

## Stopsley High School Annual Plan for the Local Governing Body 25-26

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 2025-26

***Trust Improvement Plan Objective 1: For MLT schools To provide a high-quality education which enables all students to achieve their best academically; 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 the implementation of challenge, high expectations and inclusion within the curriculum, and therefore all lessons, so that careful consideration is given to pupils' different abilities – with a specific focus on all FSM, SEND and high prior attaining students
- Priority 2: To further develop routines for explicit instruction through modelling and scaffolding to enhance student understanding and support their transition to independent practice. This will maximise student engagement in their learning, with the aim of eradicating passivity and increasing active participation.
- Priority 3: Continue to implement the 'peer coaching model' to further enhance staff development and foster ongoing collaboration.
- Priority 4: To review and adapt the use of data via SMID and Arbor within departments, alongside exploration of the use of AI tools to monitor, track and put effective interventions in place.

**School Improvement Plan Objective 2: To continue to develop students' oracy and literacy skills across all Key stages inside and outside of lessons.**

- Priority 1: To continue to develop our understanding of disciplinary literacy to support the effective implementation of the curriculum.
- Priority 2: To continue to ensure the Reading strategy is embedded across the school
- Priority 3: To review the use of the phonics programmes alongside the use of Lexia to ensure that it is making a positive difference to the learning of students beyond the programme.
- Priority 4: To plan for and introduce a focus on digital literacy

**School Improvement Plan Objective 3: To continue to review the systems and processes to ensure greater consistency in implementation resulting in positive behaviour, excellent attendance and effective safeguarding**

- Priority 1: To review and update the escalation processes with a focus on early interventions to effect positive change.
- Priority 2: To review and update areas for focus with regards to student circulation so it is safe and well managed at all times and that students are entering their lessons promptly.
- Priority 3: To continue to focus on early identification of potential persistent absenteeism and take effective action to further reduce the number of students in this category to maximise their learning a future potential and improve punctuality to school.
- Priority 4: To review effective systems for communication about students to staff
- Priority 5: To ensure robust safeguarding procedures are fully established and all staff are trained effectively to meet their Keeping Children Safe In Education responsibilities

***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 further develop our sense of community as a staff body and beyond**

- Priority 1: To work with staff and collaborate in order to jointly plan and provide further opportunities for forming connections
- Priority 2: To continue sharing insight into the wide variety of roles held by staff across the school

***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: To consider opportunities to increase flexibility and workstream efficiencies across the school**

- Priority 1: To explore the use of AI and how this can be used to reduce workload across all areas of the school
- Priority 2: To review current school systems in preparation to implement the opportunity for teaching staff to have an allocated double period of PPA time where they can work from home in the academic year 2026-27

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 – Autumn Term

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.
<ul style="list-style-type: none"> <li>● Review and implement admissions policy and arrangements</li> <li>● Review of extended opportunities/educational visits</li> <li>● 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</li> <li>● Agree monitoring schedule for governor visits in line with LGB Code of conduct to ensure appropriate level of support, challenge and intervention</li> <li>● Publish annual report highlighting the work of the local governing body for the previous year.</li> </ul>	<ul style="list-style-type: none"> <li>● Evaluate achievements of previous year and review performance data, including GCSE results and OFSTED and FFT dashboards</li> <li>● Agree school performance targets including attendance</li> <li>● Monitor and scrutinise data on pupil progress, attendance/absence, behaviour, exclusions, SEND, Safeguarding and complaints</li> <li>● Review and monitor progress in relation to priorities within the Trust and School Improvement plans and interrogation of data</li> <li>● In line with MLT procedures undertake headteacher’s performance management</li> <li>● Receive report on appraisal process completion and high level outcomes.</li> <li>● Review and approve Pupil Premium Action plan</li> </ul>	<ul style="list-style-type: none"> <li>● Consideration of any changes in Financial Regulations and review Scheme of Financial Delegation</li> <li>● Publish details of previous years use of pupil premium and its impact</li> <li>● Publish admissions arrangements for autumn of the next year</li> <li>● review delivery of school budget to inform understanding of resource and delivery of school’s plans, including Pupil Premium Strategy through management accounts, virements and year end forecast at Quarter 2.</li> <li>● Update on asset registers / approval of disposals</li> <li>● Monitor any areas of non-compliance in relation to external audit accounts.</li> </ul>	<ul style="list-style-type: none"> <li>● Review and adopt the Scheme of Delegation structure (including terms of reference) and membership</li> <li>● Update register of pecuniary interests</li> <li>● Review and adopt LGB Code of Practice</li> <li>● Review roles and responsibilities of individual governors. Appoint Link Governors for:                         <ul style="list-style-type: none"> <li>○ SEND</li> <li>○ Safeguarding</li> <li>○ Finance</li> <li>○ Health &amp; Safety</li> <li>○ CIAG</li> </ul> </li> <li>● Establish Pay committee</li> <li>● Review and agree meeting and panel memberships (student discipline, staff dismissal &amp; appeals and flexible working requests)</li> <li>● Receive report regarding publication of information on school website</li> <li>● Monitor compliance of Single Central Register</li> <li>● Receive report on key risks and review key school risks</li> <li>● Review and approve policies as per MLT scheme of delegation and agreed schedule</li> <li>● Read KCSIE and undertake relevant Safeguarding Training</li> </ul>

