Stopsley High School Annual Plan for the Local Governing Body 23-24

The Annual plan will ensure that the Local Governing body is fulfilling its core functions in line with the Middlesex Learning Trust's Scheme of Delegation and that meetings ensure that all statutory and non-statutory business of the governing body is covered for the academic year. To ensure that all governors have oversight of the school, can hold school leaders to account and act as critical friends in ensuring the priorities identified in the school improvement plan are met, we have 3 termly Local Governing Body meetings per year.

Overview of the Trust and Schools Improvement Priorities 2023-24

Trust Improvement Plan Objective 1: For MLT schools to provide a high quality education which enables all students to achieve their best academic; to be safe and happy and fully prepared for the next stage of their lives as mature, confident and successful adults.

School Improvement Plan Objective 1: To provide high quality education where excellent school standards result in all students achieving their best, being safe and happy, and able to progress to become successful adults.

- Priority 1: Continue to review the curriculum in every subject area to ensure that it is coherently planned and sequenced so that it cumulatively builds upon students' knowledge and skills and that it considers pupils' different abilities – with a specific focus on SEND K and EAL students - and is adapted to meet their needs.
- Priority 2: Continue to review the use of data in departments, to ensure effective monitoring and tracking, including the implementation of timely and
- effective intervention is taking place
- Priority 3: To ensure that assessment at KS3 results in staff, students and parents being clear on the areas of strength and development along with accurate data on the progress that students and key groups are making.

School Improvement Plan Objective 2: To develop students' oracy and their literacy skills

- Priority 1: To provide opportunities for students to develop their oracy skills across the curriculum which will develop their cognitive understanding as well as their confidence.
- Priority 2: To develop and promote the use of "high quality talk" in all interactions
- Priority 3: To firmly embed the whole school reading strategy so it happens in every classroom in every subject area.

School Improvement Plan Objective 3: To review the systems and ensure effective procedures are used to promote positive behaviour and excellent attendance resulting in positive culture and excellent outcomes for students.

- Priority 1: To ensure student attendance is at or above 96% and persistent absenteeism is at or lower than the national average.
- Priority 2: To review the systems in place to ensure student circulation is safe and well managed in non classroom areas at all times
- Priority 3: To review the use of tutor time including re-introducing end of the day registration so there is checking in and checking out from tutors
- Priority 4: To actively encourage students to engage with the wide Top Class Community offer
- Priority 5: To review the escalation processes to reduce fixed term suspensions and prevent students from placing themselves at risk of permanent exclusion

Trust Improvement Plan Objective 2: To continue to develop robust systems and mechanisms to further improve overall Trust efficiency and effectiveness

School Improvement Plan Objective 4: To continue to develop our sense of community as a staff body and beyond

- Priority 1: To introduce opportunities for additional social interaction for staff
- Priority 2: To re-introduce culture day as a way to celebrate the diversity in our community

Trust Improvement Plan Objective 3: Implement MLT's People Strategy to address the recruitment and retention challenges and ensure effective staff development and talent management are in place for the MAT and its schools

School Improvement Plan Objective 5: Staff Development

- Priority 1: To further contribute to the development of the middle leaders network across trust schools
- Priority 2: To continue to professionally develop Support Staff
- Priority 3: To provide opportunities for Teaching Assistants

School Improvement Plan Objective 6: To consider how we effectively communicate, consult and engage with parents and carers

- Priority 1: To provide opportunities for parents and carers to meaningfully provide feedback on our SIP

The table below highlights the key actions that we as the Local Governing Body of Stopsley High School will undertake to ensure these priorities are met. It is broadly subdivided into sections to delineate the work according to the core function of the Local Governing Body.

	Focus & Key Actions			
	Core Function 1: Ensuring clarity of vision, ethos and strategic direction	Core Function 2: Holding leaders to account for the educational performance of the school and its pupils, and the performance management of staff	Core function 3: Overseeing the financial performance of the school and making sure its money is well spent	Local Governing body's organisational efficiency, compliance and effectiveness.

