

The Elburton Primary School -Governors' Action Plan – 2020-2021

Key

Red – Behind planned timings	Amber – Started but no measured impact yet	Green - Complete
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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
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.	Audit sent, awaiting completion from all Governors. Audit available from Clerk.
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 by the end of the Autumn Term.	Training Course link sent to all Governors. Reminder sent 12/11/20. Courses collated by Clerk.

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.	To book for ACL and CTU. Will provide a report of the review.
4/20	We will improve parent and governor engagement by facilitating effective communication.	All Governors	Nil	30 July 2021	Parents are aware of the governors' roles, LGB membership and how local governors hold school to account.	Parent forum to be re-established. LGB update on newsletter once a term.
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.	Governors providing effective challenge on reports prior to LGB Meetings. Questions/Answers on Sharepoint for each meeting.
6/20	All governors commit to engaging with the school at least 2 times per term (6 per year). Notes of sessions are monitored by the headteacher circulated to all governors	All Governors	Nil	July 2021	Governors are aware of the importance of governor engagement. They record their observations and are able to assess impact. Monitoring sessions are programmed and are effective. Governors report back to colleagues in terms 2,4 and 6	Attendance at staff INSET training, Friday assemblies, HT fortnightly meetings, deep dives of subjects, monitoring days, LGB meetings, subject leader meetings. Assembly videos will be updated to LGB SharePoint to be viewed.
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.	Governor Impact documents. Governor Impact plan for 2020/21 - areas to address. Governor Reports.

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 will delay our introduction to visits we hope to demonstrate in 2021 how governor afternoon/morning sessions are an effective tool to increasing monitoring.	Plan of Governor sessions, meeting notes, completed action plan.
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.	Governor Inset plan rota. Governors attending virtual staff meetings, assemblies etc.
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 reprog-raphics)	31 December 2020	Parents are aware that the school has a local governing body and is able to identify governors when they meet them at events or around school. Staff are aware of seeing more familiar faces around school.	Staff board in school reception.
11/20	Governor lanyards are held by all governors	Clerk	Nil	30 October 2020	Governors are clearly identifiable by wearing Governor lanyards.	All Governors have badges and fobs.
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 month one governor provides a picture and short piece about their contribution to governance	All details on website. 'Meet the Governors' to go on the bi-weekly newsletters.

13/20	Governors to plan questions for the parent and staff surveys – focus on does the GB 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	Add questions to next parent/staff survey.
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	31 October 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	Governor allocated to key roles identified at the LGB set-up meeting in September. Meet with members of staff linked to these areas, reports submitted to the LGB.
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.	Governors support one another into new roles and provide mentoring support
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.	Fortnightly meetings dates sent to Headteacher/Chair/ Vice Chair at the start of each term. Template for meetings on Sharepoint. Agenda set prior to meeting with notes.
17/20	Governors receive training on understanding data	Headteacher	Nil	31 December 2020	Governors understand performance data which is published about school.	KS will hold ‘Understanding Data Meetings’ as required.

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	Finance report delivered at LGB meeting. Governor allocated to monitor and Pupil Premium data and impact. Pupil Premium report and presentations given to LGB.
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Date Completed: V1 12th November 2020

Review: 14th January 2021