



Timothy Hackworth Primary School

Action Plan – Full Governing Body

Reviewed – Sept 2022

Chairperson: Pauline Crook Vice Chairperson: Anthony Jones GB Members: Lynn Boulton, Nicola Nixon, Nicola Greaves, Shirley Quinn, Samantha Townsend, Carolyn Mulley, Natalie Mathison, Claire Shepherd						
ACTIONS	KEY PEOPLE	TIMESCALE	EVIDENCE OF SUCCESS	MONITORING	EVALUATION	RESOURCES/COST
Strategic Leadership and Accountability						
1. <ul style="list-style-type: none"> Determine a clear and explicit vision for the future. Set strong and clear values and ensure these are embedded across the organisation and adhered to. Determine the strategic direction for the school. 	Full GB Mrs Boulton	Ongoing	Head Teacher's Report SIP, SEF, Governor Monitoring Visits, COG/HT meetings. Minutes of Meetings. Rights Respecting School Award Data Analysis	Termly full GB	As part of full governing body meetings.	N/A
2. <ul style="list-style-type: none"> Monitor and evaluate pupil progress and attainment by receiving reports, information from the HT and other school leaders; compare against national and local benchmarks. Appoint special interest governors to monitor curriculum areas. 	Full GB Special Interest Governors	Ongoing Autumn Term 2022	Minutes of Meetings Special Interest Governor Reports Governor Monitoring Reports Data Analysis Governor Training	Termly by full GB	As part of full governing body meetings.	N/A

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<ul style="list-style-type: none"> • Access Training and create a Governor Training Plan. • Monitor RRS within the school. • Implement and monitor the school curriculum to ensure it meets Ofsted requirements. • Approve safeguarding procedures and monitor to ensure they are robust and effective. • Ensure there is awareness and knowledge of the current Ofsted Framework. 						
3. <ul style="list-style-type: none"> • Receive reports from committees, working parties and agree actions. 	Committees Full GB	Termly & ongoing	Minutes of meetings Reports	Termly by FGB	As part of FGB meetings	N/A
4. <ul style="list-style-type: none"> • Approve the SEF and monitor • Approve the SIP priorities and monitor progress throughout the year. 	Full GB Mrs Boulton	Annually and following any updates.	SIP and SEF documents Head Teacher's Report. Minutes of GB meetings.	Termly by FGB	As part of FGB meetings.	N/A
5. <ul style="list-style-type: none"> • Ensure there is a transparent system for PM of all staff which is linked to school priorities. Have oversight of staff performance through the year. 	Relevant Committee Mrs Boulton Full GB	Annually (Autumn 2022)	Robust Performance Management in place. Minutes of Pay Review Committee Meeting and Full GB meeting. Visits and Learning Walks	Annually by FGB.	As part of FGB meetings.	N/A

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6.	<ul style="list-style-type: none"> Ensure there are systems in place to listen to and respond to the views of parents/carers, pupils, staff, local communities and employers. 	Relevant Committee Mrs Boulton Full GB	Ongoing	HT report Parent/Pupil Questionnaires received, analysed and acted upon. School Website School Newsletter Parent meetings. Governors to be more visible to parents and pro-active within school	Half Termly by FGB.	As part of FGB meetings.	N/A
7.	<ul style="list-style-type: none"> Agree recruitment process to be followed in relation to Senior Leader posts and ratify delegated appointments. 	Full Governing Body	Annually and as required.	Robust recruitment process in place. Delegated appointments ratified. Minutes of Personnel Committee meetings	Annually. Termly by FGB	As part of FGB meetings.	N/A
8.	<ul style="list-style-type: none"> Final approval of the annual budget plan. Monitor the school budget. Agree virement/ expenditure limits. 	Full GB Finance Committee Mrs Boulton Chair Mrs Greaves	Annually and termly.	The school budget is in place and monitored regularly. Minutes of Finance Committee meetings. HT/COG Meeting Report	Termly by Full GB	As part of FGB meetings	N/A
9.	<ul style="list-style-type: none"> Hold at least 3 meetings each academic year. Ensure that committee meetings are held in accordance with agreed terms of reference. 	Full GB Chair Vice Chair	Annually and half termly	Full GB and Committee Meetings are held 3 times each year. Terms of reference are agreed and followed. Committee Structure in place Minutes of meetings.	Termly by Full GB and Committee Chairperson	As part of FGB meetings	N/A
People and Structures							
10.	<ul style="list-style-type: none"> Elect and/or remove Chair and Vice Chair of Governors Appoint Committee Chairs or delegate to each Committee. 	Full GB Committees	Annually and as required.	Chair, Vice Chair and Committee Chairs are elected and in post. Delegations are agreed. Committee Terms of Reference are agreed. Minutes of meetings.	Annually by Full GB	As part of FGB meeting	N/A

