

Seven Stars Primary School

Governors' Action Plan 2021-2022

Action	Who	When	Specific actions	Success criteria	Outcome & Impact
Ensuring clarity of vision, ethos and strategic direction					
Annual governing body restructuring and review of committees and governor roles	All governors	Autumn 2021	Committees formed and roles allocated (Staff & parents informed: web-site / Teams) Terms of reference to fully support any proposed changes to be made to the way in which the governing body is structured and operates.	Governing body committees and roles effectively structured and allocated Terms of Reference created for FGB and for the three sub-committees and formally adopted accordingly	Governing body sub committees and individual governors are able to carry out roles effectively All committees and roles are in place. Despite the pandemic the FGB and committees have met remotely. Impact statements are made at the end of each meeting. Terms of reference are clear. Governor Hub site facilities effective management alongside School Portal.
Ongoing review of the governors' skills matrix to highlight any areas of development for the governing body and identify where Governors are best suited to support and challenge	All governors	Spring term 2022	Governors to complete/update the skills matrix in light of training and identify what there training needs are (and what strengths they can bring)	Governors identify areas of development and take appropriate action to improve	Governors strengthen any areas identified by the skills matrix audit, to fill gaps and strengths of governors are being used effectively & in preparation for review of roles/committees Governors are all aware of their skill set and are in committees & roles in line with this. The skills matrix is due to be updated end of Spring term 2022. Training is recorded on Governor Hub.
Annual review of the School Improvement Plan's intention, implementation and impact in terms of vision, ethos, culture, curriculum and strategic priorities in the light of the needs of all pupils in the school (present and future)	All governors	Summer term 2022	Complete the Governing Board Health check on Governor Hub (analyse) Gather and analyse staff, pupil and parent surveys Gather and analyse reviews and reports from outside groups Review of SEF Whole staff and Governor meeting to review strategic direction, vision, ethos and culture (implement actions based on gathered information)	Health check completed Surveys completed and analysed with key actions All reports considered and used to inform future direction SEF (School Self-Evaluation) discussed, and reviewed (with key actions identified)	-Governors have a clear understanding of the schools self judgements and how they are Evidenced -Governors have a strong input on the development of the school improvement plan, strategic direction, vision, ethos and culture and are therefore able to challenge and support the school in implementing all priorities to meet the needs of the pupils Governors have regularly discussed the provision of the school including the 'Open Doors' curriculum. The Chair of Governors visits the school regularly several times a week & so is able to identify in person the overall vision and direction of the school. Reports and updates are regularly received and commented on by the Governing body.

