

Timothy Hackworth Primary School

Last updated Jan 18 **Version 2**

Last Updated Green=feel we have completed so can be removed for next time?

Red= not sure if it has been completed?

Yellow=priority now

Key Issues:						
ACTIONS	KEY PEOPLE	TIMESCALE	EVIDENCE OF SUCCESS	MONITORING AND RELATED AREA OF GOVERNORS FRAMEWORK	EVALUATION	RESOURCES /COST
<p>Updating of Visit Forms to provide more detail and show a clearer focus and outcomes for each visit.</p> <p>Improve understanding of the governing body of what is meant by 'outcomes'</p> <p>Identify if there are any training courses available to underpin this.</p>	<p>Chair of Governors Vice Chair of Governors Staff rep. An additional governor</p>	<p>Mid-October 2016</p>	<p>Improvement to challenge questions in full governors meetings.</p> <p>Clearer focus for visits.</p> <p>Improved planning of a programme of visits.</p> <p>Clearer understanding of governors as to what is meant by 'outcomes'</p> <p>Improved documentation and</p>	<p>To be on every full Governing body meeting.</p> <p>Framework-point 1 and 6</p>	<p>Visit forms have been updated and shared with Governors In training packs for new Governors</p>	<p>Time of governors and staff</p> <p>Potential training and travel costs</p>

<p>Analysis of the governors skills audit to identify gaps in the skills of the governing body to enable new governors to be recruited to fill those skills gaps and training needs of existing governors identified Appoint a training Governor Nov 17</p>			<p>record keeping and improved reporting back to full governors meetings, reflected in the minutes of meetings.</p> <p>Contribution to monitoring of progress and identification of areas of strengths and weaknesses and areas for improvement</p> <p>Analysis of skills audit in place and reported back to a full governors meeting. This is a priority and should have taken place during this term, however skills audits were not sent out to Governors. Nov 17</p> <p>Planned programme of training for individual governors in place</p> <p>Reporting back to full governors meetings clearly minuted</p>	<p>This was actioned in the full Governing Body meeting July 2017, Clarke agreed to chase up missing audits. Will be reviewed Feb 2018 at full Governing Body meeting.</p> <p>Governance framework-point 1,3 and 6.</p> <p>Chair and Vice chair to take up responsibility of being Governor for training, this will include keeping a training log and reminding Governors' to discuss their training feedback form in Full Governing body meetings. This will be on future full Governing body agendas.</p> <p>Governance framework-point 1,3,4 and 6.</p>	<p>Feed Back in full Governing body meeting July 2017. To be on the agenda for each Governing body meeting in future.</p>	
---	--	--	--	---	---	--

<p>Apologies for absence discussed at full governors and committee meetings and analysed Nov 17</p>			<p>Discussion minuted</p> <p>Analysis of absences developed and maintained</p> <p>Identification of non attendance.</p>	<p>Reasons for absence are closely monitored by the Chair of Governors and action taken if needed.</p> <p>Governance framework-point 2,3,4,5 and 6.</p>	<p>Attendance is now discussed and minuted.</p>	
<p>Induction and mentoring of new governors Nov 17</p>			<p>An induction programme has been developed.</p> <p>Each new governor is allocated a named mentor. Nov 17</p>	<p>Governance framework-point 1,3,4 and 5</p>	<p>Retention of new Governors has been difficult. Though a thorough induction was carried out by the Head Teacher and Chair and Vice Chair of Governors, interestingly those that attended these sessions have been mostly retained. Chair and Vice Chair have made themselves available</p>	

