

 	Weston St Mary CE Primary Post-OFSTED Governance Action Plan
<p>Priority for Development: P1) Governance</p>	<p>1i) To develop and implement governance systems, processes and actions that ensure informed and effective oversight which in turn results in improved provision and outcomes for pupils</p> <p>1ii) To ensure those responsible for governance have an informed and accurate view of the school's strengths and weaknesses and use this effectively to challenge and support senior leaders as part of accountability processes</p> <p>1iii) To have clear knowledge -supported by evidence- of how additional funding (Pupil Premium, Sports Fund and SEN funding) is spent and the impact this has had to improve outcomes for specific groups of pupils and individuals</p>
<p>Success Criteria:</p>	<p>a) Governors have implemented agreed structures and processes for checking the work of the school. These have been used to identify areas for improvement and then hold leaders to account for addressing them. As a result, outcomes for pupils have improved and pupils have attained their ambitious end of year targets that will result in at least expected progress from key stage starting points <i>(see detailed measures as part of Teaching & Learning Priority and the pupil target sheet which identifies targets for each pupil in school)</i></p> <p>b) Governors have undertaken a wide range of systematic monitoring activities that have enabled them to hold leaders to account and support them in bringing around significant improvements in provision and outcomes</p> <p>c) Governors can clearly identify how the school has improved from Sept 2017 and provide evidence to support the improvements</p> <p>d) For each identified SEND pupil there is clear evidence of the additional support they receive, parent and pupil involvement in planning and reviewing and raised attainment to diminish the difference between the attainment of SEND and non-SEND pupils</p> <p>e) Sports funding has been used to significantly raise age appropriate sporting activity and participation in competitions <i>(see specific measures within Sports Funding plans)</i></p> <p>f) Governors have monitored plans for the spending of Pupil Premium funds and then subsequently monitored the implementation of these plans to ensure they are having the desired impact. For each PP pupil there is clear evidence of raised attainment and good or better progress to close attainment gaps that existed at the start of their key stage</p>

Key Performance Indicators to check progress and impact of priority

Date	Dec 2017	Apr 2018	July 2018
Key Performance Indicator	<ul style="list-style-type: none"> - Interim Local Board (ILB) has been established and the skills of members are used so that governance challenges and supports leaders - Governors have undertaken a wide range of monitoring activities and can provide evidence to support key self-evaluation judgements and improvements in provision and outcomes. - Governors have strategic plans in place that will enable an informed oversight of school's improvements and areas for improvement. They are clear how they will monitor and evaluate the actions planned by leaders - Governors are clear on how additional funding will be spent, desired outcomes and how they will monitor these 	<ul style="list-style-type: none"> - Governors have undertaken further monitoring and evaluation to follow up on areas of weakness identified during Autumn term monitoring and reporting - Governor monitoring shows previous areas for improvement have been addressed following increased accountability - Governors have worked systematically to ensure responsibilities set out in charters have been met - Mid-year assessments identify that PP and SEND pupils have made significant progress and are on track to attain end of year expectations - Governor monitoring has identified the impact of additional funding and linked this to pupil outcomes 	<ul style="list-style-type: none"> - Governors are in agreement with self-evaluation judgements and the evidence from their motoring findings support them - The success criteria above have been met - There are clear plans for a movement from an Interim Local Board to a Local Board
Monitoring activities linked to above (how)	Attendance at ILB meetings, review of minutes and monitoring reports	Attendance at ILB meetings, review of minutes, Signatures of Risk summary report, Y Shaw SEA reports and monitoring reports	Attendance at ILB meetings, review of minutes, Signatures of Risk summary report, monitoring reports, pupil outcomes data reports and reports from Y Shaw SEA
Who and when	SE Dec 2017	SE Apr 2018	SE July 2018