Holding leaders to account for the educational performance of the pupils and performance management of the staff					
Monitor, challenge and support the school in providing effective, high quality home school learning in the event of children self-isolating	Curriculum and Standards committee (& CoG as part of COVID review team)	Ongoing as needed	Class teachers / SLT monitor engagement with Class Dojo home learning and live/recorded sessions as well as produced work and report to COVID review team and Governors on engagement and progress Governors aware of the quality and amount of work being offered (in particular parent governors)	Governors are aware of how the school is implementing and supporting home learning when needed and how the work set ensures challenge and progression	Governors are confident that effective home school learning is in place to ensure that there is minimal impact on education whilst children are learning from home Governors received regular updates during lockdown of pupil engagement with home learning. The CoG was part of the COVID review team which included review of home learning as well as in-school support. Parent governors have commented positively on the work posted and provided for isolating pupils.
Monitor the educational progress of all pupils and key groups of pupils (including SEN; PPG; LAC; most able) across the school ensuring high ambition for all is maintained and additional support provided for pupils where it is needed.	Curriculum and Standards committee (JH) SEN (SP) PPG (MCC) LAC (SP) EYFS (JB)	Ongoing	Termly progress/attainment assessment data reports from Head teacher and regular reports from Subject Leaders to governors Governor visits to see progress in books, hear readers and talk to pupils about their learning	Governors have a clear understanding of the overall progress of all pupils in school in all subjects and in particular in key areas of the curriculum	Governors are confident that good progress is being made by all and that any potential barriers to progress are being addressed effectively Governors' challenges are recorded in the committee minutes. Pupil progress is good by all groups since September 2021 despite the continuing pandemic. CoG and vice CoG regularly hear readers.
Monitor the intent, implementation and impact of the school's 'Open Doors' curriculum ensuring it is ambitious, sequenced and embeds key knowledge and skills for all pupils.	Curriculum and Standards committee	Ongoing	Receive and study regular reports on the curriculum from the HT and subject leaders Visit the school to observe the curriculum in action Talk to pupils and others (e.g. parents & staff) about the curriculum Ask key questions about the curriculum	-Governors have a clear understanding of the effectiveness of the 'Open Doors' curriculum provision at Seven Stars in terms of its intent, implementation and impact -Governors have provided challenge and support in helping to develop the curriculum for all groups of children including SEN and disadvantaged	Governors are confident that the 'Open Doors' curriculum is effective in ensuring progress for all pupils and addresses the unique needs and opportunities for the pupils at Seven Stars Governors have been involved in the discussion of the 'Open Doors' curriculum including how it links to each subject. Next steps are for the governors to visit school once the outbreaks have settled down & it is safe to do so, to see the curriculum being implemented and see its impact on pupil learning and progress.
Monitor Staff performance management and how the school supports the well-being of staff	CoG Pay & Appraisal committees FGB	Autumn 2021 and ongoing	-Performance management for staff carried out by Oct 31st each year -Regular meetings between Head and Chair to discuss staff matters (including staff well-being) -Chair of Gobs and Appraisal committee carry out HT appraisal in Dec -Governor monitor staff CPD and development -Gov review of staff survey and actions to support staff well-being	-Governors have a clear understanding of the overall performance of staff in school and how that is supported and challenged. -Governors are aware of how staff are being supported in their well-being including the management of workload, efficiencies of task and in having their training needs met by school.	Governors are confident that staff in school are supported and challenged to provide the best possible education for all pupils in the school and that the school is also considering staff well-being as a high priority Pay committees and Appraisal committee have met and made key decisions. Staff survey was completed in November and staff well-being action plan is in place which the Governors are aware of and due to discuss at the next committee. The CoG regularly supports the well-being of staff including the HT.

Overseeing financial performance making sure money is well spent					
Governors have effective oversight of the school budget holding leaders to account for how money is spent	Resources committee + ongoing FGB LA Finance officer		Termly finance committee meetings take place to ensure budget is on track with review of any key cost centres or impending SLA renewals Regular monitoring reports (including three year forecasts) are received by the Finance committee and FGB from the LA finance officer – which are then analysed and reviewed by Governors with HT and SBM Financial benchmarking sites are accessed to identify how the school is doing compared to other similar schools Governors support the completion of the annual SFVS and ensure any key actions take place	Finance committee are able to feed back to full governing body giving a clear understanding of budget and implications Governors have a clear understanding of the current and near-future financial health of the school and where there are challenges the governors are clear what the plan is for addressing any deficits	Governors full informed of schools financial situation and projected budget forecasts Governors are confident that money is being spent well in the right areas for the benefit of the pupils in school The finance committee and wider FGB have received reports and challenge is noted in the committee minutes. SFVS has been completed with key governors and is due to be reviewed February/March 2022 Governors are effective in asking key questions around the financial running of the school with one of the governors having a strong financial background in her career.
Governors ensure additional funding is being spent effectively for the purpose for which it was intended including: COVID-19 'catch up' / recovery funding is used effectively to support children in making rapid progress following their return to school Pupil Premium funding SEND (EHCP) / LAC additional funding Sports premium funding	Resources committee + termly Catch-up (JH) SEN/LAC (SP) PPG (MCC) Sports premium (MCC)		Reports to the termly finance committee meetings to identify, review, challenge and support the use of the additional funding for the key groups identified (and the effectiveness of the funding) Ensure all money is being spent on the pupils it is allocated to through discussions with key members of staff including the SENCo, HT, SBM and PE/Sports subject leader Identify over the longer term the impact of the funding and ask key questions about the impact of the funding on the educational attainment and well-being of the target pupil groups.	Governors have a clear understanding of how the additional funding streams are being used to support the children and have a good understanding of the impact of the funding on the educational attainment of pupils	Governors are confident that funding is deployed in the most effective way possible for children to make accelerated progress Governors have discussed at committee the use of the additional funding and specific governors have been appointed to the role of overseeing the spending of specific funding. Funding is being used for the pupils it is intended for and positive progress is being seen the work and learning of pupils.

