

OSWALDTWISTLE MANAGEMENT COMMITTEE DEVELOPMENT PLAN (MCDP) 2021-22

Objective	Action	Evidence/Outcomes	Autumn 2021	Spring 2022	Summer 2022
1. Effectiveness of the Governing Board					
1.1 To develop the effectiveness of MC's contribution to the continuous improvement of school performance.	<ul style="list-style-type: none"> • Ensure that all governors complete and return skills audit forms. • Carry out regular (effectiveness) self-review (using the NGA/APPG <i>20 Key Questions for GBs</i>), and present data to MC. • Monitor/modify the MCDP as appropriate. 	<ul style="list-style-type: none"> • The MCDP termly and annual review. • Minutes of actions from review process. • Governors' knowledge/awareness enables challenge in relation to school performance. • The MCDP is informed by the annual review. 			
1.2 To ensure that Governors with relevant skills are appointed supported and retained, and that their training and development needs are recognised and addressed.	<ul style="list-style-type: none"> • Report and record any skills shortfalls through MC minutes. • Apply appropriate strategies to encourage potential candidates (including comms with parents, personal contacts, etc.) • Carry out a regular skills audit to both inform the appointment of new governors and to address the broader training needs of the MC and individual MC members. 	<ul style="list-style-type: none"> • Vacancy numbers, turnover rates and skills shortfall data. • Minutes and training record(s) the action taken. 			

1.3 To ensure that effective induction for governors is carried out.	<ul style="list-style-type: none"> Review practice in terms of governor induction. Implement and review the Induction Policy in a consistent and timely manner. Named governors to act as mentors for new MC members. 	<ul style="list-style-type: none"> Induction is effectively and consistently applied. New governors receive mentoring as appropriate and are seen to be an active part of the team. Mentoring record 			
1.4 To ensure that full MC meetings and committees are appropriately clerked.	<ul style="list-style-type: none"> Service Level Agreement in place with Governor Services South who make the necessary arrangements to ensure that both full MC meetings and committees are clerked, and that agendas and reports are received at least 7 days before the date of the meeting. 	<ul style="list-style-type: none"> MC and committee minutes are professional and informative, clearly indicating decisions and action needed. 			
1.5 To arrange for each governor to accept a specific (agreed) area of responsibility.	<ul style="list-style-type: none"> To identify potential areas of responsibility. To agree roles with each governor. To establish guidelines for the role. To annually review the exercise. 	<ul style="list-style-type: none"> All governors have established areas of responsibility. 			
1.6 To ensure that sufficient governors are trained in Safer Recruitment.	<ul style="list-style-type: none"> Ensure that Safer Recruitment training is up to date. Arrange for available training offers to be taken up. 	<ul style="list-style-type: none"> Governor training records show that sufficient governors are trained in Safer Recruitment. 			

2. Vision, ethos and strategy					
2.1 Oswaldtwistle School vision and strategic priorities					
2.1.1 To input into the strategic priorities of the School, and the consequent actions required.	<ul style="list-style-type: none"> Meet with members of the SLT (through appropriate MC committees) to discuss vision and strategy, and strategic priorities. Monitor/review (termly) the school development plan. 	<ul style="list-style-type: none"> Clear, focused vision and strategy recorded and understood by all stakeholders (including parents). Minutes/reports record governor input. 			
2.1.2 To have a clear understanding of the contents of the School Improvement Plan (SIP), ensuring that challenge can be made out from a well-informed position.	<ul style="list-style-type: none"> Monitor progress of the objectives of the SIP/SEF. Termly updated SIP/SEF and Headteacher's reports (reflecting progress) to be received by governors at least seven days prior to meetings for review and challenge. 	<ul style="list-style-type: none"> Governors understand the SIP/SEF and its priorities and monitor it from a position of understanding. Questions and challenge are recorded in minutes of full MC, committees and working groups. 			
2.2 Engagement with school community, other schools, local community and outside world					
2.2.1 To ensure that the school website is compliant, accessible and regularly updated in order to fulfill its main aims and to promote the school.	<ul style="list-style-type: none"> Regular monitoring of the website. Suggestions for additions and improvements (e.g., links to Well Being initiative). Annual report to Finance and Resources Committee. 	<ul style="list-style-type: none"> Committee minutes record development and effectiveness of website. 			

