



**GOVERNING BODY ACTION/IMPROVEMENT PLAN – 2019/20 (Created September 2019) v1**  
**SPARKENHOE COMMUNITY PRIMARY SCHOOL**

|          | <b>Governing Body actions to address the Areas for Development</b>        | <b>By Whom</b>                     | <b>By When</b> | <b>Success Criteria</b>  |
|----------|---|------------------------------------|----------------|--|
| <b>1</b> | Review code of conduct and share a clear vision of roles/responsibilities | All governors                      | December 2019  | Discussed in minutes, vision understood and shared   |
| <b>2</b> | Governors continue to understand values and vision of the school          | All governors                      | Ongoing        | Governors understand the SIP<br>Governor improvement plan forms part of the SIP<br>Governors participate in the SIP  |
| <b>3</b> | Review skills audit and identify training needs                           | All governors                      | Autumn term    | Skills audit reviewed by all staff and collated by chair and vice-chair. Skills training identified and fed into MAT development plan                                      |
| <b>4</b> | Ensure website is complaint with governor information                     | Lee Jowett<br>Rhian Jones          | Ongoing        | Website and 'Get Information about Schools' is compliant with new information  |
| <b>5</b> | Induction training for the full governing body (and all new governors)    | All governors<br><br>New governors | Ongoing        | All new governors have attended a school induction update including any safeguarding updates and Health & Safety<br><br>New Governors have attended new governor induction |

|          |  |               |                 |  |
|----------|--|---------------|-----------------|--|
| <b>6</b> | Training programme used to support governors | All governors | Autumn 2019     | All governors have attended at least one face-to-face training annually<br>Governors know how to access online training and development materials.<br>Training is a standing item on FGB.<br>Impact of training shared through minutes and feedback reports. |
| <b>7</b> | Governor visits                              | All governors | Ongoing         | New Governor pro-forma developed to support schools visits – which simplifies the process e.g.<br>1. 3 things discussed or observed<br>2. 2 things going well<br>3. 1 action from the visit  |
| <b>8</b> | Engagement with community                    | All governors | Ongoing         | Governor presence at parents' evenings, school events wherever possible – events promoted via school diary   |
|          |  |               | Ongoing         | Regular communication with school staff & parents  |
|          |  |               | Ongoing         | Website updated to reflect governors/ interests and experience and to include minutes and appropriate documents  |
|          |  |               | By January 2020 | The governing body has promoted Ofsted's Parent View to parents  |
|          |  |               | Ongoing         | Website has minutes regularly updated  |
| <b>9</b> | Link governors with an interest to key areas | All governors | Ongoing         | All governors and associate linked to at least one area i.e. safeguarding, SEND, H&S, EYFS   |

|           |  |                             |         |  |
|-----------|--|-----------------------------|---------|--|
|           |  |                             |         | Visits are carried out and feedback to full governing body   |
| <b>10</b> | Collaborate within the Attenborough Learning Trust | Lee Jowett<br>All governors | Ongoing | Minutes show engagement with the MAT, discussions have taken place and action plan has been created in involvement with the MAT<br><br>Governors to attend staff and parents' consultation meetings where possible |

To be reviewed in August 2020