Structure and Organisation of Governance

Priority	Objectives	Tasks/Actions	Lead	Resources	Time-Line	Success Criteria	Monitoring (who and when)	Evaluation (monitoring findings & evidence of impact)
	Recruit sufficient and appropriately skilled members	<ol style="list-style-type: none"> 1) Establish initial membership of ILB 2) Undertake review of skills to identify recruitment needs 3) Recruit new members to board 4) Review skills and actions of ILB 5) Review arrangements to transition from ILB to LB independent of LAAT officers and membership needs 6) Recruit new members to board 	JWD FB AF		Sept 17 Summer 18 Ongoing	<ul style="list-style-type: none"> • ILB has sufficient membership to undertake roles and responsibilities effectively • New members have been recruited to close identified skills gaps • Arrangements for transition from ILB to Local Board clear to all parties 	SE and FB via meetings and minutes Dec 17, Apr 18, July 18	
	Agree terms of reference for each of the 3 areas of governance function	<ol style="list-style-type: none"> 7) Share charters that identify terms of reference for each function area 8) Personalise charters for each of the 3 areas of function 9) Agree approach to organising meetings of ILB to ensure capacity for challenge and accountability 10) Meeting agendas to be informed by charters 11) Charters to inform governor monitoring plans 	JWD FB		Sept 17 Ongoing	<ul style="list-style-type: none"> • Each governance meeting has had clear Terms of Reference and focus • Strategic plan for undertaking all responsibilities has been implemented and followed • ILB monitoring has aligned with governance plans to enable meetings to have been informed by monitoring outcomes 	SE and FB via meetings and minutes Dec 17, Apr 18, July 18	04.12.17 – RE 11, POAP is taking precedent over charters in relation to monitoring.

Agree cycle of meetings and focus of meetings	<p>12) Plan meetings to ensure approach is strategic and sub areas inform Strategy and Oversight function areas</p> <p>13) Set meeting dates for the year to align to assessment cycle within school</p> <p>14) Specific POAP review meeting of ILB takes place each term</p> <p>15) ILB minutes to identify follow up actions and be systematic in approach</p>	JWD AF FB		Autumn 17	<ul style="list-style-type: none"> • Strategy and Oversight governance meetings have been informed by other governance work • Governor scrutiny and evaluation of pupil outcomes has been timely • ILB members have evaluated POAP and hold leaders to account and this has improved provision and outcomes • ILB members have followed up on previous findings to ensure desired improvement had been achieved 	SE and FB via meetings and minutes Dec 17, Apr 18, July 18	
Agree arrangements to enable strategic approach to accountability	<p>16) Agree process for agenda setting of ILB</p> <p>17) Agree arrangements for documentation to be provided to ILB before meetings</p> <p>18) Agree arrangements for the sharing of governor monitoring findings between members of the ILB</p> <p>19) Clarity over roles of EHT, LAAT Governance Officer and Clerk in arrangements above</p>	JWD FB AF		Autumn 17	<ul style="list-style-type: none"> • Agendas ensure all areas of responsibility are covered • ILB members receive appropriate information/ documentation in advance of ILB meetings in order to prepare • ILB members are aware of all ILB monitoring findings and use these when evaluating and holding leaders to account 	SE and FB via meetings and minutes Dec 17, Apr 18, July 18	

