



## Impact of Governors' Work

(in addition to rolling programme of governor meetings)

Date	Governor	Staff Member	Focus/Purpose	Outcomes/Impact
<b>Autumn Term 2015</b>				
22/9/15	KD	FR & ICT Coord	New website review	Agree initial content, prep of website action plan to update and go live. To find ways to ensure good information available to our stakeholders.
1/10/15	KH	FR	Attend West Berks Leadership Forum	An update on School Improvement Policy, Pay Policy, HT Report to Govs, and Ofsted changes
2/10/15	KH & JK	FR	Headteacher/Chair of Governors meeting	Plans and vision for the school for the forthcoming year
6/10/15	KH	LP	Compilation of case studies following Curriculum Committee meetings	Case studies demonstrate governor challenge in prep for Ofsted
6/10/15	KD	FR	Meeting with builders to discuss progress of work on Junior school building extension	Governors gain an update on work so far and if there is anything that may impact on the completion of the build in October 15
14/10 & 15/10/15	KD, KH, JP, JK, MN	n/a	Attendance at Parent Teacher meetings to gain feedback from parents on what school does well and even better if	Governors talking informally with parents to gain their views on the school – part of 'How do we know?'
16/10/15	KD, KH, SM, AM, PB, JK	FR	<p style="text-align: center;">Governors Day</p> <ol style="list-style-type: none"> <li>1. Meeting with School Improvement Adviser to review draft SDP and how governors can contribute to L&amp;M aspect</li> <li>2. Lunch with Junior children</li> <li>3. Visit classes to view work taking place during British Values week and attend end of day assemblies</li> </ol>	<p>Opportunity for governors to discuss SDP, review feedback from parents, prepare a Governors' Action Plan and review list of school policies.</p> <p>Lunch: Opportunity for gov's to talk informally with chdn about what they like and don't like about the school and to view quality of school food.</p> <p>View work taken place during British Values week, does it support our British Values Statement</p>

5/11/15	MN	FR & KC	Preparation of Annual Safeguarding Report	Carry out an audit of practices, policies in place and training undertaken over the year to ensure the school is complying with DfE guidance on Keeping Children Safe in Education
6/11/15	KH & JK		Meeting with leader of WB Governor Services team – Michelle Blain	How Co-Chair role can effectively operate in leading governance
17/11/15	KH & JK	FR	Meeting with West Berkshire Local Authority representatives on number of admissions to the school – Mark Lewis & Nick Winter	<ul style="list-style-type: none"> <li>Discuss planned admissions number to prevent overcrowding in classes as a result of rise in school's popularity.</li> <li>First of two site walks to assess building suitability.</li> </ul>
23/11/15	KH	FR	Meeting with School's Improvement Adviser Tim Kuhles	Setting of Headteacher targets for academic year
1/12/15	JP & TC		Health & Safety Walk	Site walk to identify any risk areas
4/12/15	KH	FR, NB, AHK	Interview for Inclusion Manager	Governor involvement in staff recruitment
4/12/15	All Governors		PTA Christmas Fayre	Raise the profile of governors with staff and parents
17/12/15	KH	FR	Meeting with WB Head of Education Assets, Mark Lewis	Second meeting to discuss buildings suitability
<b>Spring Term 2016</b>				
12/1/16	Full Governing Body meeting	MH & WY	Staff presentations on Sport in School and Outdoor Learning	<ul style="list-style-type: none"> <li>Keep governors informed on the use of the PE &amp; Sports Grant, afterschool clubs and level of sports participation by children</li> <li>Outdoor learning opportunities for all pupils and development of nursery area</li> </ul>
13/1/16	JP, KH, TC		PREVENT training	Training session with staff on how to identify those vulnerable to possible radicalisation and strategies to prevent terrorism
20/1/16	JP		Observation of end of day parent/child collection arrangements	Monitor school practices and procedures and make any further recommendations
22/1/16 & 28/1/16	KH	FR & NB	Teacher interviews	Governor involvement in staff recruitment
	KH	FR	Meeting with parent	Discuss safeguarding procedures
27/1/16	KH		Leadership	Provide a senior presence in school in the absence of Headteacher & Deputy HT