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<ul style="list-style-type: none"> Consider and agree delegation of functions to individuals or committees. Agree committee terms of reference and membership. 						
11. <ul style="list-style-type: none"> Establish a register of Governor Business Interests. Ensure Governors information on the Get Info About Schools register on-line. Ensure school website is up to date and compliant with current requirements. Confirm the instrument of government and subsequent amendments. 	Full GB Relevant Committee Mrs Boulton SBM	Ongoing	Register in place. Governors monitor the school website to ensure compliance. All information is up to date. Minutes of meetings. Ofsted Guidelines	Termly by FGB and relevant Committee	As part of full GB meetings.	
12. <ul style="list-style-type: none"> Appoint co-opted, Local Authority and where necessary Parent Governors to the Board. Review and monitor Governor Induction Process. Skills Matrix Have regard to Governor professional 	Full GB Chair Vice Chair	Termly	Committee membership has increased. Appropriate training to be arranged for new governors and for Committee members. Meetings professionally Clerked. Minutes of meetings. Training Evaluation and Feedback	Termly	As part of full GB meetings.	

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<p>development and appropriate training.</p> <ul style="list-style-type: none"> Where necessary, suspend or remove Governors from the Board Appoint/dismiss the Clerk to the Governing Body. 						
Compliance and Evaluation						
<p>13.</p> <ul style="list-style-type: none"> Consider business provided by LA and other sources. Suspend/end suspension of staff. 	Full GB Relevant Committee	Termly	Service Level Agreements Meeting Minutes	Termly	As part of full GB meetings.	
<p>14.</p> <ul style="list-style-type: none"> Ensure all statutory policies are in place and there is an effective policy review cycle. 	Relevant Committees Full GB	Annually and when changes occur.	All policies are in place and are reviewed annually. Minutes of meetings. HT Report and E mails GovernorHub	Termly	As part of full GB meetings.	
<p>15.</p> <ul style="list-style-type: none"> Review and agree the Governor Code of Conduct. Confirm arrangements for completion of a Governor Skills Audit. Ensure there is regular self evaluation and review of individual's contribution to the Board as well as the Board's overall operation and effectiveness. As necessary consider an external review of the Board's effectiveness. 	Full GB Relevant Committee	Annually Autumn 2022	Code of Conduct is reviewed. Governor Skills Audit carried out to inform the Governor Action Plan. Minutes of meetings.	Annually	As part of full GB meetings.	

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SIP Actions: <ul style="list-style-type: none"> Explore outstanding criteria and identify necessary actions. 	Full GB and relevant Committee. Chair and Vice Chair	July 2023	<ul style="list-style-type: none"> Meeting arranged with GB of outstanding school. GB effectiveness is further improved. 		As part of full GB meeting.	N/A
<ul style="list-style-type: none"> Increase membership of the governing body. 	Full GB Chair and Vice Chair	December 2022	<ul style="list-style-type: none"> GB membership is complete. 	Termly	Full GB meeting	N/A
<ul style="list-style-type: none"> Further monitoring of the provision for more able pupils to ensure improvement in the outcomes. 	Full GB Curriculum Committee Link Governor (Councillor Quinn)	Termly	<ul style="list-style-type: none"> Link governor monitoring report. HT Report. Curriculum Committee reports. Data SIP 	Termly	Full GB meeting	N/A
<ul style="list-style-type: none"> Consider strategies to increase pupil numbers. Create a Working Party to consider ways of promoting the school to parents and the wider community 	Full GB Working Party	Ongoing	<ul style="list-style-type: none"> Working Party in place who report to full GB Regular community events to promote the school School website has relevant promotional material – eg video Regular articles in community/local press. Increase in pupil numbers 	Termly at full GB meeting.		Possible cost for marketing materials and videographer advice.