

# Drayton Green Primary School

## Governors' action plan 2023/25 (reviewed annually)

The following plan is divided into sections which cover the core functions of the governing body and the priorities of the school. Our overriding aims are to:

- Ensure clarity of vision, ethos and strategic direction
- Ensure effective governance and that statutory duties are met
- Hold executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- Oversee the financial performance of the school and make sure that its money is well spent
- Improve engagement and communication with stakeholders
- Strengthen leadership at all levels

The school aims are:

To develop the whole person in an environment that is safe, calm and creative. . ***'We operate as a school family, bound by the values of care, respect, trust, responsibility and achievement. Every child is special and unique, each child really does matter: we have the highest expectations for all children and help each of them reach their full potential. We achieve this by delivering a broad, and rich curriculum that provides children with opportunities to explore, enquire and reflect.'***

The following initials and abbreviations are used throughout the plan:

Governor Name	Type	Initials
Ania Rontaler (Vice chair)	Co-opted	AR
Karen Doherty	Headteacher	BJ
Ben Wesson	Local authority	BW
Ian Potts (Vice Chair)	Co-opted	IP
Ilaria Gastauda	Associ. parent	IG
Shahla Kamranpour	Co-opted	DW
Marion Hardy (Chair)	Co-opted	MH
Gavin Haddon	Co-opted	GH
Theo Whitaker	Co-opted	TW
Zoe Zarkos	Co-opted	ZZ
Grace Hardy	Clerk	GH

Term	Abbreviation
Resources	ReCo
School Improvement Committee	SIC
Staffing committee	StCo
School Improvement Plan	SIP
Headteacher	HT

Governing body	GB
Local Authority	LA

The following appendices are also useful:

- Appendix 1 – List of link governors
- Appendix 2 – Terms of reference – School Improvement Committee,
- Appendix 3 – Terms of reference – Resources Committee and Staffing Committee

**AIM: Ensure clarity of vision, ethos and strategic direction**

Objectives and actions to be taken	Who?	By when?	Evaluation – What success would look like
<p>Endorse and publish the school's USP</p> <p>Give aims and USP more prominence on website, in public areas of the school and [prospectus</p> <p>Evaluate how the school aims and values are promoted with pupils, through the curriculum, by meeting with the leader of PSHE, pupil representatives and link visits.</p> <p>Improve the reputation and visibility of the school in the local community by:</p> <ul style="list-style-type: none"> <li>• Increasing the school's presence on social media</li> <li>• HT visits to local playgroups</li> <li>• Building a new website</li> </ul>	<p>GB/HT</p> <p>All</p> <p>HT/MH</p> <p>HT/GB</p> <p>GB</p>	<p>Dec 23</p> <p>Autumn 23</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Overview of success:</p> <ul style="list-style-type: none"> <li>○ All governors can articulate the vision of the school.</li> <li>○ The vision is consistently set out in relevant school documents.</li> <li>○ The school's values, vision, aims and USP are shared clearly on the school website and in the school</li> <li>○ Governors play a significant role in championing a vision that is shared and owned by all.</li> <li>○ Pupils, parents and staff can articulate the school aims and give examples of how they are fulfilled in the daily life of the school</li> <li>○ Parents choose the school for their children because they recognise and appreciate its unique characteristics</li> <li>○ The school hosts regular promotional activities, receives more enquiries about the school and roll steadily increases</li> </ul>

<b>AIM: Ensure effective governance and that statutory duties are met</b>			
<b>Objectives and actions to be taken</b>	<b>Who?</b>	<b>By when?</b>	<b>Evaluation – What success would look like</b>
Maintain a committed GB which has the necessary skills and experience for governance	All	Keep under review	Annual review of GB skills
Interview all prospective governors to assess their contribution and involvement	All	Ongoing	Governors have the necessary skills to fulfil their roles
Appoint link governors to all subject areas and year groups	All	July 23 ( or earlier if possible)	GB is diverse and represents the community it serves
	All	Ongoing	All governors share workload and function as a team
			Link governors cover all aspects of school life
			Staff and parents are well represented
Ensure that core function of ' <i>holding leadership to account</i> ' is explicitly recorded through scrutiny and questions in minutes.	All / GH	Ongoing	Minutes show that this core function is being discharged
Follow up actions to ensure completion dates are adhered to.	KD/MH	Ongoing	Governors are better apprised of school issues
Ensure that governors have a good range of challenging questions to put to the staff and HT	MH	Sept 23	Actions are carried out by due dates
			Such questions (and responses) are recorded in the minutes
Review and approve all statutory policies by their review date.	All	Annually or as required by law	Annual plan in place for all GB showing when polices are to be reviewed, by whom and by when.
Review schedule at GB meeting	MH / HT		All statutory polices are included on website, are up to date
Nominate governor(s) to check and pursue compliance of statutory policies, statutory content and to review school documentation and website.	MH/HT/SK	Ongoing	Website meets compliancy test
Safeguarding link governor to make regular visits or video contact to meet with Safeguarding Lead,			

