

THE EFFECTIVE GOVERNING BOARD AUDIT TOOL 2017-2020

PRIORITY 1=2017-2018 PRIORITY 2 = 2018-2019 PRIORITY 3 = 2019-2020 ACTION PLAN FROM USING THE TOOLKIT

YVONNE JAMES HT ANDY WEATHERLEY CHAIR

SECTION IN TOOLKIT /STATEMENT	ACTION	WHO	PRIORITY	DATE COMPLETED COMMENTS
GB Performance, Skills and Training 2a The GB (e.g. through the Chair) carries out an annual review of governor performance. R	Succession planning needs to be put into place to replace the chair (see 3C). Possibility of current chair meeting with the Head Teacher in spring 2018 to make a start on the performance review.	YJ/AW	2	Autumn 2018
2c The GB has identified its priorities for training and development, the training/development has been arranged and funding put in place. In doing so the GB has given due consideration to the DfE framework that sets out the competencies needed for effective governance. A	Training grid see appendix 1 All new Governors will be attending induction training. Most new Governors will be attending the Safeguarding training. Ofsted(2018) commented on the really effective training of Governors	All Governors	1	July 2018
2f Training for the Safeguarding Governor should be updated at least every two years, as is the case with the Designated Safeguarding Lead (DSL) in school. A	The Safeguarding Governors to renew their Safeguarding training. LO/PM/NC have all attended Governor safeguarding training	AW AM	1	July 2018
GB Chair (including committee Chairs) 3c Succession planning arrangements have been made and the GB has considered carefully how many times they re-elect the Chair to a new term of office. R	New Chair to be decided. In the meantime the FGB are looking for someone to act as Chair for the next 2 terms. David Thomas agreed to become interim Chair until July 2018 Jennifer Alliston-McLean has agreed to be Chair from September 2018. We need to appoint a Vice	AW All Governors	1	New Chair in place by September 2018

	Chair in July 2018			
GB Clerk 4d The GB reviews (at least annually) the performance of and working arrangements with the clerk. R	To be discussed with the Clerk. Clerk to attend the termly briefing sessions?	Clerk YJ	2	Spring 2018 - Summer 2020
Transparency and Accountability 6d The register of interests is published on the school's website; A	This needs to be completed annually.	ZS	123	Annually
6f The GB publishes on the school's website an annual statement setting out the key issues that have been faced and addressed by the GB over the last year, including an assessment of the impact of the GB on the school. R	The Governing Body will publish the audit toolkit action plan on the school website page. The Governor Development Plan targets will be published at the beginning of the year. The impact of the targets will be published at the end of the year.	YJ LF Chair of Governors Chair of Committees	123	Annually
B CORE FUNCTION Setting vision and strategic direction for the school Engagement with Stakeholders [pk] 4a The GB has a routine/system for seeking the views of parents, staff and pupils. R	The school already effectively seeks the views of parents through 5 questionnaires and children through 3 questionnaires. All actions are published on the Nursery website in the School Attainment section. The results of these are communicated to Governors termly in the Head Teacher's Report. The Governing body produce a termly newsletter for parents. Further questionnaires to be discussed.	All Governors YJ LF	123	Annually
4b The GB can demonstrate how these views have influenced its decision making. R	The School feeds back the outcomes of questionnaires. To be discussed further. Do we need to compose a questionnaire around Governor matters?	All Governors	123	July 2018
4c The GB has discussed with the HT and school leaders the benefits the school can draw from	The Head Teacher's Report and the School Evaluation Form show the local links with a variety of schools. • Nursery School Trust (27 schools)	YJ LF Curriculum Governors	123	Annually

<p>collaboration with other schools and other sectors, locally and nationally.</p> <p>R</p>	<ul style="list-style-type: none"> • Designated Nursery Teaching School • Nursery Head Teachers • Kings Norton Consortium • Head Teacher Primary Forum • Kings Norton Early Years Network • Schools Support • Nursery Deputy Head Teachers • SENCO Network • Early Years SENCO Network • SSTEW Network group • Outside agencies. Ed Psych/SALT <p>School organises the annual training programme for the 30 Primary Schools in the Consortium. The Deputy Head Teacher and HLTA visited a Nursery School in London to look at the environment and learning opportunities available to the children.</p> <p>The DHT works closely with the local feeder schools to moderate our end of year judgements and their baseline judgements.</p> <p>The DHT works closely with the local schools to ensure a smooth transition to Primary School, e.g. visits from Reception staff to Nursery. SENCO and DSL meetings are also held where relevant. The DHT ensures that all children's records are securely delivered to the new schools. DHT to share the above with curriculum Governors.</p>			
<p>C CORE FUNCTION</p> <p>Holding the HT / DHT to account for educational performance</p> <p>Effective challenge and support</p> <p>3a The GB always asks questions in</p>	<p>Regular reports include:</p> <ul style="list-style-type: none"> • Head Teacher Report which is completed by all staff members. • 4 data analysis reports are produced by the DHT. • Safeguarding is on all agendas and a 	<p>YJ LF FGB</p>	<p>123</p>	<p>On-going</p>

response to reports provided by the HT / DHT. A	<p>report is given at FGB meetings with any updates from seminars and conferences.</p> <ul style="list-style-type: none"> SEND reports are given in the Curriculum committee meetings. Pupil Premium reports are given in the Curriculum committee meetings. Challenging questions are asked and recorded by the Clerk 			
<p>Carrying out statutory duties Pupils with special educational needs and disabilities (SEND) and looked after children (LAC)</p> <p>2dThe GB considers an annual report from the designated teacher and acts on any issues that the report raises. R</p>	<p>A formal report hasn't been written however, figures are written in the termly Head Teacher's report.</p> <p>The DHT and SEND Governor will meet more regularly and keep on-going information for the end of year report.</p>	LF LP	123	Annually
<p>9. Public Sector Equality Duty (PSED) 9a On an annual basis the GB updates the information it has published to demonstrate how the school is meeting the PSED. A</p>	HT / DHT will be finding out information about what this involves by looking at other websites and contacting Governor Services.	YJ LF Chair	2	September 2018
<p>9b At least once every four years the GB publishes the schools equality objectives. A</p>	HT/DHT	YJ LF/Chair	2	September 2018

Nakesha Chambers	25.11.17	Induction Training
Peter Mc Kinney	27.1.18	Induction Training
Marianne Wade	27.1.18	Induction Training
Mark Barrett	17.2.18	Induction Training
Marianne Wade		Counter Terrorism and Policing
Peter McKinney	06.02.18	Safeguarding Children
Nakesha Chambers	06.02.18	Safeguarding Children
Marianne Wade	06.02.18	Safeguarding Children
Peter McKinney	19.4.18	Strategic Governance
Peter McKinney	17.5.18	Preparing for Ofsted
Peter McKinney	26.6.18	Head Teacher Appraisal
David Thomas	7/8/11/12.9.17	Adoption Training