Governance: People and Skills

Priority	Objectives	Tasks/Actions	Lead	Resources	Time-Line	Success Criteria	Monitoring (who and when)	Evaluation (monitoring findings & evidence of impact)
	Appoint Chair of ILB and other members	<p>25) Review capacity, skill and knowledge requirements of Chair</p> <p>26) Recruit and appoint members to ensure capacity and expertise as per objective below</p>	JWD FB		Sept 17	<ul style="list-style-type: none"> Effective Chair in place ILB has sufficient skilled members to undertake role 	SE and FB via meetings and minutes Dec 17, Apr 18, July 18	
	Induct new ILB members	<p>27) Create induction packs</p> <p>28) Undertake induction with new members as per LAAT Governor Induction materials</p>	FB/AF AF		Oct 17	<ul style="list-style-type: none"> New ILB members undertaken induction process that provides information required to undertake role 	FB – contact with ILB members Ongoing	
	Undertake audit of skills to inform Governance development	<p>29) Each ILB member to undertake LAAT skills audit</p> <p>30) Audits compiled to inform recruitment, training and the allocation of link roles</p> <p>31) Training plan created and delivered</p>	FB FB/ JWD		Autumn 17 Spring & Summer 18	<ul style="list-style-type: none"> Audit used to inform training activities Follow-up audit in summer shows improvements 	JWD Summer 18	
	Review of capacity of ILB with aim of transition to a Local Board	<p>32) Undertake review of skills and impact of ILB</p> <p>33) Create outline timeline/plans for the transition of ILB to LGB</p> <p>34) LAAT Board to review and approve</p> <p>35) Share requirements of timetable/plans with local members</p>	JWD		Summer 18	<ul style="list-style-type: none"> Review has provided LAAT central team with evidence to inform decisions regarding transfer of ILB to LGB 	LAAT Board Summer 18	

Strategic Leadership

Priority	Objectives	Tasks/Actions	Lead	Resources	Time-Line	Success Criteria	Monitoring (who and when)	Evaluation (monitoring findings & evidence of impact)
	To have clarity over responsibilities identified with Scheme of Delegation and undertake these	<p>36) Review Weston specific Scheme of Delegation (SoD)</p> <p>37) Ensure ILB members and leaders are clear on how they will obtain LAAT decisions or ratification for specific SoD items Finance already returned</p> <p>38) SoD is published on website</p> <p>39) March 2018 review of actions and capacity of leaders to evaluate if any specific items could be delegated back</p> <p>40) Agree any changes to SoD</p> <p>41) Aug 2018 review of actions and capacity of leaders to evaluate if any specific items could be delegated back</p> <p>42) Agree any changes to SoD</p>	<p>JWD</p> <p>FB</p> <p>Clerk</p> <p>JWD</p> <p>FB</p> <p>JWD</p> <p>FB</p>	<p>ILB meeting</p> <p>LAAT central team meeting</p>	<p>Sept 17</p> <p>Oct 17</p> <p>Sept 17</p> <p>March 18</p> <p>Aug 18</p>	<p>• Scheme of Delegation published</p> <p>• Nov 17 and March 18 review identifies where LAAT ratification/decision required it was obtained and SoD followed</p> <p>• SoD referred to in ILB meetings</p> <p>• ILB and Senior Leaders demonstrated (through recommendations made to LAAT for approval) capacity to make decisions that improve school and satisfy responsibilities</p>	<p>SE at ILB meetings and via meetings</p> <p>LAAT Central Team review meetings Dec 17, Apr 18, July 18</p> <p>PT Signatures of Risk evaluations Dec 17, Apr 18, July 18</p>	

To have clear annual plans for governance activities and these be implemented	<p>43) Charters/timetables for each function area are shared and agreed</p> <p>44) Charters inform agendas for different function area meetings of the ILB</p> <p>45) Link Governor visits inform ILB meetings and enable ILB members to understand strengths, areas for development and plans to address these</p>	FB Clerk	ILB meetings 1 day half termly of FB and SE time	Sept 17 to July 18 repeated termly	<ul style="list-style-type: none"> • Clear annual plans have informed ILB meetings and monitoring activity • Actions of ILB have identified strengths and areas for development • Areas for development have been addressed by senior leaders in response to governor monitoring/challenge • Minutes and records identify that ILB members have followed up on previous monitoring and meetings to ensure areas for development have been addressed 	FB - Minutes of ILB meetings FB & JWD - Evidence trails of monitoring visits Dec 17, Apr 18, July 18	
To create and agree Post - OFSTED Action Plan/SDP that brings around rapid improvements and enables ILB to have informed oversight of school	<p>46) ILB to review proposed POAP and offer amendments</p> <p>47) POAP finalised and agreed</p> <p>48) Plans for monitoring of POAP are established</p> <p>49) Monitoring undertaken as per plans</p> <p>50) Specific POAP review meetings of ILB takes place each term</p> <p>51) ILB minutes to identify follow up actions and be systematic in approach</p>	JWD JWD ILB FB		<p>Sept 17</p> <p>Sept 17</p> <p>Oct 17</p> <p>Oct 17 to July 18 repeated termly</p>	<ul style="list-style-type: none"> • Success criteria in POAP/SDP met • Senior leaders have undertaken range of development activities that have had desired impact (with evidence – pupil outcomes, lesson observations, work scrutinies) • ILB monitored PAOP to check milestones and success criteria 	SE at ILB meetings Dec 17, Apr 18, July 18	

