



Cobham Primary School
Caring, Proud, Successful

Governor Action Plan - DRAFT
2022-2023



This document should be read in conjunction with the SIP.

Chair of Governors – Kate Cresswell

Vice Chair of Governors – Becky Newnes

Finance and Buildings (F&B) Chair – Steve Dyer

F&B Vice Chair – Becky Newnes

Quality of Education (QoE) Chair – Becky Newnes

Quality of Education (QoE) Vice-Chair – Vashti Reid

Safeguarding governor – Kate Cresswell

English governor – Claire Hargrove

Maths governor – Vashti Reid

SEN governor – David Edwards/Becky Newnes

EYFS governor – Luisa Saunders

HTPM panel – Steve Dyer, Becky Newnes, Andrew Leach

Training and development governor – Andrew Leach

Well-being/PHSE governor – Becky Newnes/Kate Cresswell

Outcome 2022-2023	Activities/Strategies	When	Who	What do we expect?	Evaluation
GB - Governing Board to be working effectively, with fair designation of responsibilities and succession plans in place	Recruitment of two new governors	Process to start in Term one	Head teacher with support from Board	Positions to be filled by end of Term 2.	
	New COG from September 2023 - A gradual handover from Chair of Governors across the year, including shadowing from new candidate	Throughout the year	Chair/Chair in waiting	New chair candidate confident in their ability to step into role from Autumn 2023 with no impact on Board/School.	
	To ensure all roles and responsibilities are equally spread across all governors.	To begin immediately with a transition of roles immediately/across the year where appropriate	All governors	A spread of people across committee roles and roles in school by end of Summer 2023.	
GB- Governors to consider skills and competencies of Board and to ensure regular training undertaken in general/specific areas as appropriate	Completion of skills matrix and accumulation of results by Training and Development Governor.	27 September 2022	All governors/ Training and development governor	Update from T&D governor at meeting on 27/9/22	
	Regular booking of appropriate training by governors to ensure informed in all areas of responsibility and extension of knowledge base	Regular review of available courses across year	All governors to be responsible for booking courses.	To send course certificates on completion to T&D governor/school office T&D governor to provide update at FGB.	

GB - to ensure that website is an up to record of the school's aims, values and standards and a valuable, informative insight into life at Cobham	Each governor allocated sections of website to review.	3 reviews a year, in Terms 2/4/6.	All governors	Review and report to website manager before FGBs in Term 2,4,6.	
QoE - Governors and leaders are fully conversant in their safeguarding duties and support the school in ensuring there is a high regard of a culture of safeguarding from all stakeholders at Cobham	All governors to have confirmed have read KCSIE Part 1 and 2 and confirmed on Governor hub. All governors to be aware of safeguarding responsibilities throughout all interactions with the school.	30 September 2022	All governors	Governor hub showing complete records. To be feedback and minuted at FGB on 19/10/22	
	Policies linked to safeguarding to be updated	End of term one	Safeguarding governor is part of the process (along with DSL and DDSL.	Verbal report by Safeguarding governor at FGB on 19/10/22	
	SCR is checked by the HT at end of Term 1 to ensure everyone is compliant. Safeguarding governor to ensure process has taken place.	End of term one	Safeguarding governor	Complete SCR - Safeguarding governor to report back at FGB on 19/10/22	
	Safeguarding governor to be involved in discussions as applicable with DSL/DDSL	Throughout the year	Safeguarding governor	Update to FGB throughout the year, where appropriate, by head teacher/ safeguarding governor	
QoE - Governors and leaders hold an ambitious vision for providing a high quality education for all pupils at Cobham	SIP to be presented to governors in September 2022 and reviewed for progress in Terms 2,4 and 6. All governors should be able to articulate the school's main priorities.	Reviewed and discussed in Sept 2022.	All governors	Presented in business meeting on 27/9/22 Discussions in FGB in terms 2,4,6	

