Governance Action Plan 2023-2024

Aspire, Learn, Succeed

School: Cross Gates Primary

Date: September 2023

Core function	Issue to be addressed	Action needed / useful resources	By Whom	By when
Strategic	Reinforcement of the	Vision and values to be clear in the school's	ALL GOVERNORS	Start of the academic
leadership	values we stand for and	improvement plan; governors to have a clear role in		year 2023/4
	the provision we offer.	monitoring progress towards objectives, by providing		
		honest, bold, but sensitive challenge and questions to		
		the HT and staff; governor reports to be honest and		
		rigorous, and all interactions to be conducted with		
		compassion and understanding.		
	Successful Ofsted	Training on what to expect during an inspection from a	CHAIR TO ARRANGE. ALL	Session completed in
	inspection.	current Ofsted Inspector.	GOVERNORS TO ATTEND	the summer term
				2023
		Chair to attend the Ofsted 'practice interview' session	CHAIR	Autumn term 2023
		with the SLT and our SIA.		
		Regular reminders of the importance of being able to	ALL GOVERNORS	First visit by all
		'speak from experience' when holding the school to	GOVERNOR RESPONSIBLE FOR	governors by
		account (checking practice against what we are told),	TL/PS	Christmas 2023;
		by ensuring all governors visit the school either to		subsequent visits in
		observe the school's QA process in action or to have		terms 2 and 3
		in-depth meetings/ visits relating to key objectives		
		from the SIP and specific areas of responsibility		
		(SEND/Curriculum/ EY/ Reading/ Maths)		
	Support for the head	Ensure the wellbeing of the HT is a regular	ALL GOVERNORS	Throughout the year
	teacher and staff.	consideration and that the HT ensures as much as	7.22 33 7233	submode the year

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	possible is done to reduce pressure and workload on staff.		
	Chair has regular contact with the HT, in person or by phone.	CHAIR	Weekly catch up and as required.
	Support the HT in terms of relationships with parents and the wider community, (e.g. deal with concerns regarding unacceptable parental behaviour and demands)	CHAIR	As required
	Governors ensure they do not place undue demands on the HT and SLT in terms of additional documentation/meeting time etc. Governor visits to school will largely be part of the school's ongoing work.	ALL GOVERNORS	Individual meetings in school in line with the school's monitoring calendar
	Support the recruitment process for teaching and support staff posts by attending interviews.	ALL GOVERNORS	As required
Ensure we have an appropriate range of skills and experience on the Governing Board	Conduct Governor skills audit. When vacancies occur seek to appoint governors with skills to enhance our current GB	ALL GOVERNORS. LA TO CONDUCT SKILLS AUDIT	Half term 3
Raise the profile of governors with parents	Attend parent evenings to meet with parents, explain the role of governors, and check if parents are happy with the provision their children are receiving. (Parent survey in 2022 revealed lack of understanding/knowledge of the role of governors)	2 GOVERNORS PER PARENT EVENING, SHARED BETWEEN ALL GOVERNORS	Term 1 and term 3

Accountability	Statutory responsibilities	All statutory policies to be reviewed as appropriate,	TO BE LED BY THE CHAIR AND	FGB meetings
		ratified and easily accessible to all stakeholders.	ADVISED BY THE CLERK.	throughout the year as review dates occur.
		All statutory information to be published on the school's website. Compliance checklists to be used where available.	INDIVIDUAL GOVERNORS WITH SPECIFIC RESPONSIBILITIES	Start of the academic year.
		All governors are familiar with Keeping Children Safe in Education and all understand our responsibilities, not only in ensuring policies, procedures and training are in place, but that we are mindful of our safeguarding responsibilities when in school and report any concerns to the DSL/HT.	ALL GOVERNORS. GOVERNOR WITH SPECIFIC SAFEGUARDING RESPONSIBILITY	Start of the academic year. Training for all governors in-year; training for new governors as part of induction.
		All governors receive appropriate safeguarding and child protection training, during induction training.		induction.
		Refresher courses to be completed virtually by all governors.		
	The educational performance of the school Open and transparent quality assurance of the school's improvement	Governor visit reports that are honest and rigorous whilst also written with compassion and understanding for the well-being of staff concerned.	ALL GOVERNORS	Throughout the year
	plan and progress towards objectives.	All new governors to make a 'quality assurance' visit to school with the chair to ensure they are confident in what is expected and confident to attend alone for future visits. The chair will discuss and draft the visit report with the new governor and invite them to add comments.	NEW GOVERNORS WITH CHAIR	Term 1 (and as required if new governors are appointed mid-year).

	Governors to quality assure the monitoring process in school, by attending a range of QA actions conducted in school throughout the year and in conjunction with the school's own monitoring calendar. Governors to make at least 2 visits per year. (Observe pupil interviews; school council meetings; pupil progress meetings; visits to classes; meetings with leaders.	CHAIR/VICE CHAIR/GOVERNOR RESPONSIBLE FOR TEACHING AND LEARNING AND PUPIL SUPPORT.	Throughout the year
Governors to have confidence in understanding school	Head teacher to run a workshop (separate from the calendared FGB meetings) to explain data and to guide governors to key questions in order to probe and challenge.	HT for ALL GOVERNORS	Term 1
data sufficiently to be able to probe and question in order to get a clear picture of the school's effectiveness and areas for improvement as well as to understand where the school sits locally and nationally.	Governors to read and question/comment on the HT's report to clarify understanding of both the qualitative and quantitative data provided and to challenge where appropriate.	ALL GOVERNORS	Before each FGB meeting.
HT performance management	A supportive and rigorous process to ensure our vision and values are upheld and we are making good progress against our key objectives. This year we have invited an additional governor to attend and observe the process to ensure succession planning. The chair has up to date training in HT PM and acts as external adviser to other schools; our external adviser is an acting Ofsted Inspector.	CHAIR and VICE CHAIR + GOVERNOR WITH RESPONSIBILITY FOR TL and PUPIL SUPPORT	Half terms 1 and 3
External reviews	We encourage reviews and visits from other schools, the Trust and members of the LA to give us an independent view of our effectiveness.	LA and TRUST	At least termly.

		Receive reports from all review visits which, alongside our own knowledge, enable us to build a comprehensive picture of the school's effectiveness. Our Early Years provision has become a beacon for the school so we have visits from local schools, the Trust and the LA school improvement team and receive feedback. We have an honest and open relationship with the HT so if available we attend independent reviews, observe the process and hear the feedback first hand.		
Overseeing the financial performance of the school	Managing limited resources to meet increasing pupil needs. Seeking ways to generate income	Scrutiny of our budget by our highly experienced governor with responsibility for Resources. Meetings with the team of governors responsible for Resources to ensure spending are appropriately targeted for the benefit of the children. Opportunities to generate income pursued.	VICE CHAIR AND RESOURCES TEAM	Key points in the financial year. Throughout the year