## Focus & Key Actions – Spring Term

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.
<ul style="list-style-type: none"> <li>● Review and challenge progress of Stopsley High School against its School Improvement Priorities and objectives</li> <li>● Receive feedback from Governors on Link Governors’ visits and Middle Leader Meetings</li> <li>● Review and monitor communication with local stakeholders including parent community and report to Board</li> </ul>	<ul style="list-style-type: none"> <li>● Review and monitor progress of the School Improvement plan</li> <li>● Monitor and interrogate data on:                             <ul style="list-style-type: none"> <li>○ pupil progress</li> <li>○ attendance/absence</li> <li>○ behaviour/exclusions</li> <li>○ SEND,</li> <li>○ Safeguarding</li> <li>○ Complaints</li> </ul> </li> <li>● Receive updates on the Quality of teaching</li> <li>● Review effectiveness of Pupil premium action plan to ensure value for money and impact in terms of educational outcomes and narrowing the achievement gap</li> <li>● Receive report on safeguarding and review and monitor the schools implementation of safeguarding policies and procedures</li> <li>● Receive report on Health and Safety</li> <li>● Receive Report on SEND</li> <li>● Receive Report on CIAG</li> </ul>	<ul style="list-style-type: none"> <li>● Receive management accounts, virements and year end forecast at Quarter 3.</li> <li>● Review contracts in line with scheme of financial delegation</li> <li>● Publish admissions appeals timetable</li> <li>● Review Pupil Premium spend and impact to date</li> <li>● Review benchmarking reports</li> <li>● Review purchasing decisions for services from external providers/SLA’s</li> <li>● Monitor Health &amp; Safety</li> </ul>	<ul style="list-style-type: none"> <li>● Receive impact of Equality Objectives and updated equality information from the Trust</li> <li>● Review and approval of key policies as per MLT scheme of delegation and agreed schedule</li> <li>● Monitor compliance of Single Central Register</li> <li>● Receive report regarding publication of information on school website</li> <li>● Review School Prospectus</li> <li>● Receive report on key risks and review key school risks</li> </ul>

