

Long Lane Primary Governors' Action Plan for 2025-2026

Term	Autumn	Spring	Summer
Strategy and Compliance	<ul style="list-style-type: none"> Skills Audit to be undertaken, discussed and actioned by whole governing body. Publish LA Admissions arrangements (School Website) Publish up to date governance data and information on the school's website. 		<ul style="list-style-type: none"> Undertake annual strategy review strategy review Review of governance structure to consider relevance and effectiveness for 2025/2026 school year Election of governors to specific posts for the 2025/2026 school year
Accountability	<ul style="list-style-type: none"> Headteacher Performance Management and staff salary review headteacher's performance Review staff appraisal arrangements – subsequent pay review Review safeguarding procedures and arrangements. safeguarding arrangements and procedures Review Pupil Premium and Sports Premium statements for compliance and impact pupil premium PE and sport premium Evaluate pupil outcomes using performance data from previous academic year Review and approve SEND Local Offer special educational needs Report context of the school – numbers on roll, attendance, bullying and behavioural incidents, vulnerable groups figures, Cpoms (safeguarding) data 	<ul style="list-style-type: none"> Receive a report on school website compliance (in line with DFE requirements) DfE publication requirements Review information demonstrating compliance with the Public Sector Equality Duty annually and publish equality objectives at least every four years 	<ul style="list-style-type: none"> Governors to complete GSET Review and discuss contextual report - annual review of pupil exclusions data, pupil attendance data, staff attendance, behaviour and safeguarding pupil exclusions pupil attendance
Financial and Resource Oversight	<ul style="list-style-type: none"> Review of school's financial management versus the budget agreed in Summer Term 2025 (Resources meetings and individual work with SBM/HT) Review Health and Safety/maintenance strategy and plans estates management strategy and plans 	<ul style="list-style-type: none"> Review of school's financial management versus the budget agreed in Summer Term 2024 (Resources meetings and individual work with SBM/HT) Review the 3 year budget forecast Approve the budget for the next financial year budget for the next financial year Complete the SFVS (Schools Financial Values Standard) schools financial value standard Receive and evaluate financial benchmarking data financial benchmarking data Review and agree any changes in staffing structure affecting the budget staffing structure 	<ul style="list-style-type: none"> Review of school's financial management versus the budget agreed in Summer Term 2026 (Resources meetings and individual work with SBM/HT) Ensure that consistent financial reporting (CFR) framework is completed and submitted consistent financial reporting (CFR) framework

Stakeholder Engagement	<ul style="list-style-type: none"> Evaluate communication methods with relevant external stakeholders such as parents, community. Pupil voice – through governor visits (ie, safeguarding/SEND/Behaviour) Conduct parent questionnaire Governor Monitoring Visits (curriculum partners and learning walks), link year groups, regular safeguarding/health and safety/SEND/disadvantaged visits. 	<ul style="list-style-type: none"> Governor Monitoring Visits (curriculum partners and learning walks), link year groups, regular safeguarding/health and safety/SEND/disadvantaged visits. Conduct staff questionnaire Pupil voice – through governor visits (ie, safeguarding/SEND/Behaviour) Receive report in community engagement 	<ul style="list-style-type: none"> Governor Monitoring Visits (curriculum partners and learning walks), link year groups, regular safeguarding/health and safety/SEND/disadvantaged visits. Pupil voice – through governor visits (ie, safeguarding/SEND/Behaviour) Review overall stakeholder feedback stakeholder feedback
Governance procedures and effectiveness	<ul style="list-style-type: none"> Update any declarations of interest in the governing body. Elect any new members of boards, agree committees and responsibilities. Review and agree committee structure, membership and 'Terms of reference' for Resources, Operations committees. Outline any training for new governors or specific training for specialist roles. Agree each link class to governor, specific governor roles Review and adopt the governors code of conduct, action plan and publish governor attendance at meetings (previous year) 	<ul style="list-style-type: none"> Annual review of 'Instrument of government' Arrange an annual appraisal of governance professional 	<ul style="list-style-type: none"> Conduct governing board self-evaluation Review and agree any changes in staffing structure for next year Set meetings and action plan for the next academic year Assign/review link governor roles link governor roles

What do we want to improve?	How will we go about it?	When will it happen and be completed?	What will success look like/ what is the impact ?
To consider the skills and competencies of the school's governing body	Completion of individual skills audit forms to identify skills, competencies and experience to determine where gaps may exist so that these can be addressed through training.	To be undertaken and completed by the end of the Spring Term by SBM. Chair then to arrange appropriate training for governors as requested.	1d. The governing body ensure that all statutory duties are met for the year
To develop appropriate challenge within the governor role	Relevant training to support where challenge is needed. Guide to strategic and operational decisions (Gov body should only be interested in strategic) Specific and clear reporting of challenge within governor meetings through minutes of each meeting	Governors to attend relevant training throughout the year. Minutes to be checked by HT and Chair 3 times per year	1d. The Chair and HT ensure that all statutory duties are met for the year