10/2/16	JP & TC	FR	Meeting with WB Head of Health & Safety, Mike Lindburn	Review of site security and discuss any further recommendations for improvements
1 <sup>st</sup> & 2 <sup>nd</sup> March 16	KH, TC, MN, SM		Attendance at Parent Teacher meetings to gain feedback from parents on introduction of curriculum enhancement activities – music, afterschool clubs	Governors talking informally with parents to gain their views on music and additional afterschool clubs
14/3/16	KH	FR	Junior Music Festival at The Anvil	Supporting the new extended curriculum and being aware of the pupils and parents participation
21/3/16	JK	FR	Meeting with West Berks District Councillor Peter Argyle, Avril Allenby School's Improvement Adviser and representative from Calcot Children's Centre	Ensure that impact on the school is taken into account in decisions made on creating Calcot as a hub for Children's Centres.
<b>Summer Term 2016</b>				
18/4/16	KH		Churchend Academy/Reading Teaching School Alliance meeting with Martin Post, the Regional School's Commissioner	To ensure governors are informed and updated on the implications of becoming an Academy
27/5/16	KH, MN, SM		Attendance at Sports Day	To assess the impact of a sports week on children's participation. One governor engaged children's interest in basketball. Very successful day, well supported by parents and local community.
23/6/16	KH		Parent Teacher evening	Attendance at Parent Teacher meetings to talk informally with parents. Very positive feedback on sports, music and helping your child with reading sessions.
1/7/16	KH, SM, TC		School Festival Day	School choir and orchestra. To witness children's enjoyment of music and arts and witness level of parental support (standing room only in the school hall)
6/7/16			Governors Day	Indepth review and discussion of School Development Plan 16/17 to identify ways governors can support. Meeting with staff.
18/7/16	TC, JK, FR		Planned meeting with WB Early Years School Improvement Adviser Avril Allenby	To formulate proposals to be submitted as part of WB application re delivery of 30 hrs nursery provision.

## On-going throughout the Year

<b>Recruitment</b> KD/PB/KH		FR	Oct/Nov/Jan/March Recruitment for new members of staff Staffing Structure and reporting lines Preparation of business plan for new senior leadership role	To ensure <ol style="list-style-type: none"> <li>1. Staff recruitment is appropriate and fulfils the needs of the school</li> <li>2. Staffing lines of responsibility give clarity on accountability</li> <li>3. Recruitment makes best use of financial resources and supports the needs of pupils</li> <li>4. Delegation of responsibility for leadership team</li> </ol>
	KH & JK	FR	Chair of Governors & Headteacher meetings	Regular informal meeting to discuss any issues that could impact on effective teaching and learning in the school
	KH & JK	FR	Meetings with School Improvement Adviser	To discuss school's overall performance
<b>Training</b>				
Oct	KD		Safer Recruitment online module	To ensure sufficient trained governors in Safeguarding
Nov	AM		Safeguarding session for Governors	Update on Governor responsibility for safeguarding in school
Nov	JK		PREVENT Strategy training session	Government's strategy to counter terrorism and radicalisation
Nov	SM		Data Training for Governors	Academic data schools use to monitor pupil progress and how governors can interpret this to ensure effective pupil progress
Oct & Dec	KH & JK		Ofsted Framework	GB is familiar with the requirements of the new Ofsted inspection framework
Nov, Jan, Feb & April	JK		Leading Governance	Chairs role in leading effective governance
March	TC		Health & Safety Training for Governors	H&S Governor role in monitoring health and safety of the school site
April	KH, TC, SM, PB		Assessment without Levels	A governors guide following the removal of levels