Checking compliance with statutory and contractual requirements					
For all Governors to be informed and kept up to date with essential changes to safeguarding procedures, particularly in light of COVID 19	CoG (as part of COVID review team and as Child Protection / Safeguarding governor)	Autumn 2021 and ongoing	All governors to attend at least one annual Safeguarding update training led by consultant, HT or school DSL (taking place twice a year: November and March) CoG (safeguarding governor) to check regularly check the Single Central Record, meet with the DSL and ensure policies, procedures and systems are up to date including the safer recruitment of staff To ensure safeguarding is a high priority at Governor meetings (e.g. safeguarding implications of events; school trips approval; premises management; RSHE curriculum)	Governors understand the changes to Keeping Children Safe in Education and their own roles and responsibilities Governors have a clear understanding of the breadth of the safeguarding responsibility across the school and are aware of their responsibility in ensuring high standards of rigour in terms of safeguarding and child protection in all aspects of school life (including the curriculum e.g. RSHE & PSHE)	Governors are able to carry out their safeguarding of children duties effectively Governors were kept informed throughout the pandemic via Governor Hub of the latest situation with regarding to safeguarding changes. Some Governors attended update training in November and others will attend in March. All governors have read the KCSIE September 2021 and the updated Safeguarding policy has been sent to them.
	All governors DSL / DSPs				
Governors support school completing and monitoring risk assessments during the COVID-19 pandemic	CoG (as part of COVID review team)	Ongoing	CoG and all governors informed of all changes to risk assessments in the light of new guidance and local responses to COIVD-19 and have opportunity to comment on and question actions being taken as part of the risk assessment	Governors are fully aware of the detail of risk assessments and changes made Governors have a clear understanding of the ongoing situation in school including responses to outbreaks, provision for covering absent staff and support for most vulnerable pupils and staff (and are confident all responses by the school are in line with Government and Public Health guidance and in line with the school's agreed risk assessment)	Governors are satisfied that school is able to run successfully with minimum risk to children and staff Governors, including the CoG as part of the COVID review team, have been informed of all the Risk Assessments which have appeared on the school web-site and Governor Hub. Governors have been informed of outbreaks where significant and of the school response. During this challenging time Governors have been very supportive of the school
	H&S governor (JB) All governors				
Governors ensure that all statutory requirements are met in terms of: -Policies and procedures (including financial compliance) -School web-site -Health & Safety -Safeguarding -Employment law / HR -Behaviour and attendance	All governors	Ongoing	Governors read all statutory polices (or policies sent to them by the clerk to governors and Senior Leaders) and ask questions if appropriate about the content and implementation of the policies before agreeing the policies in question Governors will regularly visit the School website to ensure it meets statutory requirements (and inform the school asap if there are any questions or concerns)	Governors have a clear understanding of what their statutory duties are and of the statutory requirements that need to be met by the school in all aspects of its operation backed up by compliant policies and procedures.	Governors are confident that all statutory requirements regarding policies, procedures and the school web-site are in place Governors have been kept up to date with all policy changes in a timely manner and the clerk to the governors has informed the FGB where new policies have needed to be agreed. Governors have pushed for the development of our web-site and this has taken place with positive feedback from the FGB.
	CoG Web-site compliance governor (share role – new governor each term)				