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| Local Governing Body – ACTION PLAN  Name: Springfield Junior School Ipswich  Date: September 2021 to July 2022 | | | | |
| **To ensure the Local Governing Body fulfil the 3 core functions of Governance from the Governance handbook, DfE March 2019. This plan to be review at LGB meeting termly for Impact and Next Steps.** | | | | |
| **Priority 1:** **Ensuring clarity of vision, ethos and strategic direction** | | | | |
| **Objectives** | **Action** | **Timelines** | **Monitoring** | **Outcomes (Termly Review)** |
| To monitor the effectiveness of the School Vision to promote high quality Learning and Teaching.  **School Vision: Persevere, Believe, Learn, Achieve** | Staff and pupils to revisit the vision for the school and look at what these words mean to then and the school. These displayed in every classroom and linked to learning. | Termly | Monitoring  Mornings all Governors. | **Autumn Term 2021**  The school is developing a new Teaching, Learning and Curriculum policy. This is with consultation with Staff, Governors, Pupils and Parents. In this policy the school vision will be updated and relevant to the new policy. There will be an update to Governors on progress at the Standards meeting Spring Term 2022.  **Spring Term 2022**  The vision is embedded into the new Teaching , Learning and Curriculum polices. The vision statement has been updated to:  Persevere + Believe+ Learn = Achieve  **Summer Term 2022**  Discussion with the Headteacher during Monitoring visit, by Governors, on 18th May.  How the school vision fitted into the curriculum. Refer to separate Monitoring morning document which showed how the vision is used and present through the curriculum and rewards policy. |
| To provide breath within the curriculum in all year groups and use Arts and Culture as a vehicle for learning across the curriculum. (Key Priority 5 SDP) | Updates through Headteacher reports.  Progress updates through Chairs/Heads meetings.  Anonymous data shared through staff self-reviews.  Subject Leader showcase- Leaders to talk through ongoing change and activity.  Governors/Trustees invited to performances. | Termly  Monthly  Termly  Termly  Termly | LGB meeting  Headteacher  Governors to read meeting notes on Governor Hub  Standards Governors  Artsmark Governor  meeting with co-ordinator.  All Governors | **Autumn Term 2021**  A Governor met with the Creative Art Lead looking at the programme of events taking place.  These events included:   * Year 6 creation of moveable puppets and Mural project. * Year 5 the Shakespeare Foundation with accompanying learning and working with New Wolsey Theatre. * Year 4 had a Wooden Routes project based at Rendlesham. * Year 3 had work on a Dance Project on Erosion and Land, Rock Paper Scissors and a Story telling project at Broom Hill.   The objective is to embed creative activities through the curriculum.  The school is half way through its Art Mark application and School Voice activity has been set up in school.  This was all fed back to Governors at the LGB meeting.  **Spring Term 2022**  During a monitoring morning on 9th February by Head and Chair it was observed that:   * The displays showed Art and Culture were present in lessons. There was a display showing the work on Romans and pupils Wow moments during an insect visit through art and writing. * Year 6 have been part of a puppet project. This has taken place on Fridays with all Year 6 pupils and a visiting instructor. The puppets made were of a high quality and there will be a performance at the end of the summer term where the pupils will write and a play and perform using the puppets. Governors to watch the performance of the puppets by Year 6 in summer term.   **Summer Term 2022**  Discussion with the Art and Culture Co-ordinator during monitoring morning on 18th May, by Governors. Refer to separate Monitoring morning document which showed how the Arts and Culture runs through the curriculum.  This was observed during Wooden Roots workshop with pupils - West African Drums and Percussion. Refer to Monitoring document. |
