**Stuart Road Primary Academy -Governors’ Action Plan – 2020-2021**

Key

|  |  |  |
| --- | --- | --- |
| Red – Behind planned timings | Amber – Started but no measured impact yet | Green - Complete |

**OVERVIEW, MONITORING AND DEVELOPMENT**

**Governors**

All governors are responsible for ensuring that the targets on the GAP are regularly reviewed and monitored. Governors will need to review their own CPD, targets in the GAP and updates / legal changes with regards to champion roles they hold. Records will be kept of governor training, visit forms and attendance at meetings.

**Champion Link Governors**

To include:

* Continuous scrutiny of area of responsibility
* Detailed reports three times a year on their area of responsibility, including on-going observations and recommendations

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Task/Action** | **Responsible person** | **Cost** | **Target date** | **Success criteria**  |  **Evidence/Progress** |
| 1/20 | To review capacity within the LGB by completing a skills audit  | Chair | Nil | 31 December 2020 | All Governors have completed a skills audit and the results have been analysed. There are no more than two vacancies on the LGB. | November – vacancies on LGB for parent Governor(s) and co-opted Governor.  |
| 2/20 | Governors review their own training requirements and commit to training opportunities | Clerk/all governors | Nil | 31 December 2020 | All governors complete 3 online training courses before the end of the Autumn term | Training ongoing. |
| 3/20 | Ensuring we monitor our effectiveness by working with the Governance Consultant to self-assess our progress  | Chair/Gov Consultant All governors | Nil | 30 July 2021  | Once a year we have measured our effectiveness by annual reviews, mock Ofsted interviews or evidence portfolios. |  |
| 4/20 | We will improve parent and governor engagement by facilitating effective communication through website and opportunities for face-to-face meetings. | All Governors | Nil | 30 July 2021 | Parents are aware of the governors’ roles, LGB membership and how local governors hold school to account. |  |
| 5/20 | Hold whole LGB training on effective challenge  | Gov Con and all Governors | Nil | 31 December 2020 | Governors are able to define what information they require to be reported and are able to drill down into the figures and challenge in order to expand their knowledge of school and hold to account effectively. |  |
| 6/20 | All governors commit to visiting school at least 2 times per term (6 per year). Notes of visits are monitored by the headteacher circulated to all governors | All Governors | Nil | July 2021  | Governors are aware of the importance of governor visits. They record their observations and are able to assess impact. Monitoring visits are programmed and are effective. Governors report back to colleagues in terms 2,4 and 6 | During COVID restrictions, need to establish effective ‘remote’ engagement. |
| 7/20 | Governors take ownership of producing a small evidence portfolio tracking the evidence of governor effectiveness | 2 governors /Gov Consultant | Nil | April 2021 | Governors have produced a portfolio of evidence of impact for the next inspection. |  |
| 8/20 | Governor afternoons/mornings to be a regular feature (twice yearly) allowing all governors to review the progress of governance effectiveness, visiting school with themed monitoring activities and engaging in training activities | Chair | Nil | July 2021 | Whilst COVID-19 will delay our introduction to visits we hope to demonstrate in 2021 how governor afternoon/morning sessions are an effective tool to increasing monitoring. |  |
| 9/20 | Governors review how well they communicate with staff | Chair | Nil | 31 December 2020 | Staff are aware of the role of the LGB and see governors in school on a regular basis. They regularly invite governors to event and celebrations. | Visits not currently allowed, need to arrange remote communication. |
| 10/20 | Pictures of the governors are displayed in the reception area for visitors to see, and in the staff room to raise the profile of governors within the staff community.  | Chair | Nil (internal reprogr-aphics) | 31 December 2020 | Parents are aware that the school has a local governing body and are able to identify governors when they meet them at events or around school. Staff are aware of seeing more familiar faces around school. |  |
| 11/20 | Governor lanyards are held by all governors | Clerk | Nil | 30 November 2020 | Governors are clearly identifiable by wearing Governor lanyards. |  |
| 12/20 | Governors to add regular “meet the governors’ article in the school newsletter – picture and update about each governors’ work and links  | All Governors | Nil | 31 January 2021 | Each half-term one governor provides a picture and short piece about their contribution to governance |  |
| 13/20 | Governors to plan questions for the parent and staff surveys – focus on does the LGB communicate effectively? Do you understand our role? etc | All governors | Nil | 30 April 2021 | Governors are able to measure the awareness of their role amongst the parent and staff community |  |
| 14/20 | Link or champion roles are allocated to governors and visit reports from these areas are built into the agendas of meetings in term 2, 4 and 6.  | Chair | Nil | 30 November 2020 | Governors are working in pairs to monitor key areas. They meet co-ordinators and lead members of staff, attend relevant training and report back to governor colleagues three times a year | Limited number of governors and restricted access to school has precluded reports to date. |
| 15/20 | Where possible governors take a secondary link to support another governor and to build knowledge of another area | Chairs | Nil | 30 April 2021 | Governors lead one monitoring area and support a second.  | To be reviewed when more governors are available. |
| 16/20 | Fortnightly Headteacher / Chair meetings are scheduled in advance with a clear agenda | Chairs | Nil | 31 December 2020 | Regular meetings, both face to face, phone and Teams are scheduled to discuss 5 core areas – standards, staffing, safeguarding, parents and barriers to progress.  | Communication is good at present. |
| 17/20 | Governors receive training on understanding data  | Headteacher | Nil | 31 December 2020 | Governors understand performance data which is published about school. |  |
| 18/20 | Governor knowledge of pupil premium is increased. Governors to receive a presentation on the pupil premium, its use and impact | School Business Manager/Headteacher | Nil | 30 April 2021 | Governors are fully aware not only of the way monies are spent but the difference it makes to standards and attainment |  |
| 19/20 | Governors attend school events and assemblies when practicable to raise profile of LGB. | All governors | Nil | April 2021 | Governors are recognised by pupils, parents and staff and available for discussion of any issues. |  |
| 20/20 | This action plan is reviewed for progress each term and updated as necessary each year. | Chair | Nil | September 2021 | GAP remains relevant and accurate. |  |

**Date : V1 Sept 2020**