



Marshfields Governor Development Plan 2016-17

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		<ul style="list-style-type: none"> Collated Skills audit with analysis 	30-09-16
	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 	Sept 16
	c. Assign specific roles to Governors appropriate to their skills and interests and plan/carry-out visits as appropriate	SB and Governors	Sept Ongoing	<ul style="list-style-type: none"> Recruitment pamphlet/List of companies etc. approached List of Governor responsibilities 	15-09-16
	d. Ensure Governing Body Training is up to date	SB and All	Ongoing	<ul style="list-style-type: none"> Records of Governor visits Attend Governing Forum and disseminate information to Gov Body 	
	e. Monitor Governing Body effectiveness <ul style="list-style-type: none"> SWOT analysis 360 of Chair Questionnaires 	Deputy Chairs	By July 17	<ul style="list-style-type: none"> Dissemination of key documents for information and discussion 	
	f. Read and apply Section 8 of the latest Ofsted inspection framework			<ul style="list-style-type: none"> Individual governors to attend Governor services training sessions as appropriate to their specific role Governor Diaries 	

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	

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	Link Governors	Termly	Visit reports Gov diaries Gov minutes Audit results	
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 opportunities for Careers IAG (Information, Advice and Guidance) and skills development years 7-11	Visit Posters Learning walks Student planners Student and staff questioning	All	Ongoing	Visit reports Gov Diaries Other reports	
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	
Monitor opportunities for students to learn about skills needed for employment and to learn about career opportunities (IAG) especially years 7 to 11.	Questions Visits Questionnaires	All	ongoing	Visit reports Gov Diaries Displays	

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. The Visit will then be logged and discussion can take place at or before the next Full Governors meeting.

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.

Dates to avoid in Autumn Term : weeks commencing 31st October, 7th November

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.

SB: 09-16 **Governors will monitor the SEF and Development Plan. Through their own governor development plan, they will focus specifically on: (from SDP)**

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 	<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