	For an ILB member to take specific lead on Risk Management	<p>52) Appoint member to role</p> <p>53) PT to share detail of LAAT Signatures of Risk process and Weston current position with ILB member</p> <p>54) #ILB member to work with EHT to prioritise actions</p> <p>55) #ILB member to summarise to ILB</p> <p>56) #ILB member to follow up planned actions with EHT</p> <p>57) #ILB member to attend all/part of termly Academy Discussion</p>	<p>JWD</p> <p>PT</p> <p>* and AF</p>		<p>Oct 17</p> <p>Oct 17</p> <p># repeat termly between Nov 17 and July 18</p>	<ul style="list-style-type: none"> • LAAT Signature of Risk process used to inform strategic priorities • Areas identified as a 'red risk' have improved (to amber-red, amber-green or green) • Risks identified and addressed to improve provision and outcomes 	<p>PT at Academy Discussions which feed into ILB meetings</p> <p>Dec 17, Apr 18, July 18</p>	
	Agree standardised formats for work of ILB to enable strategic and consistent approach	<p>58) Agree standardised format for ILB meeting minutes</p> <p>59) Agree standardised format for HT reports to ILB</p> <p>60) Agree standardised format for Governor monitoring</p> <p>61) Develop clerking/minutes to ensure they meet DfE 'Clerking Competency Framework'</p> <p>62) Review formats and adapt or train people as appropriate (informed by monitoring of ILB documents)</p>	<p>FB</p> <p>SE FB AF</p> <p>SE FB</p> <p>FB</p> <p>FB</p>		<p>Oct 17</p> <p>Termly Oct 17 to Jul 18</p>	<ul style="list-style-type: none"> • Minutes clear on required actions • Actions have subsequently been followed up to ensure accountability and improvement as a result • HT report has given ILB evidence, enabling accurate evaluations to be made • Evaluations have been used by ILB to set priorities and targets for senior leaders • Priorities and targets have been subsequently followed up by ILB to evaluate effectiveness 	<p>SE and FB to review minutes and visit reports</p> <p>Dec 17</p> <p>Apr 18</p> <p>July 18</p>	

	<p>Communicate with school community to share improvements and build confidence in the school</p>	<p>63) Agree how work of ILB will be shared school community</p> <p>64) Use social media and newsletter to celebrate improvements</p> <p>65) Open morning take place an ILB member attends</p> <p>66) Class newsletter celebrate improvements</p> <p>67) Monthly newsletter identify improvements</p> <p>68) Website has copies of above documents</p>	<p>JWD AF</p> <p>AF RW</p>		<p>Oct 17</p> <p>Ongoing</p>	<ul style="list-style-type: none"> • ILB have shared improvement summaries with local community • Members of school community have been able to identify improvements 	<p>Parental questionnaires to be completed Dec 17 & July 18 and summary and analysis done by FB</p>	
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Accountability to drive improvement