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To ensure that governor's knowledge of the school is up to date and relevant	Governors to undertake individual learning walks on a regular but ad hoc basis but to ensure that they visit the school twice a year to formally meet with their curriculum partner/linked year group. Governors to comment and challenge updates from HT in all HT reports (3 per year)	Learning walks ad hoc and agreed with SLT in advance to ensure availability of the staff etc. Governor monitoring visits to be undertaken in November and June. HT reports – December, April, July (presented at FGB)	1e. Review and streamlining of governing body structure and programme of work for the year
Ensure that objectives and targets for the school are consistent and flow down from the Headteacher's objectives.	Completion of Headteacher's Performance Management. Ensuring SMART objectives that are then consistent with individual staff objectives and targets for the 2022 -23 year	Initial Performance Management meeting October with a review date agreed in Spring term. SDP plans reviewed regularly through HT reports at FGB meetings	1d. The governing body ensure that all statutory duties are met for the year
Governing body to review its own effectiveness	Completion of the Governor Self-Evaluation Tool (GSET) to enable a frank and honest review of its strengths and weaknesses.	All governors to participate in exercise Spring term 2024	1e. Review and streamlining of governing body structure and programme of work for the year
School's effective management of its budget	CM and resources committee to visit the school to review the budget reports in the school office and ensure effective feedback to the governing body.	CM and resources committee to review budget reports once per month and then to provide verbal feedback to the governors at the following FGB. Any material variances to be identified immediately and fed back to the school for comment and or action as required.	1d. The governing body ensure that all statutory duties are met for the year
Review of current governance arrangements – following completion of GSET and first year (2023-2024) using the new structure	Governance to undertake a formal review of the current governance arrangements to ensure that they are effective and consider how these might be improved further for the 2025/26 year	GSET to be completed in the Summer Term by the whole Governing Body and then following formal review of the outcomes this is to be considered alongside current governance arrangements as part of a broader strategic review for 2023/2024 – Autumn 1 meeting in 2023.	1e. Review and streamlining of governing body structure and programme of work for the year
Election of governors for 2023/2024 and posts for the 2024/2025 year	Governor recruitment will be a focus throughout the school year to ensure that there is the appropriate balance of skills, experience within the governing body and that it remains. A number of roles are likely to change in the next academic year.	Governor vacancies and structure to continue to be a standing agenda item at each FGB so that the pre-emptive action can be taken.	1d. The governing body ensure that all statutory duties are met for the year 1e. Review and streamlining of governing body structure and programme of work for the year

Ongoing Tasks	Governor Meeting
<ul style="list-style-type: none"> Review and approve policies in accordance with your Policy Review Cycle1 - Govs 2022.xlsx Receive Head teacher reports of progress against strategic priorities and the SDP school development plan Receive budget monitoring reports 	All meetings FGB Resources

<ul style="list-style-type: none"> Review and update the school's risk register Conduct governance visits in accordance with the agreed schedule Approve and retain governing board meeting minutes (and make available) Ensure GIAT (Get Information About Schools) and school website are updated with governing board membership Organise induction for new governors 	<p>All meetings</p> <p>FGB</p>
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Safeguarding Governor – Charlotte Maloney
Finance Governor – Charlotte Maloney, Inger
Health & Safety Governor – Neil Timmins

Governor Visits Timetable

Type of Visit	Autumn	Spring	Summer
Statutory visits and checks	<ul style="list-style-type: none"> Safeguarding – SCR check, discussion with HT (DSLs), pupil voice, training audit Health and Safety - internal inspection, CPD discussion, pupil voice Chair and HT fortnightly check ins Finance – pay awarded appraisal, HTPM Performance Management Gov visits to link classes 	<ul style="list-style-type: none"> Safeguarding – SCR check, discussion with staff, learning walk Health and Safety - internal inspection, discussion with caretaker, compliance checks Chair and HT fortnightly check ins Finance – SFVS, new budget and budget end Gov visits to link classes Governor visit monitoring visit day Governor training day 	<ul style="list-style-type: none"> Safeguarding – SCR check, discussion with HT (DSLs), staff survey, pupil voice, safeguarding LA review Health and Safety -access arrangements (updating plan), discussion with school secretary (Coshh/medical procedures) Chair and HT fortnightly check ins Finance - set and manage new budget and succession planning Gov visits to link classes
SDP focus visits – Learning walks	Internal only	<p>Maths focus</p> <p>Behaviour and Attitudes</p>	<p>Maths focus</p> <p>General</p>
Link Year group visits	Y1, Y3, Y5, Y6	FS2, Y2, Y4, Y5	FS2, Y2, Y4, Y6, Y1
<p>Please ensure that you write a report following a visit - Long Lane Primary School Governor Visit Report form.docx</p>			