to evaluate impact of policies and procedures relating to safeguarding, pupil care, wellbeing, H and S, and evaluate compliance with statutory requirements.	MH	Per half term or as required	Governors are aware of safeguarding issues and their impact on the school  Governors are aware of safeguarding issues and spot check systems with staff and children when making link visits
Check single central record.	IP (SB in school)	Six times per year randomly	SCR is updated appropriately, and all necessary DBS checks have been carried out  GB is confident that SCR is accurate and available for inspection
Engage an external consultant to review our safeguarding procedures	MH/HT	Sept 24	Excellent feedback re safeguarding and no gaps
Link governors for SEND make regular, pre-arranged visits or vide calls to meet with mainstream and ARP SENCOs to evaluate impact of additional support on pupil progress, compliance with statutory requirements and to learn about concerns	MH ZZ	Once per half term	Reports provided to full GB with actions if appropriate  Good feedback re progress by LA Inspectors of ARP and SEND
Link governors for prioritised curriculum areas (Eng and Ma, Sci, IT) make regular visits or calls to the school to ensure the school is meeting the full requirements of the National Curriculum, to evaluate how progress in Maths and English is fostered through the wider curriculum and monitor progress against targets.	Link govts and HT	2/3 times per year or as agreed with HT	Governors are better informed about all areas of the school  Reports provided to full GB with actions where appropriate
Appoint link governors to other cross curricular areas: Data, H and S, Wellbeing  Agree evaluative questions before the visit and record them on the governor visit form.	HT/GB  Link govts/HT  Link govts/HT	July 23	Through reports governors have a good overview of all areas of the school  Reports discussed and minuted

<p>All governors to have opportunity to undertake training to inform their roles.</p> <p>Governors to complete the National Governors' Association skills audit annually.</p> <p>Evaluate data from skills audits and seek to fill gaps through training, or by recruiting new governors</p> <p>Make good use of LA and NGA webinars</p>	<p>All</p> <p>All /</p> <p>MH/AR/IP</p> <p>All</p>	<p>Ongoing</p> <p>September each year</p> <p>Ongoing</p>	<p>Governors feel confident about carrying out their roles and cover the wide range of skills and experience required to be effective</p>
<p>From all of the above, evaluate a wide range of evidence:</p> <ul style="list-style-type: none"> <li>• School Improvement Plan</li> <li>• Reports from the Headteacher and subject leaders</li> <li>• Reports on the quality of teaching</li> <li>• Benchmarking against other similar schools</li> <li>• Anonymised Performance Management records</li> <li>• Relevant datasets</li> <li>• Target setting and tracking data and analysis of cohorts and identified groups eg girls/boys, disadvantaged, SEN etc.</li> </ul>	<p>All/HT at meetings</p>	<p>Ongoing</p>	<p>Governors feel fully informed about the school, can talk about its strengths and weaknesses and can support this knowledge with data and examples</p>

<b>Hold executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff</b>			
<b>Action to be taken</b>	<b>Who?</b>	<b>By when?</b>	<b>Evaluation – What success would look like</b>
Review and approve the Appraisal Policy.	GB	Annually	In place
Review and approve the Pay Policy.	GB	Annually	In place Appropriate targets in place

Engage external consultant to carry out the Headteacher's Performance Management. This should be informed by external judgements and the school's Improvement Partner	StCo	May 23 and ongoing	<p>Outcomes from targets in appraisals contribute to targets on SIP</p> <p>Governors are aware of the cumulative effect of teacher targets and can see how they link to SIP</p> <p>School staff are highly skilled and effective and able to drive forward progress in all areas</p>
Meet with the Headteacher to review anonymised performance management records of teaching and support staff in order to evaluate the rigour and impact of staff appraisal.	StCo		
Provide SIC governors with information about the quality of teaching (anonymised), lesson observations, book scrutiny, learning walks, in order to evaluate if performance management objectives have been met.	HT		
Review anonymised performance management records of staff to ensure leadership objectives are directly linked to School Improvement Plan priorities.	HT		
Ensure that a robust and costed training plan is in place with detailed expenditure	SIC/MH/MI		
	SIC		
	MI/ ReCo		