Priority	Objectives	Tasks/Actions	Lead	Resources	Time-Line	Success Criteria	Monitoring (who and when)	Evaluation (monitoring findings & evidence of impact)
	ILB member responsibilities to be clear in terms of expectations and remit	<p>69) Code of Conduct created for ILB</p> <p>70) Shared with ILB members</p> <p>71) Members agree and adopt</p>	FB		Sept 17	<ul style="list-style-type: none"> All ILB members clear on roles & responsibilities and have agreed to them 	FB receive signed copies Autumn 17	
	ILB members to be clear on Governor visit remits and practice	<p>72) Visits policy created for ILB</p> <p>73) Shared with ILB members</p> <p>74) Members agree and adopt</p> <p>75) Governor visits reviewed against agreed policy</p> <p>76) See actions within other priority areas</p>	<p>FB</p> <p>FB/SE</p>		<p>Sept 17</p> <p>Dec 17</p>	<ul style="list-style-type: none"> Visits policy received and adopted by ILB and is being followed Review of visit reports has identified that monitoring holds leaders to account 	<p>FB receive signed copy of policy</p> <p>ILB minutes Dec 17</p>	
	ILB members to use monitoring activities as a tool to support accountability practice	<p>77) Monitoring and evaluating of POAP/SDP</p> <p>78) Signatures of Risk Process</p> <p>79) Safeguarding, HR, Finance, H&S and Governance compliance actions/process</p> <p>See detail within Compliance and Structure and Organisation priorities</p>	Central team		<p>Dec 17</p> <p>April 18</p> <p>July 18</p>	<ul style="list-style-type: none"> Compliance aspects of the plan have been met 	<p>JWD</p> <p>Dec 17, Apr 18, July 18</p>	

	EHT/HoS reporting provides ILB with clear, evidence based impact information and evaluations	<p>80) Agree HT report format</p> <p>81) Agree timings and protocols for S&O meeting so all work of ILB can be brought together</p> <p>82) Agree how EHT/HoS will report on progress of POAP/SDP and ILB meeting arrangements for this</p> <p>83) Clear allocation of which elements sit with either EHT or HoS</p> <p>84) ILB to review information provided to them and identify any changes that would enable them to be more effective</p>	AF/RW	Leadership time	<p>Sept 17</p> <p>Autumn 2</p> <p>Dec 17 & ongoing</p>	<ul style="list-style-type: none"> Information provided by EHT/HoS has enabled ILB to identify priorities for improvement Evidence has supported/shown improvements in provision and outcomes 	<p>SE and JWD at ILB meetings and via documents provided</p> <p>Dec 17, Apr 18, July 18</p>	
	Have clear and consistent language, systems and formats for reporting pupil outcomes	<p>85) EHT and HoS to work with SEA to create these</p> <p>86) Share with ILB and offer training on their interpretation and analysis and then their obtain feedback and adapt in response</p> <p>87) All pupil outcomes reporting to use agreed formats</p> <p>88) Specific materials to show attainment and progress of SEND pupil working below ARE</p>	<p>SE/YS</p> <p>SE/AF</p> <p>AF</p> <p>AF</p>	<p>SEA time</p> <p>Purchase of specialist resources</p>	Autumn 17	<ul style="list-style-type: none"> Information has been provided to ILB using consistent format and systems to enable like for like comparison over time ILB have used the information to identify areas of improvement and those that still need improvement 	<p>SE and JWD at ILB meetings and via documents provided</p> <p>Dec 17, Apr 18, July 18</p>	