		Reviewed alongside performance in Dec 22, Mar 23, Jul 23.			
	Applicable governors to either attend 2 walkthroughs/book reviews across the year with the responsible subject lead or attend a separate session to discuss outcomes with staff member.	3 times per year, as dictated by subject leads schedule	English governor Maths governor SEN governor EYFS governor	Monitoring reports to be completed. Feedback to be provided and minuted in QoE meeting.	
	Foundation subject leads to present to governors at QoE meetings.	3x a year	QoE committee governors	To be minuted in QoE committee meeting minutes and shared with wider board.	
	Results for Reading/Writing/Maths/Foundation Subjects to be presented to QoE meetings and questions raised by governors where applicable.	3x a year	QoE committee governors	To be minuted in QoE committee meeting minutes and shared with wider board.	
QoE - Governors understand the barriers to learning and how different groups of pupils, including disadvantaged and SEND, are able to successfully access the curriculum with good levels of progress seen across these groups.	SEN governor to review the Progress Data for all SEN children at least 2 times during the academic year	2x a year	SEN governor	Feedback to be provided to QoE committee and shared with FGB.	
	SEN governor to attend walkthroughs/feedback meetings with SENCO 2 times a year	3 x a year	SEN governor	Feedback to be provided to QoE committee and shared with FGB.	
	Headteacher to report on PP spending to FGB and effectiveness of the spending.	2x a year once report complete	All governors	To be presented to FGB and pertinent points/discussions minuted.	

	SEN/PP data to be included in the results data presented to the QoE to monitor whether all groups are on track to make at least expected progress (6 points)	3x a year	QoE committee governors	To be minuted in QoE committee meeting minutes and shared with wider board.	
B&A - Governors are confident that behaviour and attitudes are exceptional within a school environment that identifies commonalities, celebrates differences and never tolerates bullying, harassment or violence. Children enjoy coming to school and attendance rates are 98%+.	All governors to attend one assembly a year. Where practical to review the assembly book completed by Year 6 during this time. Additionally, throughout regular monitoring sessions/walkthroughs governors should include reference to behaviour and attitudes as part of their monitoring reports where applicable.	1x at year	All governors	Monitoring reports completed, included within FGB reading packs and pertinent points minuted in FGB minutes.	
	Attendance data to be presented to FGB 3x a year and questions raised by governors as appropriate. Headteacher to update on work done by school and SEEAS regarding any persistent absences.	3x a year	All governors	To be presented by headteacher 3x a year in FGB and minuted in FGB minutes.	
PD - Governors are confident that the school provides all children with experiences 'beyond the curriculum' alongside high quality pastoral support	Chair of Governors to meet with groups of children three times a year to discuss TRUST values and their experiences at Cobham.	3x a year	Chair of Governors	Monitoring reports completed, included within FGB reading packs and pertinent points minuted in FGB minutes.	
	Chair of Governors to attend School Council meetings 2x a year	2x a year	Chair of Governors	Monitoring reports completed, included within FGB reading packs and pertinent points minuted in FGB minutes.	
	Throughout regular monitoring sessions/walkthroughs governors should make a note of evidence of links to TRUST values.	At monitoring sessions	All governors	A note to be included in monitoring reports.	
	Results of pupil survey to be presented to FGB by Headteacher and pertinent questions raised.	1x a year	All governors	To be presented by the head teacher and minuted in FGB minutes.	