					as mentors as and when needed.	
<p>Delivery of all important reports including the head teacher's report to the full governing body. These should be presented in a format that is as easily understandable as possible to allow all governors access to the key data they need to hold the leadership team to account and take part effectively in school improvement planning. Engagement of governors with the wider community and with students and staff.</p>			<p>Minutes show that this is taking place in good time and in a format that is easily understood.</p> <p>Improvements in the challenge questions from as wide a range of governors as possible.</p> <p>Improvements in the planning and accessing of governor training.</p> <p>Improvements in the planning and reporting of governor visits. Record kept of governor engagement with the wider community, students and staff.</p> <p>Improved attendance by members of the wider community eg at events put on by the Parents association.?? Do we have one???</p> <p>Feedback given by members of the wider community.</p>	<p>Governance framework- point 1,2,3,4,5 and 6</p>	<p>It has been agreed by Governors that they understand and are able to question the information provided for them.</p> <p>Due to some Governors being new to Governance this academic year and still to complete LEA new Governor training the range of Governors challenging is a little limited but improving as shown by minutes. Governor training has improved as more Governors are attending training.</p> <p>Feedback from the wider community is generally positive though on occasions it is not, this is discussed with the Head Teacher.</p>	
<p>Committees meet regularly and maintain minutes and a broad range of governors are taking part in these</p>			<p>All necessary committees are meeting and are quorate, with properly maintained minutes which demonstrate that the remit of the</p>	<p>Governance framework- point 1,2,3,4, and 5.</p>	<p>Meetings for all Governors eg action plan update has not been well attended</p>	

committees.			committee is being met. A broad range of governors are taking part in at least one committee.		Nov 17-reminder of Governor responsibility?? Minutes are a huge issue at this time. Nov 17	
Pupil Premium and Pupil Sports Premium is being used effectively to 'close the gap'			Information to do with Sports Premium is clearly being disseminated, as shown in the minutes of the full governing body meeting. The impact of this (and Pupil Premium spending) can be clearly identified and evaluated and the head teacher held to account for its use and impact on 'closing the gap'.	Governor framework-point 1,2 and 5.	Monitored by sports premium Governor (Chair of Governors)	The Governor for sports premium has met the lead for this area and will feed back any relevant information to the full Governing body meeting Feb 2018.
Overview of progress on key objectives			There is clear evidence in the minutes of the full governing (and other relevant committee meetings) that the governors are challenging the head and senior management team that progress is being made in terms of key objectives. There is clear evidence that the governors are monitoring the School Improvement Plan and identifying those areas where progress is not acceptable and asking the head teacher to explain what is being done to make rapid progress in those areas.	Governor framework-point 1,2,3,4,5 and 6.		The Governors are very clear on key objectives due to the recent OFSTED report and documentation such as the Head Teachers report.
To ensure any Governor vacancies are appropriately filled				To be discussed at next FGB(Feb 18). Nov 17 Governor framework-point 3 and 6.		

<p>Governors to be aware of and work towards helping the school reach the OFSTED priorities; Behaviour analysis, Attendance Reading</p>			<p>FGB Head Teacher report</p> <p>Attendance working party Governor (Mr Jones, Miss Stainsby)</p> <p>EWO invited to FGB meetings as appropriate.</p> <p>Mr Jones reading champion for Governors. Listened to y5 in Nov 17 reading Listened to y5 in Dec 17 reading</p> <p>Miss Stainsby engaged parents to come and listen to readers for targeted intervention in y4 (girls)</p>	<p>Governor framework point- 1,2,4 and 5.</p>		
<p>Governors to access training for becoming outstanding.</p>			<p>Collaboration with An outstanding Governing body.</p> <p>LEA training</p> <p>School improvement plan.</p> <p>New outstanding OFSTED criteria to be shared with Governors and their part to be clarified.</p>	<p>Governor framework-point 1,2,3,4,5 and 6.</p>		
<p>Governors to meet with middle leaders.</p>			<p>Middle leaders to contact link Governors by Dec 17</p>	<p>Governor Framework point- 1,2,3,4and 5.</p>	<p>Disappointed as this has not happened by the deadline despite reminders. Head Teacher will speak to staff.</p>	
<p>Governor linked with PR/school news letter and website.</p>			<p>All Governors to monitor website-check list needed?</p>	<p>Governor framework-point 1,3 and 4.</p>		