	Establish and implement appraisal procedures	<p>89) Adopt LAAT policy</p> <p>90) Establish and confirm appraisal arrangements for EHT and HoS</p> <p>91) Clarity over who has responsibilities for monitoring and evaluation and links to pay decisions</p> <p>92) Ensure all other staff have appropriate appraisal statements and support to achieve these</p> <p>93) Undertake mid year reviews</p> <p>94) Undertake end of year reviews</p> <p>95) EHT to report ILB on appraisal process and make recommendations as per policy</p>	<p>AF</p> <p>PT</p> <p>PT/JWD</p> <p>AF/RW</p> <p>AF</p> <p>AF</p> <p>AF</p>		<p>Autumn 17</p> <p>Ongoing</p>	<ul style="list-style-type: none"> Appraisal procedures implemented correctly and have been used to increase levels of accountability School improvement priorities are supported by appraisal process 	<p>PT via Academy Discussions in Dec 17, Apr 18, July 18</p>	
	To ensure Pupil Premium funding improves outcomes for eligible pupils	<p>96) Link ILB member has reviewed plans and is clear on how funds will be spent</p> <p>97) Link ILB member ensures plans are published on website</p> <p>98) Link ILB member attends Pupil Progress meetings or visits to see summary of these. During visit they also get shown evidence of plans in action</p> <p>99) Link ILB member analyses pupil outcomes to see impact of spend on each PP child</p>	<p>Oct 17</p> <p>Oct 17</p> <p>Dec 17</p> <p>Feb and Jul 18</p>		<p>Autumn 17</p> <p>Spring and Summer 18</p>	<ul style="list-style-type: none"> Plans are in place and an ILB member has checked these against funds allocated Progress of PP pupils is at least that expected and they are on track to attain ambitious end of year targets Progress of PP pupils is at least that expected and they have attained ambitious end of year targets 	<p>YS October 17 via SEA visit</p> <p>YS Feb 18 via SEA visit</p> <p>YS October July 18 via SEA visit</p>	

	To ensure Sports funding results in increased levels of activity and competition	<p>100) Link ILB member has reviewed plans and is clear on how funds will be spent</p> <p>101) Link ILB member ensures plans are published on website</p> <p>102) Link ILB member visits to see evidence of plans in action and reviews levels of activity and competition as per plan intentions</p> <p>103) Link ILB receives report on end of year activity and competition levels/rates</p>	<p>Oct 17</p> <p>Oct 17</p> <p>Dec 17</p> <p>Feb and Jul 18</p>		<p>Autumn 17</p> <p>Spring and Summer 18</p>	<ul style="list-style-type: none"> Plans are in place and an ILB member has checked these against funds allocated ILB member has seen evidence of planned actions being delivered and school on track to attain sport funding plan targets Intended outcomes for sport funding have been met and evidence seen by ILB member 	<p>YS October 17 via SEA visit</p> <p>YS Feb 18 via SEA visit</p> <p>YS October July 18 via SEA visit</p>	04.12.17 – JWD appointed as link ILB member
	To ensure SEND funding results in needs being met and at least expected progress for eligible pupils	<p>104) Link ILB member has reviewed plans and is clear on how funds will be spent</p> <p>105) Link ILB member visits to ensure there are clear support plans for SEND pupils, detailed personal assessment has been made, there is evidence of progress in work and SEND tracking information</p> <p>106) Link ILB member visits school to attend a SEND open morning session and see parent and pupil involvement in target setting and review</p> <p>107) Link ILB member analyses pupil outcomes to see impact of support for each SEND child</p>	<p>Oct 17</p> <p>Oct 17</p> <p>Aut 17</p> <p>Feb and Jul 18</p>		<p>Autumn 17</p> <p>Spring and Summer 18</p>	<ul style="list-style-type: none"> Plans are in place and an ILB member has checked these against funds allocated Progress of SEND pupils is at least that expected and they are on track to attain ambitious end of year targets Progress of SEND pupils is at least that expected and they have attained ambitious end of year targets 	<p>YS October 17 via SEA visit</p> <p>YS Feb 18 via SEA visit</p> <p>YS October July 18 via SEA visit</p>	

Compliance

Priority	Objectives	Tasks/Actions	Lead	Resources	Time-Line	Success Criteria	Monitoring (who and when)	Evaluation (monitoring findings & evidence of impact)
	To ensure safeguarding responsibilities and duties are met	<p>108) ILB member, EHT and HoS to undertake LCSB audit with independent reviewer</p> <p>109) ILB member to report key findings back to ILB</p> <p>110) ILB member and EHT/HoS create work plan in response to findings</p> <p>111) ILB member to monitor implementation of work plan and see evidence of practice</p> <p>112) ILB member to undertake safeguarding monitoring visits as per charters using LAAT support materials</p>	YS AF JWD		Aut 17 Spr 17 Spr 17	<ul style="list-style-type: none"> LSCB audit informs evaluation and ensures compliance ILB member monitoring has resulted in improvements to Safeguarding practice Governance responsibilities in relation to Safeguarding have been satisfied Work of the school ensures pupils are safeguarded from risk 	YS – via LCSB audit SE- via ILB meetings	

