

External Review of Governance conducted by external reviewer, Simon Bissett of Oxfordshire County Council, January – February 2017.

Review method

This review took place at the request of the Governing Body following an Ofsted inspection /recommendation which found the School “Requires Improvement”. It involved the following:

- A half day pre-assessment of minutes and papers of the Governing Body for the past 12 months provided by the clerk.
- Interviews and discussions on 31 January 2017 with four Governors including the Chair of Governors, the Clerk and the Head teacher.

The recommendations were presented to Governors by Simon Bissett at an Extraordinary Full Governing Body Meeting on 7 March 2017. Governors have now drawn up the following action plan to ensure that the Governing Body’s processes are further developed and that all recommendations are carried out and embedded.

Recommendations and action plan

RECOMMENDATION	ACTIONS	DATE BY
More systematic engagement in the school improvement cycle	<p>Individual governors to be linked to specific areas of the post Ofsted action plan with responsibility for these specific areas.</p> <p>Separate Governor Monitoring plan to be established and embedded; Governors to use monitoring information to input further into the School’s improvement plan.</p> <p>All papers for Full Governing Body and Governor Committee meetings to be provided to all Governors 14 days in advance of each meeting to allow Governors an opportunity to review the information and submit written questions to the Clerk, Chair and Head 7 days after receipt of the papers with responses to be received as soon as reasonably practicable thereafter.</p>	<p>Completed 4 January 2017</p> <p>Monitoring plan completed 4 January 2017; embedding is ongoing. Outcome of monitoring to be inputted into Terms 4 and 5 action plan.</p> <p>To be actioned for next FGB on 22 March 2017 with the same timetable being followed for all subsequent meetings.</p>
Review the levels of delegation and terms of reference to facilitate active	Terms of reference to be amended to assign individual governors to	To be completed by 22 March 2017

participation of all Governors in the work of the Governing Body	specific roles and responsibilities, where appropriate. All Governors to actively participate in the work of the Governing Body.	
More systematic monitoring and evaluation of pupil achievement (including pupil groups), quality of learning and the budget	All minutes of meetings to evidence reports received and level of challenge raised by Governors, Governors to proactively seek further information/documents to assist them in their roles.	Ongoing Ongoing
Ensure that the minutes provide an accurate record of the Governing Body's work, including follow up actions, clearly stating a named lead and deadline	All Governors to review critically the minutes from all meetings so that Governor committees can work together to quality assure minutes Clerk to carry out regular checks of minutes of all meetings with a view to ensuring more consistency and accuracy.	Ongoing Ongoing
<p>In addition, Governors will carry out the following actions in order to enhance their own development and further contribute to the school community:</p> <p>(1) Governors to continue to engage with National Governors Association to seek out and implement best practice and training. Governors to attend Governing Body meetings of other schools, including those of West Oxford Partnership schools in order to evaluate how other Governing Bodies approach their work so that processes can be refined further, if appropriate. <i>Ongoing; attendance arranged at partnership school Governing Body meeting on 26 April 2017</i></p> <p>(2) Governors to establish termly surgeries for parents and carers in order to engage further with the school community. <i>Surgeries commencing on 20 March 2017</i></p> <p>This plan will be reviewed in conjunction with an external reviewer in September 2017.</p>		