

De Bohun Primary School
Governing Body Work Plan 2021/2022



Key:

SDP Priority

Full Governing Body				
Aim	Rationale	Action	Lead	Timescale
<i>GB 1. Review school vision, ethos and strategic direction to ensure clarity for all stakeholders.</i>	Key responsibility of the governing body	Observe during school visits and interaction with pupils, parents, teachers and other stakeholders	Chair	On-going
<i>GB 2. Set and review school priorities</i>	Key responsibility of the governing body	Work with HT in identifying priorities through scrutiny of data and reports from external bodies Review SDP	Chair	July 2021 Termly Full Governing Body Meetings
<i>GB 3. Recruit to vacant posts (as deemed appropriate)</i>	Detail of vacancies	Contact SGOSS Follow up local leads	Chair	As appropriate
<i>GB 4. Induction of new members of governing body</i>	Support new members to make full contribution to governing body	Involve in governor visits at earliest opportunity Attend GAP training Individual meeting with vice chair after first meeting Develop governor induction document to help orientate governors to key information on Governor hub. Sign governor code of conduct	Vice chair	As appropriate

<p><i>GB 5. Improve stakeholders understanding of the work of the governing body</i></p>	<p>Ensuring all stakeholders understand our role is one of our responsibilities as a governing body. If pupils, parents and staff better understand what we do will enhance the effectiveness of what we do. Also will benefit recruitment to governing body.</p>	<p>Governors to be visible at selected school events – such as coffee mornings and assembly forums</p> <p>APP updates</p> <p>Annual Governor Statement</p> <p>Ensure governor profiles on website are up to date and include photographs</p>	<p>Chair</p>	<p>Ongoing</p>
<p><i>GB 6. Ensure we have an accurate understanding of the views of all stakeholders about the strengths and areas for development within the school.</i></p>	<p>Important that governors have accurate information about the school from all stakeholders.</p>	<p>Parental Feedback gathered</p> <p>Pupil meetings</p> <p>Staff questionnaires</p> <p>Discussions with key stakeholders while governors are in school</p>	<p>Parent link person</p> <p>Pupil link person</p> <p>Staff link person</p> <p>All</p>	<p>Committee meetings</p>

Resources Committee				
Aim	Rationale	Actions	Lead	Timescales
<i>R.1 Continue to oversee financial management of school budget.</i>	Key priority of GB as set out in Governors Handbook	Finance Lead to hold half termly meetings with Finance Manager Budget returns scrutinised on a quarterly basis Review of LA Benchmarking data 3 year budget plan scrutinised in March	Finance Lead	Termly reporting into Resources committee meetings When available Resources meeting closest to March 2022
<i>R.2 Ensure that Pupil Premium is used effectively in promoting raising expectations, attainment and progress (links to T&L.5)</i>	Pupil premium forms a significant part of the school budget and is aimed at improving outcomes for the children who receive it.	Inclusion lead meeting with school DHT and SENCO Pupil Premium Report shared with GB at the beginning and end of financial year. Inclusion lead meet with DHT to scrutinise report	Finance Lead	Termly Termly
<i>R.3 Ensure that Primary PE funding is used effectively and develop good understanding of the impact this funding has on pupils' PE and sport participation and attainment and to ensure that this information is published on the school website.</i>	Key responsibility of the GB	Finance lead to meet with PE lead and HT/PE lead to report to resources committee May 2016 Ensure information is posted on school website	Finance Lead	Report to Resources Committee in the Summer Term 2022
<i>R.4 Ensure SEN funding is used effectively to ensure excellent outcomes for students. Links to T&L 4 (Including new funding for UNIT & ARP September 2021)</i>	Requirement by Ofsted to ensure SEN funding is spent appropriately securing best outcomes for pupils.	Inclusion lead to meet with DHT/SENCO to review SEN provision and evidence Spending plans/breakdown presented to Resources Committee	Inclusion and Behaviour Lead	Report to Resources Committee in the Summer Term 2022