## Focus & Key Actions – Summer Term

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.
<ul style="list-style-type: none"> <li>● Review LGB Aims and vision statement in line with Trust ethos and values</li> <li>● Review and challenge progress of the Stopsley High School against its School Improvement Priorities and objectives</li> <li>● Start preparing/reviewing the SIP for the next academic year</li> <li>● Feedback on Link Governor/Middle Leader meetings</li> <li>● Review and approval of key policies as per MLT scheme of delegation and agreed schedule</li> <li>● Update on parent voice</li> <li>● Update on safeguarding</li> <li>● Review progress on updating SIP for forthcoming academic year</li> </ul>	<ul style="list-style-type: none"> <li>● Review and monitor progress of the School Improvement plan</li> <li>● Monitor and interrogate data on:                             <ul style="list-style-type: none"> <li>○ pupil progress</li> <li>○ attendance/absence</li> <li>○ behaviour/exclusions</li> <li>○ SEND,</li> <li>○ Safeguarding</li> <li>○ Complaints</li> </ul> </li> <li>● Review quality of teaching</li> <li>● Receive report on safeguarding and review and monitor the schools implementation of safeguarding policies and procedures</li> <li>● Receive report on Health and Safety</li> <li>● Receive Report on SEND</li> <li>● Receive Report on CIAG</li> <li>● Receive report on Pupil Premium action plan, spend and impact</li> </ul>	<ul style="list-style-type: none"> <li>● Review management accounts, virements and year end forecast at Quarter 1.</li> <li>● Receive and review budget for the new school year as approved by the Trust Board.</li> <li>● Approve the Audited school fund</li> </ul>	<ul style="list-style-type: none"> <li>● Review and approval of key policies as per MLT scheme of delegation and agreed schedule</li> <li>● Conduct self-review of the LGB effectiveness</li> <li>● Prepare and publish an annual Report taking account the outcomes of the self-review and including:                             <ul style="list-style-type: none"> <li>○ The governance arrangements that are in place</li> <li>○ The attendance record of individual governors at board meetings.</li> <li>○ An assessment of the effectiveness and impact of the board with details of any particular challenges that have arisen</li> </ul> </li> <li>● Receive report regarding publication of information on school website</li> <li>● Monitor compliance of Single Central Register</li> <li>● Circulate calendar of meetings</li> <li>● Review of skills audit and development plan devised to meet</li> <li>● governors’ training needs</li> <li>● Make recommendations to the board for the appointment of a Chair and Vice-Chair</li> </ul>

In addition to the annual plan that covers the statutory and non-statutory business of the governing body, following a self-evaluation and analysis of the skills audit, the following priority areas has been identified by the governing body for 25-26.

### Priority Areas

- Continue to engage with stakeholders – Governors to be invited to attend key school events and explore roles at these if appropriate.
- Signpost Governors to sources of relevant training to address needs identified in Effectiveness review.

### 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 Anti-Bullying Attendance (students) Careers Education Cover Directed Time Budget Education Visits Exam Contingency Plan Fire Evacuation Home School Agreement	Lettings Looked After Children Medical NEA Assessment Positive Behaviour Pupil Premium Strategy & Statement SEND Information Report Suspensions and Permanent Exclusions Uniform
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**The school is responsible for creating a review schedule for school-based policies.**

## Monitoring Schedule 2025 – 2026\*

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 & data	Governor monitoring visits	SEND link Governor	Termly
	Impact of SEND provision	Reports to Governor	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	Report to Governors	All 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 2025-26

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Date	Time	Meeting
<b>Autumn Term</b>		
<i>Saturday 27<sup>th</sup> September</i>	<i>9.30am</i>	<i>Trust wide Governance Conference</i>
<i>Tuesday 16<sup>th</sup> September</i>	<i>6pm</i>	<i>MLT Chairs</i>
<i>Wednesday, 15<sup>th</sup> October</i>	<i>6pm</i>	<i>Local Governing Body – Business meeting</i>
<i>Thursday 20<sup>th</sup> November</i>	<i>6pm (online)</i>	<i>MLT Governance Training - Safeguarding Update</i>

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### Spring Term

<i>Tuesday 13<sup>th</sup> January</i>	<i>6pm</i>	<i>MLT Chairs</i>
<i>Wednesday 21<sup>st</sup> January</i>	<i>6pm</i>	<i>Local Governing Body – Business meeting</i>
<i>Wednesday 26<sup>th</sup> February</i>	<i>6pm</i>	<i>LGB – Focussed Business meeting – External Measures (ISDR)</i>
<i>Tuesday 10<sup>th</sup> March</i>	<i>6pm (online)</i>	<i>MLT Governance Training – Education Sector Update</i>

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### Summer Term

<i>Tuesday, 28<sup>th</sup> April</i>	<i>6pm</i>	<i>MLT Chairs meeting</i>
<i>Tuesday 6<sup>th</sup> May</i>	<i>6pm (online)</i>	<i>MLT Governance Training - Financial Governance</i>
<i>Wednesday 10<sup>th</sup> June</i>	<i>6pm</i>	<i>Local Governing Body – Business meeting</i>
<i>Monday 28<sup>th</sup> July</i>	<i>10am</i>	<i>Annual Review</i>

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