



# Harrison Primary School governing body action plan

AIM: Ensuring clarity of vision, ethos and strategic direction				
OBJECTIVES	ACTIONS	WHO'S RESPONSIBLE?	DEADLINE	SUCCESS CRITERIA
<p>To monitor the translation of the school vision into successful pupil progress and achievement.</p> <p>The school vision is 'Lifelong learners, open minds'</p>	<p>To seek out examples where the school's vision is embedded in the curriculum and school improvement priorities.</p> <p>To ensure that the vision is reflected in the curriculum policy</p>	<p>Link governors</p> <p>Learning and Teaching committee</p> <p>FGB</p>	<p>Termly reports to L&amp;T committee based on school visits</p> <p>Annual review of curriculum policy</p> <p>Annual data workshop</p>	<p>Evidence of alignment of school visit findings with the vision.</p> <p>Review of school data</p> <p>Feedback from LLP visits</p>
<p>To monitor the expression of the school's values inside and outside classrooms.</p> <p>The school's values are collaboration, honesty, equality, respect and responsibility</p>	<p>To monitor the presence of these values when visiting the school.</p> <p>To ensure that the values are expressed in the school's behaviour policy</p>	<p>All governors</p>	<p>Termly reports to L&amp;T committee</p> <p>Head teacher's report termly</p> <p>Annual review of behaviour policy</p>	<p>Satisfactory reports</p> <p>Commentary within HT report</p> <p>Continuous development of policy</p>

<p>To ensure that the school has a school improvement plan that fits the needs of the school, and is being implemented</p>	<p>To involve governors in the development of the SIP</p> <p>To scrutinise the school's Self Evaluation Form (SEF) to ensure that the SIP addresses the school's needs</p> <p>To visit the school to verify the implementation of the SIP</p>	<p>All governors</p> <p>Learning and Teaching committee</p>	<p>Termly school visits from link governors (report to L&amp;T Committee)</p> <p>2-yearly review of SIP</p> <p>Termly report from head teacher to FGB</p>	
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**AIM: Holding executive leaders to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff**

OBJECTIVES	ACTIONS	WHO'S RESPONSIBLE?	DEADLINE	SUCCESS CRITERIA
<p>To improve the quality of provision for individual needs through the development of social and emotional skills and attitudes that promote learners' success, well-being and mental health, leading to enhanced outcomes (SIP priority 1)</p>	<p>Examine the practical application of this in the classroom setting.</p> <p>Seek evidence for enhanced outcomes</p>	<p>Link governors</p> <p>L&amp;T committee</p>	<p>Termly visits with written reports to L&amp;T</p> <p>HT Report to FGB</p> <p>LLP report</p>	<p>Triangulated evidence of SIP1 priority being implemented</p> <p>Professional discussions take place at governor meetings</p>
<p>To improve our foundation subject curriculum to ensure it has purpose, progression, and is adapted to individual needs leading to excellent outcomes (SIP priority 2)</p>	<p>To scrutinise the delivery of foundation curriculum subjects from subject leads</p> <p>To schedule some school visits at times when foundation subjects are being taught</p>	<p>Link governors</p> <p>L&amp;T committee</p>	<p>Termly visits with written reports to L&amp;T</p> <p>HT Report to FGB</p> <p>LLP report</p>	<p>Triangulated evidence of SIP2 priority being implemented</p> <p>Good coverage of scrutiny of foundation subjects reported to governors either in person or via report</p>

To enhance provision for the teaching of mastery in mathematics (SIP priority 3)	Governor visits to include focused questions on maths mastery	Link governors L&T committee	Termly visits with written reports to L&T  HT Report to FGB  LLP report	Triangulated evidence of SIP3 priority being implemented  Subject lead report to L&T committee
Effective use of performance management targets linked to the school improvement priorities	Scrutinise a sample of anonymized performance management reviews	Pay Committee  Resources Committee	Report back to FGB annually following review	Teachers being awarded appropriate progression

<b>AIM: Overseeing the financial performance of the organisation and making sure its money is well spent</b>				
<b>OBJECTIVES</b>	<b>ACTIONS</b>	<b>WHO'S RESPONSIBLE?</b>	<b>DEADLINE</b>	<b>SUCCESS CRITERIA</b>
To scrutinise the school's budget monitoring procedures	Budget monitoring 6 times a year	Resources committee  Business manager	Twice a term meetings	Approval of 3 year budgets
To ensure that the school is managing its resources effectively	Completion of the Schools Financial Value Standard (SFVS)	Resources committee  Business manager	Annual SFVS report submission	Timely submission of compliant standard
To ensure that pupil premium funding is utilised effectively	Insight into effectiveness on pupil premium groups (FSM6, LAC, post-LAC etc) Half-termly meetings between SENCo and SEND governor.	Resources committee L&T committee SEN governor	Report to Resources  Termly meeting with school business manager	Data on progress/attainment from pupil premium groups

To ensure that staff achieve a healthy and productive work:life balance		Resources committee		
To monitor the effective use of the school's capital funds	Capital funds to be a regular agenda item in F&R committee meetings  Seek external funding	Resources committee School business manager	Twice a term meetings	Develop a capital programme

**AIM: People with the right skills, experience, qualities and capacity**  
**AIM: Evaluation to monitor and improve the quality and impact of governance**

OBJECTIVES	ACTIONS	WHO'S RESPONSIBLE?	DEADLINE	SUCCESS CRITERIA
To maintain a governing body of 14 or above (max 18) with the right skills and experience to meet the needs of the school	Recruitment and retention of suitably skilled governors	CoG  DTG	Ongoing, in response to need	Quorate meetings with suitable attendees
To ensure that governors develop in their roles with access to quality training	Governors to arrange training via Governor Hub  School to maintain corporate training package  Maintain a governors training policy  Develop a welcome pack for new governors  Schedule annual whole governing body training	All governors DTG	Ongoing	Training audit completed  WGB training delivered to complement the school's priority

<b>AIM: Compliance with statutory and contractual requirements</b>				
	<b>ACTIONS</b>	<b>WHO'S RESPONSIBLE?</b>	<b>DEADLINE</b>	<b>SUCCESS CRITERIA</b>
To ensure that safeguarding is effective	<p>Annual safeguarding audit</p> <p>Annual safeguarding training for governors</p> <p>Termly safeguarding feedback to FGB</p> <p>Use of safer recruitment principles</p>	<p>All</p> <p>Safeguarding governor</p> <p>DTG</p> <p>HCC Governor Services</p>	<p>Ongoing commitment safeguarding</p> <p>Bi-annual training refresh (via Governor Services)</p> <p>Periodic DBS checks (3-yearly)</p> <p>Annual review of CCR</p>	<p>Satisfactory audit</p> <p>LLP feedback</p> <p>Data/reports</p>
To ensure that the school has up-to-date policies and procedures	<p>Review of school policies and publication on the website</p>	<p>Clerk</p> <p>Business manager</p>	<p>Annual review</p>	<p>Up to date policies published</p>
To ensure that the governing body communicates with parents/carers effectively	<p>Report to parents</p> <p>Parents survey</p> <p>Maintain a 'meet the governors' section on the website</p> <p>Governors to attend a broad cross-section of school events</p>	<p>CoG</p> <p>All govs</p>	<p>Annual report</p> <p>Periodic survey</p> <p>Circulation (annual) of a calendar of events for governors to consider attending</p>	

- Not Classified -

To ensure that the school buildings and grounds are maintained and are safe	Grounds maintenance contract management H&S review Fire review Legionella Accident log	Resources committee	Weekly checks  Annual H&S review	Ongoing maintenance and monitoring  No reportable accidents
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