| To continue to develop effective support for staff and pupil’s mental health and wellbeing, including support to attendance and smooth transitions between home and school. (Key Priority 6 SDP) | Wellbeing updates to named Governor on a regular basis.  Reported progress of mental health/safeguarding issues.  Anonymous reporting of mental/safeguarding issues.  All disadvantaged pupils will meet national expectations for attendance and punctuality. | Termly  Termly  Termly  Termly | Mental health Governor.  Safeguarding Governor.  Mental health Governor.  Attendance Governor | **Autumn Term 2021**  The Headteacher has completed wellbeing plan on Hub and is taking part in the National College course for supporting Mental Health. The Mental Health Governor will meet with Headteacher in the Spring Term.  School attendance is being monitored by the Trust, School and Governors. The Deputy Headteacher and Family Support Worker are monitoring attendance against National and Trust schools. Strategies to improve attendance will be reported back to Governors at the Standards meeting Spring Term.  **Spring Term 2022**  At the LGB meeting in March the Headteacher shared with governors the Mental Health and Wellbeing Action Plan. Mental Health was now improving with Thrive being fully embedded.  Attendance this year should be far better than last year with robust measures to encourage good school attendance now in place.  **Summer Term 2022**  During the monitoring morning on 18th May, by Governors, the school council was interviewed and questions were: What have you been learning in your PSHE sessions?  The pupil responses were:  PSHE – equality for girls and boys so they can have the same jobs.  Mental Health – calm activities to help with relationship  Body Image – all bodies different, friends support each other, love yourself.  Another question: How does the school encourage you to be safe online?  Pupil responses were:  Safety online- teacher online safety officer, assemblies scenarios, what you can do, what do you do if…… |
| To encourage all pupils to learn their rights and develop the articulation of their opinions whilst showing mutual respect for others. (Key Priority 7 SDP) | Regular updates to Governors.  Updates through HT report.  Opportunity to collaborate with other Trust schools who are rights respecting to share practice. | Termly  Termly | Monitoring  Mornings all Governors.  Governors to visit other Trust schools . | **Autumn Term 2021**  Monitoring Visit, by Governors, was postponed on 4th November due to Covid19. This will take place in the Spring Term. The Headteacher report, in November, updated Governors on progress and activities taking place.  **Spring Term 2022**  During a monitoring morning on 9th February by Head and Chair it was observed that the Class Charter was on display in all classes.  During the monitoring visit in May the Governors will discuss with the pupils on the effectiveness of the Class Charter to support wellbeing and learning.  **Summer Term 2022**  Pupils were interviewed during the Monitoring on 18th May, by Governors. Refer to separate Monitoring morning document.  Pupils understood that you have a right but must make the right choices .  This also gave pupils confidence to make the right choices through the curriculum.  This was observed during the Monitoring morning on May 18th when Year 5 had a Talking Assembly in the hall.  Refer to separate Monitoring document.  On the 8th June the school was awarded the RRSA silver rights aware reward. Refer to separate document. |
| To ensure that all skateholders have the chance to collaborate in the school improvement process. | Parental questionnaires reviewed  Awareness and review of website/twitter increase | Termly  Termly | LGB meetings  ICT Governor | **Autumn Term 2021**  The School Improvement plan was discussed by Staff, Governors and the CEO. The Governors are updated on progress at the termly Headteacher reports.  Spring Term  **Spring Term 2022**  Pupil perceptions on school life. Parent questionnaire have been completed and feedback and actions will come to the LGB meeting in July. The school council have looked at results from pupil questionnaire which will be fed into a governor monitoring morning  **Summer Term 2022**  During the Monitoring morning on 18th May Governors interviewed the school council.  One of the questions was:  How can pupils bring about change in the school? What different ways do pupils have a voice?  Pupil responses were:  Give pupils a voice – raise money for non-fiction books, pupils involved in choosing new non-fiction books, sport activities, involved in having new boxes which are stronger, online questionnaires which school council are looking at to take forward, school listens to us. School council fed back to class, rights ambassadors.  To improve school- pupils point of view given time by teachers. Activities such as top hat competition, cake judging. |
| **Priority 2:** **Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff** | | | | |
| **Objectives** | **Action** | **Timelines** | **Monitoring** | **Outcomes (Termly Review)** |
