

Nanpean Community Primary School

Nurturing **C**hildren's **P**assion to **S**ucceed



Governance Development Plan

2020 – 2021

Introduction

This plan has been created in order to focus upon roles and responsibilities of Governors and gives a summary of the work planned for the Governing Board for the academic year 2020 - 2021. In the last three years there have been three Chairs and this has led to considerable changes, although existing Governors have taken on new responsibilities and new Governors have been welcomed to the board. When applicable, vacancies are filled considering the needs and skills required of the Governing Board as succession planning is paramount. The Governing Board are expected to provide appropriate challenge and support to the school whilst fulfilling the expectations of the role of the Governing Board as outlined in the Department for Education Governance Handbook.

The 'Governance Handbook' says the purpose of governance is to:

- Provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.

The three core functions of the Governing Board are:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

Our overall aim is to continue developing our school to ensure all the children and their families are provided with outstanding educational opportunities in an environment that has the child as the focus. This reflects our commitment to providing the children of Nanpean Community Primary School with rich, varied, purposeful and exciting learning opportunities that will equip them with the skills and attitudes to become successful, responsible citizens of the future.

Effective Governance is based on six key features:

- Strategic leadership that sets and champions vision, ethos and strategy.
- Accountability that drives up educational standards and financial performance.
- People with the right skills, experience, qualities and capacity.
- Structures that reinforce clearly defined roles and responsibilities.
- Compliance with statutory and contractual requirements.

- Evaluation to monitor and improve the quality and impact of governance.

Governance

Success Criteria:

- Governance of the school is strong. Governors have a clear understanding of the work of the school. Governors provide high quality support and challenge which combined with their commitment to on-going development of skills result in continually improving outcomes for pupils and ensuring engagement of stakeholders.
Each governor will complete at least one training session this year, provided externally or in-house.
Ensure stakeholders are fully engaged and well informed.

Priorities	Action(s) required	Lead person	Completion Date	Time	Cost	Indicators of success	Monitoring (evidence) AND Impact on Governing Board and Nanpean CP School
1.Roles and responsibilities	All Governors attend meetings unless there is a clear reason and apologies are given and accepted.	LW, Clerk	July 2021	-	-	All Governors are present at Full Governor and appropriate Committee Meetings (expected attendance is to attend at least 75% of meetings).	Minutes of all meetings clearly show Attendance and any apologies received / accepted. This is available on our school website. Next step: Attendance of all Governors to be over 80%.
	All governor Roles and Responsibilities are agreed at the Admin Full Governing Board meeting held at the end of the Summer Term for the next academic year and updated as required.	LW	Admin Meeting	-	-	All Governors are clear about their roles and responsibilities for the next academic year and these link to school improvement priorities. Monitoring happens on a Termly basis with Governors e-mailed (from HT) at the beginning of each term to arrange a visit convenient to all involved. Governors write a brief summary of monitoring for the school newsletter and share completed monitoring during next FGB meeting.	Minutes of Admin Full Governing Board meeting clearly show how roles are shared. Monitoring Reports available from all Governors and are evidenced / reviewed in FGB meetings. These focus on the whole school but specifically their role and responsibilities. Newsletters to be shown as evidence. Next step: Governors contribute to School Newsletter (following meetings / monitoring).

	All Governors have strong knowledge of the school, particularly in relation to Q of E, outcomes and improvement priorities.	MN / LW	Autumn Term	-	-	Governors are able to articulately talk about the school, including the Quality of Education provided, Data (Attainment and Progress), recent school improvement initiatives, and further school improvement priorities.	Governors can confidently talk about the school. Governors also provide more information to (and regularly update) the document titled 'OFSTED Governor QandA...' Next step: Update the above document.
	Committee membership is agreed, and Committee Chairs are appointed.	LW	Admin Meeting	-	-	All Governors are clear which committee/s they are members of and the specific responsibilities of the committee/s and Terms of Reference are reviewed. Monitoring Roles reflect Committee Memberships.	Minutes of Admin Full Governing Board meeting clearly show committee membership and terms of reference approval. Monitoring Reports available from all Governors and are evidenced / reviewed in FGB meetings. These focus on the whole school but specifically their role and responsibilities. Next step: ensure there is no repetition at meetings. It was agreed at the FGB meeting on 22/6/2021 that there would be no repetition of documents in FGB meetings that have been discussed in committee meetings. Instead, these documents will be sent to ALL Governors, alongside the minutes, so other Governors (not on the committee) can raise concerns when committee minutes are discussed at FGB meetings.
	Increase communication within the Governing Board and Wider Community.	LW / MN	Ongoing	-	-	Governor section of website is updated regularly. Chair to do a brief note (to report to parents) for the school newsletter related to the previous meeting. HT to include Governor Monitoring information on the Newsletter.	Website and Newsletters are informative (in relation to Governance) and therefore show good evidence. Impact will be improved awareness (within the school community) of the members of our Governing Board and their roles. Next step: Governors contribute to School Newsletter (following meetings / monitoring).
2. Timetables	Timetable for meetings / monitoring established.	LW / MN	Admin Meeting MN	-	-	Governors understand their role and feedback via monitoring reports to the FGB. Monitoring happens on a Termly basis with Governors e-mailed (from HT) at the beginning of each term to arrange a visit convenient to all involved.	Minutes of Admin meeting clearly evidences how roles are shared. Monitoring Reports available from all Governors and are evidenced / reviewed in FGB meetings. These focus on the whole school but specifically their role and responsibilities. Next step: Monitoring Reports to be shared promptly with ALL Governors. These can be discussed / reviewed at FGB meetings.
3. Training	Governor training courses are shared and Governors are targeted to attend training to support their role.	LW / MN / Clerk	When advertised	tbc	£200	Governance is well informed.	Governor training reports are shared at Full Governing Board Meetings and other Governors are informed of feedback from the course/training. Next step: Governors to regularly attend training and feedback to other Governors.