Autumn Term	• Review and implement admissions policy and arrangements
	• Review of extended opportunities/educational visits
	• Have oversight of the school's curriculum intent and implementation to ensure it is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning and employment
	• Agree monitoring schedule for governor visits in line with LGB Code of conduct to ensure appropriate level of support, challenge and intervention
	• Publish annual report highlighting the work of the local governing body for the previous year.
		• Evaluate achievements of previous year and review performance data, including GCSE results and OFSTED and FFT dashboards
		• Agree school performance targets including attendance
		• Monitor and scrutinise data on pupil progress, attendance/absence, behaviour, exclusions, SEND, Safeguarding and complaints
		• Review and monitor progress in relation to priorities within the Trust and School Improvement plans and interrogation of data
		• In line with MLT procedures undertake headteacher's performance management
		• Receive report on appraisal process completion and high level outcomes.
		• Review and approve Pupil Premium Action plan
			• Consideration of any changes in Financial Regulations and review Scheme of Financial Delegation
			• Publish details of previous years use of pupil premium and its impact
			• Publish admissions arrangements for autumn of the next year
			• review delivery of school budget to inform understanding of resource and delivery of schools plans, including Pupil Premium Strategy through management accounts, virements and year end forecast at Quarter 2.
			• Update on asset registers / approval of disposals
			• Monitor any areas of non-compliance in relation to external audit accounts.
				• Review and adopt the Scheme of Delegation structure (including terms of reference) and membership
				• Update register of pecuniary interests
				• Review and adopt LGB Code of Practice
				• Review roles and responsibilities of individual governors. Appoint Link Governors for:
				  o SEND
				  o Safeguarding
				  o Finance
				  o Health & Safety
				  o CIAG
				• Establish Pay committee
				• Review and agree meeting and panel memberships (student discipline, staff dismissal & appeals and flexible working requests)
				• Receive report regarding publication of information on school website
				• Monitor compliance of Single Central Register

	Receive report on key risks and review key school risks
	Review and approve policies as per MLT scheme of delegation and agreed schedule
	Read KCSIE and undertake relevant Safeguarding Training

	Focus & Key Actions			
	Core Function 1: Ensuring clarity of vision, ethos and strategic direction	**Core Function 2: Holding leaders to account for the educational performance of the school and its pupils, and the performance management of staff**	**Core function 3: Overseeing the financial performance of the school and making sure its money is well spent**	**Local Governing body's organisational efficiency, compliance and effectiveness.**

Spring Term	• Review and challenge progress of Stopsley High School against its School Improvement Priorities and objectives
	• Receive feedback from Governors on Link Governors' visits and Middle Leader Meetings
	• Review and monitor communication with local stakeholders including parent community and report to Board
		• Review and monitor progress of the School Improvement plan
		• Monitor and interrogate data on:
		  ○ pupil progress
		  ○ attendance/absence
		  ○ behaviour/exclusions
		  ○ SEND,
		  ○ Safeguarding
		  ○ Complaints
		• Receive updates on the Quality of teaching
		• Review effectiveness of Pupil premium action plan to ensure value for money and impact in terms of educational outcomes and narrowing the achievement gap
		• Receive report on safeguarding and review and monitor the schools implementation of safeguarding policies and procedures
		• Receive report on Health and Safety
			• Receive management accounts, virements and year end forecast at Quarter 3.
			• Review contracts in line with scheme of financial delegation
			• Publish admissions appeals timetable
			• Discuss and complete SFVS template and submit by 31st March
			• Review Pupil Premium spend and impact to date
			• Review benchmarking reports
			• Review purchasing decisions for services from external providers/SLA's
			• Monitor Health & Safety
				• Receive impact of Equality Objectives and updated equality information from the Trust
				• Review and approval of key policies as per MLT scheme of delegation and agreed schedule
				• Monitor compliance of Single Central Register
				• Receive report regarding publication of information on school website
				• Review School Prospectus
				• Receive report on key risks and review key school risks

		Receive Report on SEND, Receive Report on CIAG		

	Focus & Key Actions			
	Core Function 1: Ensuring clarity of vision, ethos and strategic direction	**Core Function 2: Holding leaders to account for the educational performance of the school and its pupils, and the performance management of staff**	**Core function 3: Overseeing the financial performance of the school and making sure its money is well spent**	**Local Governing body's organisational efficiency, compliance and effectiveness.**

Summer Term	• Review LGB Aims and vision statement in line with Trust ethos and values
	• Review and challenge progress of the Stopsley High School against its School Improvement Priorities and objectives
	• Start preparing/reviewing the SIP for the next academic year
	• Feedback on Link Governor/Middle Leader meetings
	• Review and approval of key policies as per MLT scheme of delegation and agreed schedule
	• Update on parent voice
	• Update on safeguarding
	• Review progress on updating SIP for forthcoming academic year
		• Review and monitor progress of the School Improvement plan
		• Monitor and interrogate data on:
		  o pupil progress
		  o attendance/absence
		  o behaviour/exclusions
		  o SEND,
		  o Safeguarding
		  o Complaints
		• Review quality of teaching
		• Receive report on safeguarding and review and monitor the schools implementation of safeguarding policies and procedures
		• Receive report on Health and Safety
		• Receive Report on SEND
		• Receive Report on CIAG
		• Receive report on Pupil Premium action plan, spend and impact
			• Review management accounts, virements and year end forecast at Quarter 1.
			• Receive and review budget for the new school year as approved by the Trust Board.
			• Approve the Audited school fund
				• Review and approval of key policies as per MLT scheme of delegation and agreed schedule
				• Conduct self-review of the LGB effectiveness
				• Prepare and publish an annual Report taking account the outcomes of the self-review and including:
				  o The governance arrangements that are in place
				  o The attendance record of individual governors at board meetings;
				  o An assessment of the effectiveness and impact of the board with details of any particular challenges that have arisen
				• Receive report regarding publication of information on school website
				• Monitor compliance of Single Central Register
				• Circulate calendar of meetings
				• Review of skills audit and development plan devised to meet governors' training needs