| To continue to develop teaching pedagogy and subject knowledge to ensure all learning is well sequenced and retention and understanding for pupils is maximized. (Key Priority 1 SDP) | Observe lessons in school.  Updates through Headteacher reports.  Progress updates through Chairs/Heads meetings.  Anonymous data shared through staff self-reviews.  Subject Leader showcase- Leaders to talk through ongoing change and activities | Termly  Termly  Monthly  Shared at Governor meetings.  December 2021 | Monitoring  Mornings all Governors.  Headteather  Governors to read meeting notes on Governor Hub  Standards Governors  All Governors | **Autumn Term 2021**  This objective is the main school target on all staff Performance Management for 2021/2022.  This will be monitored by Governors in the Spring Term during Monitoring morning.  **Spring Term 2022**  During a monitoring morning on 9th February by Head and Chair it was observed that there was a high standard of consistency of approach across the school for teaching and learning especially:   * Behaviour for learning * Structure of lessons * Marking and feedback * Displays used to promote learning * Pupils expressing themselves with confidence * Skills taught   **Summer Term 2022**  Observed during the Monitoring morning on 18th May, by Governors.  Strengths:   * Consistent teaching across the school * Common practice but diverse teaching style * Pupils understood the skills needed to achieve * Clear guidance for pupils to improve their work * Next steps used consistently * Questioning skills by teachers to extend and challenge * Cross curriculum links * Cultural Capital |
| To employ a range of strategies to develop writing across all year groups, closing the gaps that have occurred over the last few years. (Key Priority 3 SDP) | Observe writing in school during lessons.  Assessment updates for writing through Headteacher reports.  Subject Leaders Showcase to include pupils books.  Governor/Trustee updates from English Subject Lead. | Termly  Termly  December 2021  Termly | Monitoring  Mornings all Governors.  LGB meeting.  All Governors  Standards committee | **Autumn Term 2021**  New structure for writing established. Grammar focus and interventions to support grammar and handwriting is in place.  There is also Trust activity ongoing to support the development of vocabulary across the school.  This will be monitored by Governors in the Spring Term during Monitoring morning.  **Spring Term 2022**  During a monitoring morning on 9th February by Head and Chair it was observed that:   * The learning walls support writing by building up the pupils skills during the week. * Vocabulary is key and the writing display in the classroom were used to support learning and build up skills. * In performance poetry session, the pupils showed their oracy skills through the use of vocabulary. * During the instructional writing session the teachers used success criteria to build skills * The writing books showed a high standard of writing skills with clear targets for individual pupils, and success for the lesson. The marking was consistently using the school marking policy.   **Summer Term 2022**  This was observed during the Monitoring on 18th May, by Governors. Refer to separate monitoring document which showed a high standard of writing by pupils in their books and consistent teaching across the school. Pupils were confident to express themselves using advanced vocabulary. |
| Generic Performance Management targets for staff to be resented to Governors linked to School Improvement Plan | Performance Management generic targets to be presented by Headteacher.  Anonymous Performance Management outcomes for all teaching staff. | Autumn Term  Termly | LGB meeting  LGB meeting | **Autumn Term 2021**  The Performance Management targets for staff were presented to Governors at the LGB meeting as follows linked to the School Improvement Plan:  Teaching Staff Targets   1. Teaching Pedagogy 2. Writing 3. Your Aspirations   Support Staff Targets   1. Interventions 2. Thrive 3. Your Aspirations or area of interest   **Spring Term 2022**  At the LGB meeting in March the Headteacher updated the arrangements for the performance review of all staff.  **Summer Term 2022**  During the Finance meeting on June 16th the Headteacher stated that all mid-year reviews had been completed. |
| **Priority 3:** **Overseeing the financial performance of the organisation and making sure its money is well spent.** | | | | |
| **Objectives** | **Action** | **Timelines** | **Monitoring** | **Outcomes (Termly Review)** |
