

Mundeford Community Infants School
Governor Action Plan 2015/16

ID	Aim	Action	Responsible	Timescale	Success Criteria	Evaluation
1	To have an effective succession plan in place for key roles.	To identify Governors who are able and interested to take on the roles of chair of committees. To create vice chairs of committees for succession. Then a system is put into place for chairs to mentor vice chairs.	All governors, with Chairs to lead for the appropriate committee.	To be in place by Autumn 2014	Each Chair has a nominated person who can take on the role in the absence of the chair and should the chair leave.	Vice-Chairs have been identified for the FGB and Curriculum committees, to be reviewed in Autumn 2015
2	To ensure effective systems are in place for HT performance management.	To identify governors to sit on HT panel. Governors to be trained where appropriate. System to be put into place for review, mid-term reviews and feedback to the FGB.	HT PM Panel.	To be in place end of spring term.	HT PM is robust and rigorous and all governors are informed.	HT considers the PM to be effective. CLOSED
3	To define the roles of key positions within the GB.	For each role create a user friendly document outlining nature of role and responsibilities so all GB are aware.	Relevant committees.	To be in place for September 2014.	There is increased awareness among the GB of the roles and responsibilities of the relevant positions.	FP to propose role descriptions to be reviewed in Autumn 2015
4	To increase the awareness of the governors roles and responsibilities among parents.	To produce a simple guide in the format of a poster outlining who the GB are, what their roles are and what the responsibilities of the GB are.	Working party.	To be in place by September 2014.	Parents are aware of what the GB does, who they are, how to contact them and what their role is.	CLOSED

5	Governors to hold each other to account.	Chair's and vice chairs of committees to hold each other and other governors to account over carrying out role, completion of tasks and attendance at meetings.	Chairs and vice chairs.	On-going.	Chairs and vice chairs are held to account over non-attendance of meetings and non-completion of tasks.	Will be added to roles descriptions. CLOSED
6	To identify training needs of the governors.	Governors to audit training needs and a solution is identified to ensure GB has the skills to effectively carry out role.	All governors, chairs and vice chairs.	On going	FGB has the necessary skills and knowledge to effectively support the school and hold the school to account.	A training report is to be produced for the FGB in the Autumn Term
7	Governor Information to be on schools website	Action: Information to be made available on the website	Governors	To be in place by Spring 2016	Details of the governing body are available on the website	CLOSED
8	Teacher presentations to FGB	Short teacher presentations are to be made to the FGB to inform them of teaching practices	Head Teacher	To be in place by Autumn 2015	Governors are informed of teaching practices	
9	Governing Body Report	To provide a report from the FGB to all	Governors	To be in place by Summer 2016	Parents and staff informed of a view of the school from the Governors.	
10	Questionnaires	Governors to take full responsibility for analysing returns from questionnaires	Governors	To be in place by Autumn 2015	Responses to questionnaires are handled independently from the HT and Teaching staff	CLOSED