				● Make recommendations to the board for the appointment of a Chair and Vice-Chair

Policies and Procedures
In line with the policy review schedule approved by the board, the Local Governing Body are responsible for the review and approval of the following policies

Accessibility plan **Admissions** **Anti-Bullying** **Attendance (students)** **Careers Education** **Cover** **Directed Time Budget** **Education Visits** **Exam Contingency Plan** **Fire Evacuation**	**Home School Agreement** **Looked After Children** **Lettings** **Medical** **NEA Assessment** **Positive Behaviour** **Pupil Premium Strategy & Statement** **SEND Information Report** **Suspensions and Permanent Exclusions** **Uniform**

Monitoring Schedule 2023 – 2024*

In line with the LGB Code of practice, the following monitoring activities will be undertaken in the following areas by the nominated Link Governor:

SEND	Review of Action plan and milestones	Governor monitoring visits	SEND link Governor SLT link	Termly
	Review of data/impact of spend	Governor monitoring visits	SEND link Governor SLT link	Termly
		Report to Governors	SEND link Governor	Annually – Summer term
	Impact of spend/interventions	Governor Learning walks - Interviews with students	All Governors	Termly
	Review of SEND Provision	Governor monitoring visits	SEND link Governor	Termly
	Review of SEND Data	Governor monitoring visits	SEND link Governor	Termly
	Impact of SEND provision	Reports to Governors	SEND Link Governor	Annually
		Governor learning walks - Interviews with students	All Governors	Termly
Finance	Financial Expenditure review	Governor monitoring visit	Finance link Governor Business Manager	Termly
		Reports to Governor	Business Manager	
	Income/expenditure returns	Governor monitoring visit	Finance link Governor Business Manager	Termly
		Reports to Governor	Business Manager	
	Budget monitoring	Governor monitoring visits	Finance Governor Business Manager	Termly
		Reports to Governors	Business Manager	
	SFVS	Governor monitoring visit	Finance link Governor Business Manager	Spring 2
		Approval at Full Governing Body mtg	Finance link Governor Business Manager	Spring 2

Safeguarding	Review of Single Central Register	Governor monitoring visits	Safeguarding link Governor SENCO	Termly
	Safeguarding Audit	Governor monitoring visits	Safeguarding link Governor SENCO	Spring Term
	Review of safeguarding policy	Approval at Full Governing Body mtg	All Governors	Spring term
	Safeguarding updates	Report to Governors	Safeguarding link Governor SENCO	Termly
CIAG	Review of CIAG provision/offer	Governor monitoring visit Reports to Governors	CIAG Link governor SLT Link	Termly
	Ensure the school is complying with the statutory guidance	Reports to Governors	Al Governors	Annually
	Impact of CIAG provision	Governor learning walks - Interviews with students	All Governors	Termly
Health and Safety	Workplace Health and Safety Inspection Checklist	Governor monitoring visits	Health & Safety link Governor	Autumn Term
	Review of H&S Action Plan	Governor monitoring visits	Health & Safety link Governor	Termly
		Report to Governors	Health & Safety link Governor	Termly
Risk Register	Review of the risks and their associated risk value from the previous term	SLT Report at Local Governing Body meetings	All Governors	Termly

* Please note this schedule is a working document and therefore may be subject to change as the academic year progresses and the school priorities and actions change.

MEETING/TRUSTWIDE MEETING/TRAINING SCHEDULE 2023-24

Date	Time	Meeting
Autumn Term		
Saturday 30th September	*9.30am*	*Trust wide Governance Conference*
Tuesday 19th September	6pm	MLT Chairs
Monday 2nd October	*6pm (online)*	*Complaints, Suspensions and Exclusions Panels Training*
Thursday 12th October	6pm	Pay Review Committee
Wednesday, 18th October	6pm	Local Governing Body – Business meeting
Spring Term		
Tuesday 16th January	6pm	MLT Chairs
Wednesday 24th January	6pm	Local Governing Body – Business meeting
Wednesday 6th March	6pm	Local Governing Body – Development meeting
Tuesday 19th March	*6pm (online)*	*Understanding School Data/The development of a broad, balanced and ambitious curriculum*
Summer Term		
Tuesday, 23rd April	6pm	MLT Chairs meeting
Tuesday 14th May	*6pm (online)*	*Financial Governance*
Wednesday 12th June	6pm	Local Governing Body – Business meeting
Monday 22nd July	10am	Annual Review