| 1)To identify pupils’ gaps in learning and plan interventions and sessions that support pupils to close this gap and ensure a solid foundation for future learning. (Key Priority 2 SDP) | Observe lessons in school.  Good or outstanding outcomes for Pupil Premium progress. The pupil premium strategy statement is followed and acted on.  Ensure that the Pupil Premium money is used effectively. | Termly  Termly  December 2021  Termly | Monitoring  Mornings all Governors.  Chair of Governors.  Standards committee.  Finance Committee. | **Autumn Term 2021**  Additional funding has come into the School to support interventions for Pupil Premium and Catch up programmes. This has been allocated to areas such as Third Space Maths, Tutoring, Community engagement and in house support by TA’s through interventions before school. This will be monitored by Governors in the Spring Term.  The Draft Pupil Premium Strategy Statement was discussed with Deputy Headteacher and Chair of Governors and adopted. The Final Statement will be presented to Governors at the Standards meeting in the Spring Term 2022.  **Spring Term 2022**  At the Standards meeting, in February, the Pupil Premium Strategy Statement was presented to Governors.   * The Pupil Premium Strategy Plan included key objectives, Challenges and Intended Outcomes. * The Accelerated Reader scheme had made a significant difference in supporting improvement of the children’s progress. * Interventions were taking place throughout the day and before and after school and these were showing a positive impact.   **Summer Term 2022**  During the Finance meeting on June 16th the spending on PP and interventions was presented to Govenors by the CFO.  The Headteacher stated that the new Deputy Headteacher would be reviewing the PP provision and impact and she would be meeting with the CEO to plan for 2022/2023. |
| 2) To continue to develop the Springfield curriculum focusing upon equipping pupils with increased ICT skills and knowledge. (Key Priority 4 SDP) | Observe lessons in school.  Updates shared with the Computing Governor.  Information shared through Governor meetings and HT report.  Data shared from staff self-evaluations.  Feedback from Google Form shared with Governors.  Analysis provided from Autumn – Summer Term.  Online safety training (National Online Safety) | Termly  Termly  Termly  Termly  Termly  Termly  Termly | Monitoring  Mornings all Governors.  ICT Governor.  ICT staff Governor.  LGB meeting  Standards committee  Standards committee  Finance committee  ICT Governor | **Autumn Term 2021**  Governors continue to support ICT through additional funding.  This includes:   * New Laptops * New iPads * Online Safety training for staff, Governors and parents * Coding sessions lead by Deputy Headteacher across Trust with input From BT. * Computing Club.   The ICT Governor and Chair will monitoring this, in school, in the Spring Term.  **Spring Term 2022**  Students have access to a number of devices ranging from Apple Ipads to standard Microsoft laptops.   * Computing Club provided to Year 5/6 pupils on a weekly basis. Use of Crumble Playground to ensure that pupils can build on their existing knowledge using Scratch. This will be extended to Year 3 and 4. * All year groups learn coding on a 2 week project over 6 weeks shared with art and music. This is then linked to other curriculum areas through data loggars and online safety. Gipping Valley continue to support ICT provision in school. * FFT computer science covers objectives for ICT curriculum for each year group.   **Summer Term 2022**  During the Finance meeting on 16th June the ICT expenditure was presented to Governors. The ICT equipment will be audited so that the right provision can be achieved for 2022/2023. The ICT spending for ICT 2022/2023 was agreed by Governors.  The ICT Governor presented a general overview of current I.C.T provision supported by Gipping Valley. See separate report for recommendations. |
| Financial Budgeting. To ensure that school’s financial performance does support the School Development Plan. | Effective budgeting of staffing  Commitment of funding  Accurate budgeting predictions  Targets and key improvement strategies delivered.  Educational outcomes met. | Termly | Finance Governor  Business Manager Governor | **Autumn Term 2021**  The Governors were presented with the Finance documents at the Finance meeting. All budgets are at the current level and there were no unexpected expenses.  The Bid for Windows through a SIF bid was agreed at the Finance meeting with the school to contributing 30% to the cost. The windows replacement is important for good ventilation in classroom which is so important in the present Covid19 situation.  **Spring Term 2022**  The Governors were presented with the Finance documents at the Finance meeting in March. All budgets are at the current level and there were no unexpected expenses.  **Summer Term 2022**  During the Finance meeting on 16th June the CFO presented a report and commentary on the current budgetary position and invited governors’ questions.  Refer to Finance minutes. |

Completed September 2021