<p><i>R.5 Monitor performance management systems and understand how the school makes decisions about teachers' salary progression , including the performance management of the head teacher, to improve teaching, leadership and management</i></p>	<p>We are required by law to do this.</p> <p>SDP Priority Focus 5</p>	<p>Leadership and Management Lead Governor to review PM documentation and evidence</p>	<p>Chair</p>	<p>Report to Full Governing Body December 2021</p>
<p><i>R.6 Ensure buildings are fit for purpose</i></p>	<p>Fulfil statutory responsibilities around health and safety and maintenance of buildings.</p>	<p>Oversight of on-going estates work Termly planned health and safety inspections</p> <p>Reports on progress against Premises Plan and H&S by Site Manager at Resources meeting</p>	<p>Premises & Health and Safety lead</p> <p>Premises & Health and Safety lead/Site Manager</p>	<p>Reporting to each Resources committee</p> <p>Reporting to each Resources committee</p>

Teaching and Learning Committee				
Aim	Rationale	Actions	Lead	Timescales
<i>T&L.1 Ensure that children meet or exceed national expectations in EYFS, KS1 and KS2</i>	Governing Body Core Purpose	Governors to attend enhancing outcomes meetings Receive reports from external advisors Meetings with DHT/AHT	Quality of Education Lead	Autumn term: 2019-20 Predictions Spring term: Class trackers Summer term: Unvalidated data
<i>T&L 2 To ensures the school enhances pedagogical practice across the school</i>	SDP Priority Focus 1	Shared learning walks Review Teacher Appraisals Monitor quality of teaching outcomes at end of year	Quality of Education Lead	Updates at committee meetings
<i>T&L 3 To ensure the school broadens pupils' vocabulary through planned exposure to it.</i>	SDP Priority Focus 2	Shared learning walks Supported book looks	Quality of Education Lead	Updates at committee meetings
<i>T&L 4 To ensure the school introduces the Read, Write, Ink Programme effectively</i>	SDP Priority Focus 3	Shared Learning Walks Monitor outcomes External reports and feedback	Quality of Education Lead	Updates at committee meetings
<i>T&L 5 Monitor work aimed at achieving 96% attendance and reducing PA</i>	SDP Priority Focus 4	Inclusion, behaviour and welfare lead to meet with school's Attendance Officer to review attendance systems and action plan	Inclusion and Behaviour Lead	Attendance reported to each GB meeting as part of HT report.

<p><i>T&L.6 Ensure that all vulnerable groups make better than expected progress and are included into all aspects of school life. Groups include those in receipt of pupil premium, Looked after children, those with SEND, those with caring responsibilities and those with English as an additional language. Particular school focus in year 5</i></p>	<p>We are required to ensure that all groups within school have access to all aspects of school life and make good progress</p>	<p>Work with Inclusion team and DHT in scrutinising data relating to vulnerable groups and presenting to governing body</p> <p>Monitor Class Trackers</p> <p>Review vulnerable pupil files</p> <p>Observe on governor visits to school</p>	<p>Inclusion and Behaviour Lead</p>	<p>Receive report Spring term meeting (associated with ASP review)</p>
<p><i>T&L.7 Monitor implementation of school values and British values and their impact.</i></p>	<p>Key responsibility of Governing Body SDP Priority Focus 5</p>	<p>Inclusion lead to visit assemblies during year</p> <p>Inclusion lead to meet with pupils in the spring term</p> <p>All governors to observe values during visit day in school – monitor Cultural Capital Provision Map</p>	<p>Inclusion and Behaviour Lead</p>	<p>Cultural Capital provision Map presented to T&L Committee in Autumn 2021.</p> <p>Feedback during committee meetings</p>
<p><i>T&L8 To ensure the school enhances opportunities for writing and reinforcing vocabulary across EYFS</i></p>	<p>SDP Priority Focus 7</p>	<p>Shared Learning Walks</p> <p>Monitor outcomes</p> <p>External reports and feedback</p>	<p>Quality of Education Lead</p>	<p>Feedback during committee meetings</p>