<b>Oversee the financial performance of the school and make sure that its money is well spent</b>			
<b>Action to be taken</b>	<b>Who?</b>	<b>By when?</b>	<b>Evaluation – What success would look like</b>
Review and monitor the school budget and ensure that the school stays within its annual budget plan.		As per ReCo calendar	
Improve financial reporting to GB to ensure clarity and understanding	ReCo/HT/DL	Sept 23	Financial monitoring is robust and accurate.
	HT/DL		Financial information is easily accessible and understood

Evaluate whether proposed spending is consistent with school improvement priorities and projected income before approval given.	ReCo	Annually in May	
Formulate a proposed budget plan, with identified budget holders in school	ReCo	May annually	Balance budget agreed by full GB and LA
Submit budget plan to the full Governing Body.	ReCo	July ReCo meeting	Achievement data of identified pupils reflects spending
Evaluate the spending and impact of Pupil Premium and Sports Premium resources through review of reports and data.	ReCo	June or when data available	
Ensure information re PPG and PSG is available on the website.	HT/MH		
Consider LA benchmarking data annually, to review levels of expenditure in similar schools as a driver for evaluation of how school resources are spent to ensure best value.	TW/GB		
Increase income through bid application and other fundraising strategies	SK		
Spot check the Single Central Register (SCR)	IP	Ongoing	School income is increased by £10000pa
Seek innovative ways of raising additional funds: offering training, letting premises, sponsorship, bid application			



<b>Improve engagement and communication with stakeholders</b>			
<b>Action to be taken</b>	<b>Who?</b>	<b>By when?</b>	<b>Evaluation – What success would look like</b>
Maintain parents' consultation groups	MH	Ongoing or	Parents feel involved and consulted; half termly meetings take place
Publish dates for these meetings for the whole year	MH		
Encourage parent governors to play full role in sub committees	All	Ongoing	Parent body is well represented on GB and parent governor play an active role on the GB
Agree with HT an annual plan of surveys of staff, parents and pupils	GB	Autumn term	Issues raised and addressed
Evaluate surveys to inform action planning and next steps.	All	Ongoing	School staff and GB are well aware of concerns of parents/carers
At least one governor to attend all parent curriculum workshops, preferably link governor	Rota	Ongoing	Governors are better informed about curriculum and can speak confidently about it
Nominated governor to join some School Council meetings and meet with teacher i/c to evaluate impact of the School Council.	Rota/PL/LB	Ongoing	Better GB understanding of how democracy (British values) is taught in school

<b>Strengthen school leadership at all levels</b>			
<b>Action to be taken</b>	<b>Who?</b>	<b>By when?</b>	<b>Evaluation – What success would look like</b>

Ensure that the focus of work and agendas of all meetings are aligned to the school priorities	MF/HT	Ongoing	Focus of governor visits reflects the school's identified priorities for improvement.
Weekly meetings of HT, Chair and/or Vice Chair	MH/HT	Ongoing	Governors can confidently articulate the academic strengths of the school and the areas for development
Review school leadership structure to ensure that HT is effectively supported in leading the school	StCo	Sept 22	All leadership roles are covered and staff are confident in their roles
		Ongoing	HT is able to confidently delegate some of her leadership responsibilities
Provide training on use of assessment data for all governors	/ HT	Autumn 23	
Training plan includes funding for senior and middle leadership	HT		
Encourage new governors to take part in in LA induction courses	LA/ MH	Annually	Induction is effective, enabling new governors to contribute quickly and effectively to the work of the Governing Body.
Maintain a governor training log and post in GB shared area	MH	Ongoing	GB is knowledge is up to date in all key areas such as SENd, Assessment, Finance, Wellbeing and government targets
All new governors to read, approve and sign the Governor Code of Conduct and the Governor Visit Policy.	MH/GH	Ongoing	All governors share a common vision and uphold the values outlined in the Code of Conduct, which is available on the website.  Governors, both individually and collectively, are able to evidence the impact they have made on the school.
Evaluate impact of CPD on quality of teaching	ReCo/SIC/MI	Termly in SEF	
Actively engage governors in recruitment procedures.	MH	Ongoing	Robust recruitment procedures result in the recruitment of high-quality staff.