2.2.2 To ensure that feedback from pupils is gathered and recognised.	<ul style="list-style-type: none"> • Ensure that Pupil Voice visits take place and are recorded. • Receive feedback and record actions taken. • Include as a regular item on SEC Committee. 	<ul style="list-style-type: none"> • Record of visits. • Minutes of MC meetings where outcomes and recommendations are considered. 			
2.2.3 To encourage and consider feedback from parents.	<ul style="list-style-type: none"> • The MC is informed about parents' perspectives via regular feedback questionnaires. • The MC actively considers other (two way) communication with parents (inc. MC membership, school events, governor representation at parents' evenings, the web site, teachers' 'phone calls to parents etc. NB Subject to Covid restrictions). • Parents are actively sought to become members of the MC. 	<ul style="list-style-type: none"> • Recorded discussion and agreed action arising from the parent feedback questionnaires. • Number of parents on the MC. 			
2.2.4 To develop effective links and a better understanding of respective roles between governors and staff.	<ul style="list-style-type: none"> • A bi-annual staff questionnaire is circulated during the Summer Term (next – 2022). • Curriculum Leaders encouraged to present brief reports as appropriate to the MC. • The MC considers feedback, which arises from links with staff, supports action to address them and develops ways of communicating more directly with staff. 	<ul style="list-style-type: none"> • Staff feedback and information about joint meetings and relevant action agreed, is recorded in minutes. 			

2.2.5 To actively explore and consider the possibilities for collaboration with other schools.	<ul style="list-style-type: none"> Natural links (school, specialisms, staff) to be identified. Links with transition primary schools and mainstream intervention are developed, and consideration given to wider links with other mainstream schools and special schools. 	<ul style="list-style-type: none"> Discussions and action are recorded in minutes. Chair reports back to MC on specific issues from the Chairs' Briefings. Headteacher provides feedback/reports as appropriate. 			
2.2.6 Support LA initiatives (sector and school improvement).	<ul style="list-style-type: none"> Headteacher uses their expertise and experience in other settings 	<ul style="list-style-type: none"> Headteacher provides reports/feedback 			
3. Effective accountability					
3.1 Holding school leaders to account					
3.1.1 To use governors' individual and collective knowledge to challenge school targets.	<ul style="list-style-type: none"> Governors are presented in advance of meetings with relevant (comparative) data, including summaries of data in specific areas where they have requested information. Governors are informed about data showing pupils' progress and achievement. 	<ul style="list-style-type: none"> Governors use data to inform their discussions on pupil progress; this is evidenced in meeting minutes 			
3.1.2 To ensure a strong, timely and appropriate staff recruitment strategy and process (including succession planning).	<ul style="list-style-type: none"> Discuss any staffing plans and proposed changes with the Headteacher/SLT. Support and be involved in all staff recruitment processes 	<ul style="list-style-type: none"> Minutes record discussion about staffing structures. Record of governor input into all appointments. 			

<p>3.1.3 To ensure that ALL staff (inc. support staff) are part of the school's formal Performance Management (PM)* process, and to be aware of the impact of PM on teaching and learning, and on the wider development of the school.</p> <p>** "Supervision" arrangements for support staff.</p>	<ul style="list-style-type: none"> • A monitoring report on the staff performance management (PM) outcomes (including CPD) is a standing item on the SEC Committee agenda. • Evidence of pupils' learning and their social, emotional and behavioural development considered. Governors receive evidence of delegated responsibility for PM. 	<ul style="list-style-type: none"> • SEC minutes record the regular monitoring and evidence received. • Specific training and development reports scrutinised. • Item in the Headteacher's report. 			
<p>3.1.4 To support steps taken to meet the identified staff professional development needs.</p>	<ul style="list-style-type: none"> • A PM report inc. a review of the previous years identified/agreed CPD activities and plans, to be presented to the Autumn Term FMC meeting. • Governors to support the Headteacher in ensuring that agreed CPD needs are met/resourced. 	<ul style="list-style-type: none"> • Committee minutes record how governors' involvement in the organisational and resource implications of fulfilling CPD needs. • Scrutiny of planned CPD activity through Headteacher's termly reports enables effective and appropriate use of resources. 			
<p>3.1.5 To support the Senior Leadership Team in ensuring that the school is adequately staffed.</p>	<ul style="list-style-type: none"> • Finance and Resources Committee includes planning of staff resources in its agendas. • Pay Committee receives staff salary information and reports to the FMC. 	<ul style="list-style-type: none"> • Finance and Resources Committee and full MC minutes record action taken. 			
<p>3.1.6 To ensure that the school is in good financial health, uses proper financial practice, and obtains best</p>	<ul style="list-style-type: none"> • The budget is monitored and analysed by the Finance and Resources Committee on a termly 	<ul style="list-style-type: none"> • Finance and Resources Committee and full MC minutes records such action. 			

