

Marshfields Governor Development Plan 2017-18

Summary: Governors will monitor the SEF and Development Plan. Through their own governor development plan, they will focus specifically on:

Outcomes	Quality of teaching, learning and assessment	Personal Development, Behaviour and Welfare	Quality of Leadership and Management
<ul style="list-style-type: none"> • Monitor the opportunities for students to (a) use their literacy and numeracy across the curriculum and (b) demonstrate progress in reading • Monitor provision of opportunities for pupils to take responsibility for their own learning, and monitor how this is used to inform future plans • Monitor the use of prior attainment, social and emotional skills/abilities and information about pupils' own aspirations to ensure activities are set at the correct level. 	<ul style="list-style-type: none"> • Monitor progression opportunities in Post 16 	<ul style="list-style-type: none"> • Monitor implementation of 'Life Without Levels' Academic and soft skills • Monitor safeguarding 	<ul style="list-style-type: none"> • Monitor the school website for accuracy, statutory compliance and that it is up-to-date • Governing Body is fit for purpose

Section 1: Outcomes for Governors

Target objective	Actions	By Whom	By When	Evidence RAG Rating	Date Completed
To ensure that the Governing body is fit for purpose	a. Carry out and analyse governor skills audit	SB	Oct 17	<ul style="list-style-type: none"> • Collated Skills audit with analysis 	
	b. Recruit new governors to cover any skills gaps & plan for Succession	SB	Ongoing	<ul style="list-style-type: none"> • New Governors in place and list of possible recruits • List of Governor responsibilities 	
	c. Assign specific roles to Governors appropriate to their skills and interests and plan/carry-out visits as appropriate	SB and Governors	Sept	<ul style="list-style-type: none"> • Records of Governor visits • Attend Governing Forum and disseminate information to Gov Body 	
	d. Ensure Governing Body Training is up to date		Ongoing	<ul style="list-style-type: none"> • Dissemination of key documents for information and discussion 	
	e. Monitor Governing Body effectiveness <ul style="list-style-type: none"> • SWOT analysis • 360 of Chair • Questionnaires 	Deputy Chairs	By June 21	<ul style="list-style-type: none"> • Individual governors to attend Governor services training sessions as appropriate to their specific role 	
	f. Read and apply Section 8 of the latest Ofsted inspection framework	All Govs.	Ongoing	<ul style="list-style-type: none"> • Governor Diaries 	
	g. Read and agree Code of Conduct	All Govs.	Oct 31	<ul style="list-style-type: none"> • Signed C of C in Gov signing-in book 	

Section 2: Governor's Impact on School: Achievement, Teaching & Learning, Behaviour & Safety of Students, Leadership & Management

Target/objective	Action	By Whom	By When	Evidence (some examples)	Date Completed
Monitor the SDP/SEF	Request up-dates from SMT and question Carry out visits as necessary	All Governors	At meetings During year	Gov minutes Presentations/school web Gov visits and reports	Ongoing

Monitor the opportunities for students to (a) use their literacy and numeracy across the curriculum and (b) demonstrate progress in reading,	Visit classes to monitor literacy, numeracy and reading opportunities in lessons. Work scrutiny Student questioning	Link governors	Autumn/Spring Summer	Survey results Visit/learning walk reports Student answers Meeting reports Presentations/Gov visit reports	
Monitor implementation of 'Life Without Levels' Academic and soft skills	Discussion with subject leader Learning walks and visits Audit Quality Assurance Departmental File against list Scrutiny of work Request presentations from staff. Is prior attainment, social and emotional skills/abilities and information about pupils' own aspirations being used to ensure activities are set at the correct level? Opportunities for students to take responsibility for own learning?	Link Governors	Termly	Visit reports Gov diaries Gov minutes Audit results Presentations Students answers Data	
Monitor Safeguarding	Safeguarding Gov visits to monitor behaviour logs, staff records, staff training etc., single central record	Safeguarding Governor(SB) + all	Termly ongoing	Visit reports/diaries Logs signed off	
Monitor progression opportunities in Post 16	Governor/Staff discussion Visits/ case studies Pupil view	EO	Termly	Pupils view Visit reports Progression data	
Monitor the school website for accuracy, statutory compliance and that it is up-to-date	Audit website termly against statutory requirements	Sheila Brown Chair Safeguarding Governor	Nov- Jan Termly	Website Termly audit reports	

Link (Subject) to make a minimum of two visits per year to their curriculum subjects, one early in the year and the second before the end of the summer term. On completion of the visit they should write a report, taking into account the need for confidentiality, there is a Visit Report Template for your use if you wish. The report should then be sent to the contact teacher for checking for accuracy and when agreed, copies sent to (1) Headteacher (2) Chair of Governors .(3) Other significant staff . Prepare a brief report of your visit and findings for the next Full Governors meeting (Governor Reports to be a permanent item on FG agenda.)

Health and Safety: see Health and safety checklist attached, take this with you and complete any part of the checklist that is relevant to your visit, please pass completed lists to the Business Manager for action.

Quality Assurance File Audit Sheet: see attached audit sheet, complete this sheet on one of your subject visits, agree this beforehand with Amanda Anderson and the subject leader.

Visit protocol: plan your visit 2-3 weeks in advance if possible. Contact Deputy Curriculum (A An), or Deputy Learning and Inclusion (ST), according to subject of visit, as well as your teacher contact, to agree the date(s). It is good practice to arrange a meeting with A An/ST and the lead teacher to discuss the purpose of visit(s) and visit(s) arrangements at least for your first visit, consider planning your follow-up visits at the same time to save yours' and staff time.

Safeguarding, Health and Safety, Finance, Pupil Premium, Numeracy, Literacy Governors to make termly visits and others as deemed necessary to fulfil their role. Reports made and dealt with as above.