Review school's CPD cycle to ensure it includes opportunities for developing staff into leadership roles	ReCo/HT/SIC	March 23	Governors have sight of cycle and can see clear leadership pathways
Work towards developing a programme of CPD that can be advertised on the school website and will attract talented teachers to the school	ReCo/HT		

### Appendix 1 – List of link governors

	Subject	Committee
Marion Hardy	Safeguarding, SENd ARP, staff wellbeing, school council	ReCo, SIC
Ania Rontaler	English, phonics	ReCo (Chair)
Ian Potts	Finance (RO), ECTs, SCR	ReCo
Ben Wesson	EYFS, student voice	SIC/ReCo
Zoe Zarkos	Art, French, PE	SIC/ReCo
Gavin Haddon	Computing	SIC
Ilaria Gustado	PSE, Cz, liaison school canteen	SIC
Shahla Kamranpour	Geography, History, Website	ReCo
Theo Whitaker	Science, Maths,	ReCo

Iwona Miodek	Health and safety/ premises	ReCo
--------------	-----------------------------	------

## **Appendix 2 – Terms of reference – School Improvement Committee**

### **1. Membership**

The committee shall consist of a minimum of three members of the governing body plus the Head Teacher and Deputy Head Teacher.

The chair will be elected either at the first Governing Body meeting of the academic year or the first committee meeting of the academic year.

The quorum to conduct normal business is three members of the committee.

### **2. Meetings**

The committee is required to meet at least once a term.

The agenda and relevant documentation should be sent to members a week in advance of the meeting.

Minutes must be taken.

### **3. Responsibilities**

- To monitor standards of attainment and achievement
- To approve all curriculum related policies
- In conjunction with the Head Teacher to produce a curriculum policy
- To provide a strategic overview of SEN and EAL and the provision made for pupils
- To ensure that there are effective systems for assessing, recording and reporting pupils' attainment and progress, and that this information is used to inform curriculum planning.
- To ensure that data is used to inform decision making
- Together with the Headteacher, to set annual targets for pupil achievement and to monitor and review the school's target setting procedures

- To monitor attendance and lateness and their impact upon pupil achievement
- To ensure that the school complies with the national curriculum requirements, including PHSE and assessment and testing arrangements.
- To decide on the provision of sex education and keep a written record
- In conjunction with the Head Teacher to ensure that the baseline assessment results, the KS1 tasks, tests and teacher assessments are sent to the LA
- To set and publish targets for performance in KS2
- To publish the results for KS2
- To have a strategic overview of partnership activities
- To hear appeals against H/T's decision to lift or change NC for a particular pupil
- To hear complaints about curriculum according to approved procedures
- To ensure that there are systems in place which enable all pupils to have equal access to the curriculum and the opportunity for pupils to make progress, and that the governing body does not discriminate unlawfully against pupils on the grounds of sex, race or disability
- To ensure that all pupils are supported in developing personally, socially and emotionally
- To ensure that the school complies with all statutory and local requirements for pupils with special needs and looked after children
- To ensure that the school has appropriate arrangements in place for child protection and that all statutory and local requirements are met.
- To ensure that that there are systems in place to support and promote pupils' health, safety, and welfare
- To ensure that the school has effective behaviour, discipline and anti-bullying policies
- To ensure that the school complies with statutory requirements for religious education and collective worship
- To ensure that the school and governing body have effective systems in place to communicate with parents and to promote the school within the wider community
- To monitor and evaluate the impact of enrichment activities and extended provision
- To engage with governing bodies of other schools as deemed appropriate by the governing body

The chair of this committee will sign the previous minutes of the last meeting once they have been agreed. The minutes will be presented to the next full governing body meeting

**Reviewed: July 2023**

## Appendix 3 – Terms of reference – Resources Committee and Staffing Committee

### 1. Membership

The committee shall consist of a minimum of three members of the governing body plus the Headteacher and Deputy Headteacher.

The chair will be elected either at the first Governing Body meeting of the academic year or the first committee meeting of the academic year.

The quorum to conduct normal business is three members of the committee.

### 2. Meetings

The committee is required to meet at least once a term. Following ratification of the budget in April/May, there will be a further meeting only if required in that term.