	New Governors are supported by an allocated mentor and attend LA's 'New Governor training courses'.	LW / Clerk	Ongoing	-	-	New Governors feel supported during their first year in post and have increased confidence in their role.	Each new Governor is provided with a mentor who provides support during and between meetings. Next step: allocate Governor mentors.
	Whole GB training sessions to be included in Admin FGB meeting to cover key aspects of the role e.g. Safeguarding, Data, Governor Visits, etc...	LW / MN	Summer Term	30 mins		Reinforcement of expectation and understanding of the roles assigned to Governors.	Minutes of the meeting clearly evidence the focus of the training. Next step: Governors to regularly attend training and feedback to other Governors.
4. Safeguarding	All new Governors to complete Tier 1 Safeguarding training and complete S158 return.	MN	Induction Autumn Term	1 hour		All governors have undertaken the training and understand safeguarding. All Governors complete S158 return.	Governor training reports received, agenda item and fed back at Full Governing Board meeting. Certificate copies in Section 175 / 158 folder (SP, administrator, to liaise with LC, clerk). Next step: have all Governors attended training? Induction covers the basic requirements – is this enough? MN to provide tier 2 training for Governors?
	All Governors to have read (and understand) the CP and Safeguarding Policy.	MN	Induction Autumn Term	1 hour		Governors given a chance to read and contribute to this policy. They should understand this and agree to it being adopted.	Record of contributions added to minutes, and this should also show understanding of the Policy by Governors. Signature sheet completed to say it has been read and understood. Next step: all Governors to sign / email the clerk to say it has been read and understood.
	MN to work with Lead Safeguarding Governor to ensure compliance of S157 return.	LW / MN	March 2021	3 hrs		Governors given a chance to read and contribute to this document. They should understand this and agree to its submission (usually at the end of the Spring Term).	Return is submitted on time and reported to the Full Governing Board. Feedback (strengths, areas for development and actions) are also reported to the FGB.
5. Safer Recruitment	Training organised and completed to ensure all members of interview panels have completed training.	LW / MN	Dec 2021	3 hrs	£50	Staff recruitment is of a high and compliant standard.	Training reports received and filed (in relation to Safer Recruitment). All interviewers are confident in their role. Notes of interview process are available. Certificates are copied and stored in S 175 / 158 file. Next step: more Governors to complete Safer Recruitment training.

6. Succession planning	New Chair and newly appointed Vice Chair attends relevant training regularly.	LW / BH	Autumn Term			Governance of the school is achieved and then maintained at a high standard.	Training reports received. Next step: Further training to be attended.
7. Ensure that the LGB has a Clerk who is fully aware of the requirements in respect of clerking and able to support the FGB appropriately meeting the Clerking Competency Framework	Existing Clerk to have any training needs identified and actioned.	LW / MN	Ongoing			Recruitment process, evidence of training and minutes.	Full Governing Body is appropriately supported by skilled and knowledgeable Clerks which meets the Clerking Competency Framework.
	Minutes must have actions clearly identified in them which are followed up, and the follow up must also be recorded on the next minutes.	LW / MN	Ongoing			Evidence of minutes and clear actions. Evidence of 'follow up' in next meeting.	Full Governing Body is appropriately supported by skilled and knowledgeable Clerks which meets the Clerking Competency Framework.
	Minutes of LGB meetings must be produced in a timely manner and submitted to the CoG for checking and copied to the Headteacher then distributed to the other members of the FGB this should be done as soon as possible and not delayed until just before the next meeting.	LW / MN	Ongoing			Evidence of minutes.	Full Governing Body is appropriately supported by skilled and knowledgeable Clerks which meets the Clerking Competency Framework. Minutes are recorded accurately and appropriately. Next step: ensure there is no repetition at meetings. It was agreed at the FGB meeting on 22/6/2021 that there would be no repetition of documents in FGB meetings that have been discussed in committee meetings. Instead, these documents will be sent to ALL Governors, alongside the minutes, so other Governors (not on the committee) can raise concerns when committee minutes are discussed at FGB meetings.
	Confidential matters must be minuted appropriately.	LW / MN	Ongoing			Evidence of confidential minutes.	Full Governing Board is appropriately supported by skilled and knowledgeable Clerks which meets the Clerking Competency Framework. Confidential Minutes are recorded accurately and appropriately.