versus the budget agreed in Summer Term 2020 (SFVS) • Safeguarding monitoring audits – remote if covid restricted • Curriculum training for governors – remote if covid restricted (11th Feb 21) • Safeguarding training for all governors – remote if covid restricted (5th Mar 21) • Governor Skills Evaluation Audit • Prevent training for all governors - online training 	Exercise for whole governing body Helen Smith/Helen White Lead DH Lead KL Whole governing body Whole governing body Whole governing body Whole governing body (CW co-ordinating) Whole governing body
Summer	<ul style="list-style-type: none"> • Governor Monitoring Visits - to resume following covid restrictions • Review of school's financial management versus the budget agreed in Summer Term 2020 • Finance training for governors (27th Apr 21) • Ofsted training for governors (25th Mar 21) • Governing Body Effectiveness Review (date TBA – contacted Anotnia Praud) • Governing body members to attend staff meetings (not included in any part of the agenda discussing individual pupils) 	See table below - Individual governors, but to be reviewed by whole GB Whole governing body Whole governing body Whole governing body Whole governing body Whole governing body

What do we want to improve?	How will we go about it?	When will it happen and be completed?	What will success look like/ what is the impact ?	SIP Development Plan Reference
To consider the skills and competencies of the school's governing body	Completion of individual skills audit forms to identify skills, competencies and experience to determine where gaps may exist so that these can be addressed through training.	To be undertaken and completed by the Clerk of Governors by the end of the Summer term. Governor then to arrange appropriate training for governors as requested.	Focus 1: An effective full governing body with range of skills	
To develop the skills of the new co-chairs	HS/HW to attend relevant training and also seek advice from other chairs within the local authority as and when needed. HS/HW to complete safer recruitment training	HS/HW to attend relevant training throughout the year.	Focus 1: An effective full governing body with range of skills	
To ensure that governor's knowledge of the school is up to date and relevant	Governors to undertake individual learning walks/monitoring visits on a regular basis but to ensure that they visit each school once per term to formally meet with school staff.	Learning walks agreed with LJW in advance to ensure availability of the staff etc. Governor monitoring visits to be undertaken in April and July (subject to covid restrictions being lifted) as per the Governors' Programme of work for 2020 -21	Focus 2: To ensure the school's progress against main priorities	
Ensure that objectives and targets for the school are consistent and flow down from the Headteacher's objectives.	Completion of Headteacher's Performance Management. Ensuring SMART objectives that are then consistent with individual staff objectives and targets for the 2020 -21 year	Initial Performance Management meeting in Jan 2021 with a review date agreed in Spring and Summer term	Focus 2: To ensure the school's progress against main priorities	
Governing body to review its own effectiveness	Governing body to complete an effectiveness review utilising the services of a third party to ensure a frank and honest review of its strengths and weaknesses.	All governors to participate in exercise Summer term 2021	Focus 1: An effective full governing body with range of skills	
School's effective management of its budget	HS/HW to attend review meetings on budget reports in conjunction with LJW and the bursar to ensure effective feedback to the governing body.	HS/HW to review budget monitoring reports once per month and then to provide verbal feedback to the governors at the following FGB by exception. Any material variances to be identified immediately and fed back to the school for comment and or action as required.	Focus 3: Growth and development of school	
Election of governors for 2020/2021 and posts for the 2020/2021 year	Governor recruitment will be a focus throughout the school year to ensure that there is the appropriate balance of skills, experience within the governing body and that it remains	Governor vacancies and structure to continue to be a standing agenda item at each FGB so that the pre-emptive action can be taken.	Focus 4: Good communication with parents, staff, and pupils	
Inform the wider school community about the role of the governing body	Ensure governing body profiles are circulated in school newsletters as a regular item 'get to know your governors' article.	Parents and staff will be more informed about the role of the governing body with the aim to encourage more parents to volunteer into this role	Focus 4: Good communication with parents, staff, and pupils	

Safeguarding and SEND Governor – Kate Layfield

Finance Governors – Helen White & Helen Smith (interim until vacancy filled)

Federation of Becwithshaw, Kettleasing Felliscliffe & Ripley Endowed Church of England Primary Schools – Governors' Action Plan 2020 -21

Health & Safety Governor – David Hall

Governor Monitoring Visits (to monitor progress towards targets in the School Improvement Plan) to take place:

Date	School	Focus	Governor lead
13 th May 2021	Ripley	To monitor the application of the new sequenced curriculum and discuss with staff how this is evidenced	HW
11 th May 2021	Kettlesing	To ensure the progress to develop handwriting skills in key stage one so that all pupils develop a legible handwriting style and discuss with staff the progress being made (inc H&S walk)	DH
14 th May 2021	Beckwithshaw	Ensure progress towards mathematics is consistently in line with national averages and discuss with teaching staff how this is improving	HS
<i>HALF TERM</i>			
	Ripley	TBD at FGB meeting 20 th May (inc H&S walk)	
	Kettlesing	TBD at FGB meeting 20 th May	
	Beckwithshaw	TBD at FGB meeting 20 th May (inc H&S walk)	

Emerging Ideas for 2021/22 linked to strategy:

- A planned series of engagement with pupils/staff/parents using surveys and focus groups
- To develop an annual report to share with the wider federation community
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