The agenda and relevant documentation should be sent to members a week in advance of the meeting.

Minutes must be taken. Minutes of **confidential** items shall only be distributed to members of the finance committee.

The Chair of Governors will sign the confidential items minutes.

**All members of this committee must be aware of and are bound to a confidentiality clause regarding individual salaries, items of a personal nature and also items of a sensitive nature. Details of such matters must not be discussed with, or disclosed to anybody else.**

### 3. Roles and responsibilities

#### Finance:

- The committee will apply yearly at the start of the autumn term to the full Governing body for full delegated powers to draft the budget.
- The committee will promote equality as regards all decisions on advertising of posts, appointing, promoting and paying staff.
- It will set and review the whole school pay policy.

- The committee will have due regard for and will promote and introduce strategies for the well-being of the head teacher and deputy head teacher.
- It will try to achieve the aims of the whole school pay policy in a fair and equal manner.
- It will apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review on or after September 1<sup>st</sup> to take effect from September.
- It will observe all statutory and contractual obligations.
- It will take account of DfE Teachers Pay and Conditions document annually and make the governing body aware of any relevant changes.
- The committee will discuss and decide staffing issues with the Head Teacher.
- It will discuss staff structure, conduct of staff, redundancy, job descriptions/person specifications, job adverts and any other matters deemed appropriate.
- It will ensure that arrangements are in place to ensure that each member of staff has a job description which is reviewed regularly, and when vacancies occur.
- It will exercise pay discretion in consultation with the Headteacher in accordance with the school pay policy.
- It will set and decide how to spend the delegated budget in consultation with the Headteacher.
- It will recommend to the Governing Body the annual budget needed for pay and non-pay items bearing in mind the need to ensure there is enough money available for any discretionary items.
- It will determine, set and agree the headteacher's and deputy headteacher's ISR in accordance with the DfE document and the current pay policy.
- It will review the budget at each meeting.
- It will ensure that best value for money is achieved at all times, in consultation with the head teacher and other committees.
- It will work within the parameters of the pay policy
- It will ensure appropriate differentials are created and maintained between posts within the school.
- It will ratify the budget yearly, with the authority of the full governing body and report back on the details (excluding individual salary details) to the next full governing body meeting.
- The committee will review and update the school's financial procedures
- It will review and update the Best Value Statement

### **Site & safety issues**

- Ensure that buildings, equipment and materials pose no risk to health
- Ensure that the site and buildings are cleaned to a high standard
- Ensure that items in need of replacement (including building upgrades) are brought to the attention of the finance committee with approximate costs involved

- Set up procedures for implementing the Health and Safety policy and make sure they are followed
- Discuss with the Headteacher the LA's H & S policy
- Ensure the school is a safe environment
- Ensure that a site visit is performed each autumn term with a focus on cleaning standards and risk assessment. The spring and summer site visits will focus on risk assessment. The caretaker will be invited to accompany the site visit.
- Make recommendations, in consultation with the HT, about building work to be carried out

The chair of this committee will sign the previous minutes of the last meeting once they have been agreed. The minutes will be presented to the next full governing body meeting

The reasons for all decisions will be minuted clearly. All minutes must be signed as a true and accurate account of the meeting, by the committee chair, at the next committee meeting.

#### **4. Headteacher accountability**

##### **Virements**

1. The Headteacher will be authorised to vire up to £5,000 on their own initiative. All such virements will be reported to the Resources Committee at their next meeting.
2. The Chair of the Resources Committee and the Headteacher will be authorised to vire up to £15,000. These virements will also be reported to the Resources Committee at their next meeting.
3. Any virements above £15,000 will be authorised by the Governing Body or where this is impracticable by the Chair or Vice Chair of Governors
4. Amendments to the budget will be passed to the LA via Journal/Virement forms and authorised by the Headteacher and to the Resources Committee via the Headteacher.

##### **Spending limits**

Provided the spend has been budgeted for, the Headteacher can authorise any order up to £5000

- Orders above £5000 and up to £15,000, raised by the Headteacher, should be authorised by the Resources Committee.



- Orders above £15,000 must be authorised by the Governing Body.
- Any commitments that have been agreed and minuted by the Resources Committee/Governing Body can be procured by the Headteacher, as these will have been ratified and minuted by the appropriate committee (Revenue and Capital funds).

□

**Reviewed: July 2023**