

Review of Governor Action Plan 2019/2020

| Target Met | Target Carried Forward | Target Not Met | Target No Longer Relevant |
|---|------------------------|--------------------|---------------------------|
| Item | Date for action | Person responsible | Update |
| General | | | |
| Election of chair / vice chair / committee chairs | Aut FGB | Govs | Y |
| Code of Conduct signed and agreed | Spring FGB | | Y |
| Pecuniary/Business/relationship interests up to date- on website and GIAS | Dec '19 | HT | Y |
| Establish committees and membership | Spring FGB | Govs | Y |
| Nominate link governors and agree protocol for visits and feedback | Spring FGB | Govs | Y |
| Agree terms of reference for committees and link governors | Spring FGB | HT, Govs | |
| Meeting dates set for year | Sum FBG | Govs | Y |
| Admissions arrangements agreed and published | When Publ | Govs | Y |
| Governor training | Spring FGB | HT/Govs | |
| School improvement | | | |
| Consider and approve school development plan | Aut FGB | HT, SMT | Y |
| Consider school SEF and approve | Sum L&M | HT, SMT, Govs | |
| Re-set/review vision for next 3-5 years | Sum L&M | Govs | |
| Receive and discuss Analyse School Performance (ASP) information and Inspection Data Summary report- IDSR | Spring T&L | HT, SMT, Govs | |
| School internal data reports – reporting on the progress of all pupils in all year groups and significant groups (e.g. Pupil Premium) | Aut & Sum T&L | HT, SMT, Govs | |
| Consider attendance of pupils | Termly | HT, SMT, Govs | |
| Effectiveness of Pupil Premium- are we using the PP strategy report format | Termly T&L | HT, Govs | |
| Effectiveness of PE and Sports Funding | Summer L&M | HT, Govs | |
| SEND Information report update | Summer FGB | Link Gov | |
| Safeguarding | | | |
| Training for staff and governors reviewed and booked- new publication of Sept 2019 Keeping Children Safe in Education -KCSIE and Working together to safeguard children | Aut FGB | All | |
| Governor responsibilities established – read and sign section 2 of Keeping Children Safe in Education 2019 | Aut FGB | All | |
| British Values / SMSC report considered | Summer L&M | HT, Govs | |
| Annual safeguarding report considered and approved | Summer L&M | HT, Govs | |
| Behaviour policy reviewed | Aut L&M | Govs | |
| Performance Management | | | |
| Headteacher PM in place (HTPM) | Aut Staffing | Committee | |
| Teachers' Pay Committee in place | Aut Staffing | Govs | |

| | | | |
|--|----------------|----------|--|
| Pay / Appraisal policies updated | Aut Staffing | Govs | |
| Work / life balance of all staff (including headteacher) reviewed | Aut Staffing | Govs | |
| Finance | | | |
| SFVS signed off (maintained schools) | Spring Finance | OM, Govs | |
| Financial Accounts completed and published (academies) | Spring Fin | Govs | |
| Set budget | Summer Fin | HT, Govs | |
| Review budget (at least 6 times a year- new guidelines) | Termly Fin | HT, Govs | |
| Financial scheme of delegation agreed | Aut Fin | Govs | |
| School Fund audit (maintained schools) reviewed | Sum Fin | Govs | |
| 3-5 year budget modeller reviewed | Aut Fin | Govs | |
| Benchmarking completed | Aut Fin | HT, Govs | |
| Charging and remissions policy in place and agreed and on website | Aut L&M | Govs | |
| Premises | | | |
| Condition of Premises checklist | Sum Fin | HT, Govs | |
| Health and Safety self evaluation | Spr Fin | HT, Govs | |
| Health and Safety annual report | Spr Fin | HT, Govs | |
| Identify priorities for year | Sum Fin | HT, Govs | |
| Policies | | | |
| Establish policy review timetable | Aut L&M | OM, Govs | |
| Review, approve and publish behaviour policy, child protection/safeguarding/relationship and sex education/careers | Sum L&M | HT | |
| Publish Equality Objectives | Sum L&M | HT, Govs | |
| Governor Self Evaluation | | | |
| Skills Audits updated | Spring FGB | Govs | |
| Governor development plan reviewed and renewed | TBC | | |
| Timetable of governor visits to school | Spring FGB | Govs | |
| Report to parents on the actions of governors | Termly | Govs | |
| Check website complies with statutory requirements and is up to date | Aut L&M | Govs | |

Carry Forward...

Health and Safety Annual Report

Work/life balance

SEND report

SEF and Strategy

Premises priorities

SEN governor signs KCSIE Part II

British Values report

Skills audit and Governor CPD