**Shenfield High School**

**Governance Action Plan**

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| Aspect/  RAG |  | | Progress  2023 | | Progress  2024 | |
| Responsibility | Action Required |  |  |  |  | |
| Governance  Information | SR/  Governance  Professional | Ensure all information on GIAS/Companies House is consistent |  | Completed |  |  | |
| Update & Adopt  New Articles of  Association | SR/  FGB/  Members | Adopt new Articles of Association |  |  |  |  | |
| Members | FGB/  Members | Review current members arrangement in conjunction with adoption of new Articles. Recruit and appoint new members. Consideration by members of how often they meet. Clarification of role of members for all involved in governance. |  | KB to join members as replacement for Leanne Hedden. Further recruitment required. |  |  | |
| Strategic Plan | FGB/HT/SLT | Put in place a 3-5 year strategic plan & mission statement |  | 3 year strategic plan approved at FGB in July 2023 |  |  | | |
| Governance  Professional | HT/  Chair/FGB | Appoint new Governance  Professional |  | Completed  External governance professional services commissioned initally through Juniper. Now replaced by Richard Young with effect from January 2024 |  |  | |
| Governor  Induction  &  onboarding | KB  Training link  JS  Chair | Review onboarding and induction process. |  | Induction Booklet has been updated. |  |  | |
| Governor  Recruitment | FGB/  Diversity link | Develop a recruitment policy that ensures a balance between parents and independent governors from the local community and which takes account of inclusivity & diversity. |  | New external Governor appointed by members in November 2023  Further recruitment  ongoing |  |  | |
| Governor Training | KB  Training link | Continue to build and develop a training programme that supports governors’ professional development and is tailored to their individual needs. Governors have highlighted they need more training on how pay decisions are made, HT performance management including HT welfare , risk management &Data |  |  |  |  | |
| Governor Membership | FGB | Review if CFO should continue as a staff governor |  |  |  |  | |
| Governor  Portal | SR | Replace current document system (Weebly) with new system. Consider system outside Weebly to share information and communicate. |  |  |  |  | |
| Timings  of meetings | FGB/HT/  SLT | Review and align timings of meetings to correspond with data releases and governor availability. Work with HT/SLT to understand what data is needed. |  |  |  |  | |
| Succession  Planning | FGB/Chair | Succession Plans to be put in place. Potential future chairs to undertake development and training to support them in the role for the future |  |  |  |  | |
| Review &  Monitor  Governance  Action  Plan | FGB | The Governance Action plan to be regularly reviewed and updated and progress recorded. All changes implemented should be reviewed and assessed for effectiveness. |  |  |  |  | |
| Distribution of  Leadership | FGB/Chair | Leadership and responsibilities to be further distributed amongst governors so more governors are empowered and to address over reliance on the Chair |  |  |  |  | |
| Risk Evaluation | All Governors/  KB  Training link | Governors to increase and develop their understanding and use of risk evaluation in decision making. |  | Internal training session  Scheduled for Mar 2024 |  |  | |
| Monitoring Visits | FGB | Ensure that observations during monitoring visits are followed up/revisited at future visits or FGB |  | New template for focus visits now used but must ensure follow up and updates brought to FGB/appropriate committee |  |  | |
| Stakeholder Views | FGB/HT/SLT | Governors to consider what information is currently gathered from stakeholders, if it is sufficient and what more would be considered useful |  | Parental survey undertaken in summer term. Further surveys in autumn term 2023 commissioned from staff, students and parents |  |  | |
| Staff Welfare | FGB | Governors to consider how the welfare of staff is monitored and to consider integrating this into the work of a sub-committee |  | This is now a regular item on FGB agendas. Formed part of the summer term governor focus visit |  |  | |
| Develop profile for key governor roles | Current link governors | Develop a profile for key link governor roles with advice and training on how to carry them out |  | Still to be done |  |  | |