Governing Body Action Plan – 2018 & 19

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| GovernorLara Sinclair Jackie DugganCatherine DicksonShelagh MayMike ShawTBCTBCDavid SkinnerDi CarpenterEileen Beard | Governor ResponsibilitySEND, LAC, Safeguarding, Key Stage 2.LiteracyNumeracyFoundation StageKey Stage 1Foundation SubjectsFoundation SubjectsHealth & SafetyStaffExtra-Curricular |
| Objective/Success Criteria | Action prior to the meeting | Date | Person/s Responsible |
| * GB to receive a report of Safeguarding.
* Establish roles/responsibilities and training requirements.
* Update the GB on summer works onsite regarding Health & Safety.
 | Headteacher to report at the first GB meeting of the academic year.Audit training requirements of GB and staff.Governor responsible for H&S to report on the summer works on site. | September 2018 | HeadteacherLara SinclairDavid Skinner |
| * Term dates for the next academic year agreed.
* Budget Monitor presented by Business Manager.
* Arrange program of Governor visits/activities for the academic year.
* Report given by the KS1 Governor.
* Review of Data from previous academic year.
* Review of the spending of Sports Premium.
 | HT to present the Local Authority term dates and the proposed Occasional and Non-Pupil Days.Business Manager to prepare the Budget Monitor to share with GB. Governors responsible for different areas of the school arrange termly visits/contact with Coordinator.KS1 Governor to arrange a visit prior to the GB meeting and report on findings during Learning Walk.Headteacher to report on previous Year’s data.Headteacher/PE Coordinator to demonstrate the spending of the premium. | October 2018 | HTPaul GulleyGBMike ShawHTHT |
| * Report to be given by the Safeguarding Governor.
* Review of Interventions by HT.
* Report presented to the GB by the Literacy Coordinator.
* A review of Pupil Premium spending and outcomes given by the HT.
* Review of the Single Central Record by Business Manager
* Christmas diary dates confirmed for GB visits.
 | Safeguarding Governor to prepare a verbal report on current position.HT to prepare a report on the range of Interventions and their impact.Literacy Coordinator to prepare a report on achievement/progress in Literacy across the school and actions linked to the School Development Plan. Governor responsible for Literacy to give a verbal report on actions during visits.HT to prepare a report with the Business Manager on Pupil Premium spending and impact.Business Manager to report on the Single Central Record.HT to give the dates of Christmas events and GB to arrange visits.  | November 2018 | Lara SinclairHTSarah Murts (DH) & Jackie DugganHT & Business ManagerBusiness ManagerHT |
| * HT to report on un-validated ASP (Assessing School Progress) data.
* Numeracy Coordinator report to the GB.
* Senco to report to the GB.
* A review of Health & Safety and the Emergency Plan.
* Report to be given by the KS2 Governor.
 | HT to prepare a report to present to the GB on the ASP official data.Numeracy Coordinator to prepare a report on the achievement & progress in numeracy across the school and the actions linked to the School Development Plan. Governor responsible for Numeracy to give a verbal report on actions during visits.Senco to prepare a report for the GB on the current position with SEND across the school and actions linked to the School Development Plan. Governor responsible for SEND to give a verbal report on actions during visits.HT to share the Emergency Plan with the GB.KS2 Governor to visit the school for a Learning Walk in KS2 prior to the meeting and prepare a report on findings. | January 2019 | HTAndy Dore & Catherine DicksonBrendan Anderson & Lara SinclairHTLara Sinclair |
| * Report to be given by the Early Years Governor.
* Budget Monitor to be presented to GB.
* HT to give a presentation on the school’s website.
 | Early Years Governor to visit the Foundation Stage for a Learning Walk prior to the meeting and report on findings.Business Manager to prepare the budget monitor for the meeting to present to GB.HT to demonstrate the school website during the GB meeting. | February 2019 | Shelagh MayPaul GulleyHT |
| * HT to update the GB on the Pupil Premium spending.
* Review of Governor Competencies.
 | HT to prepare a report on Pupil Premium spending with the Business Manager and the impact.Chair of Governors to review Governor Competencies. | March/April 2019 | HT & Paul GulleyLara Sinclair |
| * Health & Safety Report by HT.
* KS2 Governor to report to the GB.
 | HT to prepare a report on the current position with H&S.KS2 Governor to arrange a visit to KS2 for a Learning Walk prior to the meeting and report on findings. | May 2019 | HTLara Sinclair |
| * Report on Safeguarding to be given by the Governor responsible.
* Governor Visits reviewed.
* Reports from Coordinators for end of year. Foundation Subjects Governors to report on findings from visits.
 | Safeguarding Governor to prepare a report for the meeting on the current position with Safeguarding.GB verbal reports on visits made throughout the year.Coordinators to prepare end of Year reports of their subject for the GB meeting. Foundation Subject Coordinators to prepare a report on findings from Learning Walk visits. | June 2019 | Lara SinclairAll GB All Subject Coordinators |
| * Report to be given by the Early Years Governor.
* Governors’ Action Plan prepared for the following Academic Year.
 | Early Years Governor to visit the Foundation Stage for a Learning Walk prior to the meeting and report on findings.Based on findings from the current academic year, GB to plan areas of focus for the coming year – using HT proforma of findings. | July 2019 | Shelagh MayAll GB |
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