	PHSE governor to be appointed and will attend 2 monitoring sessions during the year to review the use of the JIGSAW scheme of work.	2 times per year, as dictated by subject leads schedule	PHSE governor	Monitoring reports to be completed. Feedback to be provided and minuted in QoE meeting.	
	Headteacher to provide update on all activities/experiences provided by the school in Headteacher report and questions raised by governors as appropriate.	Regular reports at FGB. At least 3x a year.	All governors	Headteacher to feedback at FGB. Report and questions to be minuted.	
PD – Governors are confident that well-being across staff, pupils and families continues to be a priority focus of the school	New Well-being Charter to be finalised and presented to FGB	[]	All governors	Headteacher to feedback at FGB. Report and questions to be minuted.	
	Staff well-being continues to be monitored via staff survey and meetings with well-being governor (see below)	1-2x a year	All governors/Well-being governor		
	Headteacher to report to FGB on outcomes of new parent well-being workshops.	As applicable	All governors	Headteacher to feedback at FGB. Report and questions to be minuted.	
	Pupil well-being continues to be a focus. Governing board monitor via pupil survey results, updates from head teacher and their presence throughout the school for monitoring sessions.	Constant	All governors	Headteacher to feedback at FGB. Report and questions to be minuted.	
L&M - Governors provide support to driven, highly motivated and experienced team and ensure that well-being is at the forefront of every action. Personal development is encouraged and continuous development expected.	Staff survey results to be presented to FGB after completion	1 x a year	All governors	Headteacher to feedback at FGB. Report and questions to be minuted.	

	Governors to be updated on training and development of staff 1x a year at FGM	Jul 2023	All governors	To be presented by the head teacher and minuted in FGB minutes.	
	All governors to be mindful to teacher workload and do not place unnecessary demands on time with out of scope requests. Monitoring sessions should be arranged in line with subject leads existing arrangements/in agreement with subject leads.	Constant	All governors		
	Well-being governor to provide an open door opportunity for staff 1-2x a year to meet with governor	1-2 a year	Well-being governor	Discussions to be confidential but broad summary of points to be summarized in monitoring report and presented to FGB	
L&M – Governors ensure that the head teacher is well supported and through the appraisal process challenging yet realistic targets are set.	HTPM to meet with Head twice a year. Once to set goals at start of the year/discuss previous years' performance and once in either Terms 3-4 to discuss how the year is going.				
	All governors to be mindful to head teacher workload and do not place unnecessary demands on time with out of scope requests	Constant	All governors		
L&M – Governors to have confidence in the school's effective management of the budget	Headteacher and finance officer to provide updates in F&B meetings and pertinent questions raised	3x a year	F&B committee governors/All governors	Discussions to be minuted in F&B committee minutes and shared with wider Board.	
L&M – Governors have confidence in the buildings and facilities to provide a safe and secure teaching environment	School manager to provide an update to F&M committee. Any critical issues to be raised to FGB as required.	3x a year	F&B committee governors/All governors	Discussions to be minuted in F&B committee minutes and shared with wider Board.	

	Chair of finance committee to meet with School Manager once a year to discuss the buildings, challenges, health and safety concerns etc	1 x year	F&B chair	Monitoring report prepared and feedback to F&B committee/FGB.	
L&M – Governors to review its own effectiveness	At end of every FGB, governors should consider how effective the meeting has been. Governors should hold themselves/wider board to account to ensure we are all fulfilling statutory duty.	6x a year	All governors	To be discussed and minuted at FGB	
EYFS – Governors know that the EYFS curriculum is coherently planned and sequenced. The team’s knowledge of the EYFS is exceptional and provides firm foundation for children in our care	EYFS Governor to meet EYFS leader in Terms 1,3 and 6 to look at planning and provision in place	3 a year, schedule to be agreed with EYFS lead	EYFS governor	Monitoring reports to be prepared, included in FGB reading packs and pertinent points discussed at FGB	
	EYFS data to presented to governors at QoE meetings to monitor whether 85% of children on track to achieve at least good progress	3x a year	QoE committee governors	To be minuted in QoE committee meeting minutes and shared with wider board.	
EYFS – Governors champion and monitor the teaching of maths and phonics as priorities	EYFS Governor to conduct monitoring at least 3x a year, ensuring coverage of phonics and Maths	3x a year, scheduled to be agreed with EYFS lead	EYFS governor	Monitoring reports to be prepared, included in FGB reading packs and pertinent points discussed at FGB	