value.	basis.				
3.1.7 To ensure that the salary ranges of the Headteacher and senior staff reflect the size and scope of their roles and in relation to the school budget.	<ul style="list-style-type: none"> The school's budget is considered annually as a fixed item on the Spring Term Finance and Resources agenda and appraisal of HT and senior staff is carried out annually 	<ul style="list-style-type: none"> Minutes record discussions and actions taken. 			
3.1.8 To ensure that the statutory implications of the 2021/22 Pay & Conditions Document in respect of the school's Pay Policy are implemented.	<ul style="list-style-type: none"> To adopt and adapt, as appropriate, the local authority's model pay policy. To implement the pay, pay grade, and terms and conditions elements of the P&C Document. 	<ul style="list-style-type: none"> Pay Committee to consider revised School Pay Policy and to seek the approval of the FMC. 			
3.2 Impact on outcomes for pupils					
3.2.1 To challenge teaching and attainment across all areas of the curriculum, whilst ensuring that pupils/the school makes significant progress in writing (inc. the use of IT to further develop their skills).	<ul style="list-style-type: none"> MC receives and considers attainment and progress reports from staff. 	<ul style="list-style-type: none"> SEC and full MC minutes show governors' questions and challenge as to the effectiveness of teaching across the school. 			
3.2.2 To encourage the provision of a broad and balanced curriculum for all pupils. <i>NB Specifically, to ensure that the tracking of pupils' progress is extended to include subjects in addition to reading, writing, and mathematics to aid pupils' better progress in these subjects.</i>	<ul style="list-style-type: none"> Support initiatives to broaden the curriculum and question any identified shortfalls in provision. Receive reports from teachers re success of initiatives. To be reflected in the School Improvement Plan. 	<ul style="list-style-type: none"> MC and committee minutes record governors' actions. 			

4.0 Any other significant work

Covid 19 (Coronavirus) Response (Spring/Summer Term)

The Covid19 pandemic has, by definition, created the most difficult circumstances in which to maintain any semblance of school routine, particularly with regard to children's safety and the continuity of their learning. Consequently, governors will do everything that they can to support the Headteacher and her staff during this extremely challenging time.

4.1 To ensure that two-way communications are maintained between the MC and the school (primarily between Headteacher and Chair of MC) – **Established.**

4.2 To ensure that appropriate business continuity strategies are employed to maintain key decision-making processes (including virtual meetings, telephone and email contacts) – **Established.**

4.3 School email addresses for governors to be introduced from the Spring Term.

4.4 To offer any practical support to the Headteacher, as appropriate, relevant, and safe – **Established, continuing.**

4.5 Consider enhanced support for school in the event of changing circumstances, specifically if closures/partial closures are enforced at any time during the Spring and/or Summer Terms. Such support to include regularizing Chair/Headteacher contacts, governor briefings/consultations, and where necessary emergency MC meetings.

4.6 Chair of MC to keep abreast of current situation through regular contact with the LA through Governor services and to disseminate information to Governors as appropriate – **Established, continuing.**

4.7 To explore and implement the accessibility of various platforms in order to enable MC meetings to be continue virtually – **Microsoft Teams applied.**

4.8 In the event of both Chair and Vice Chair being unavailable, either (i) the Chair of Finance and Resources or (ii) Chair of Standards and Effectiveness Committees will take responsibility for the MC and continue its liaison with the Headteacher.

2021/22 MC Development Plan

1.1 To carry out individual governor self-reviews (using NGA/APPG 20 key questions for governors, and present the data to the MC.

2.2.3 To have a discussion with the headteacher regarding any current and/or proposed parental feedback strategies.

Context – Covid 19

- (i) Whilst all pupils are set to return to school at the start of the school year, social distancing requirements are still in place and, consequently, the MC will continue to carry out its responsibilities in line with those approaches established during this school year (see Section 4 above).
- (ii) Specific actions taken to to support the school during this time are included at 4 above.

NB Further details on the above actions may be accessed through the FMC, and other MC committee minutes, the school's web site, and other relevant school communication channels.