	To ensure governance responsibilities and duties are met	<p>113) FB to review website compliance and identify any required actions</p> <p>114) FB to lead work to make website compliant</p> <p>115) FB to report to ILB on compliance</p> <p>116) FB to review all actions taken in respect to governor registration, vetting and conflict declarations</p> <p>117) FB to review minutes from meetings of ILB against DfE 'Clerking Competency Framework' and to ensure they enable systematic and detailed governance and compliance review by the ILB</p> <p>118) FB to provide any required CPD to clerk</p>	FB		Ongoing	<ul style="list-style-type: none"> All statutory responsibilities and requirements are being met High quality minutes and records are representative of discussions and enable ILB to hold themselves and senior leaders to account (e.g. through follow-up actions) 	JWD to receive ongoing reports from FB		
	To ensure finance responsibilities and duties are met	<p>119) LAAT central finance team to review financial compliance</p> <p>120) LAAT central finance team to report to ILB and identify areas of strength and weakness. Finance delegation returned to ILB</p> <p>121) SBM to create work plan in response to findings</p> <p>122) ILB member to follow up on review and understand evaluations made with financial elements of LAAT Signatures of Risk review summary</p> <p>123) ILB to follow charters for FB&P function area to ensure financial responsibilities and duties are met</p>	LH		Dec 17	<ul style="list-style-type: none"> Report been sent to ILB on required actions 	JWD: LAAT central team to review this by October half term.	Financial delegation returned to the school	
			LH		Dec 17	<ul style="list-style-type: none"> ILB have ensured there are clear plans to address required actions. Ensured that budgets for future years allow for sustainability of the school. 	JWD via Finance Team review of actions taken		
			ML		Dec 17				
			ILB		Dec 17	<ul style="list-style-type: none"> ILB have reviewed further evidence to ensure continued improvement 	FB to monitor agendas and minutes		
			ILB		Dec 17	<ul style="list-style-type: none"> Ensure that charters are included within the appropriate meeting agendas. 			

	To ensure Health & Safety responsibilities and duties are met	<p>124) AJG on behalf of LAAT to review H&S compliance and arrangements</p> <p>125) ILB member to visit school to understand AJG report and plans to respond to it</p> <p>126) ILB member to report to ILB and identify areas of strength and weakness.</p> <p>127) ILB member to undertake follow up review of H&S compliance and arrangements and report to ILB</p> <p>128) ILB member to understand evaluations made within Premises/H&S elements of LAAT Signatures of Risk review summary</p> <p>129) ILB to follow charters for FB&P function area to ensure H&S responsibilities and duties are met</p>	JWD	<p>Sept 17</p> <p>Oct 17</p> <p>Jan 18</p> <p>Spring 18</p> <p>Ongoing</p>		<ul style="list-style-type: none"> • All high priority actions identified in AJG report have been addressed swiftly • Health & Safety legal requirements are met • Environment is safe for the whole school community 	<p>JWD via AJG reports to LAAT</p> <p>Ongoing</p>	
	To ensure HR/employment responsibilities and duties are met	<p>130) LAAT HR team to review HR compliance and arrangements</p> <p>131) LAAT HR team to provide summaries of findings to ILB</p> <p>132) SBM and EHT to create work plan to respond to HR reviews</p> <p>133) LAAT HR team to undertake follow up review of HR compliance and arrangements and to provide summary of findings to ILB</p> <p>134) ILB member to understand evaluations made within HR elements of LAAT Signatures of Risk review summary</p> <p>135) ILB to follow charters for FB&P function area to ensure HR responsibilities and duties are met</p>	CS JWD	<p>Sept/Oct 17</p> <p>Oct 17</p> <p>Dec 17</p> <p>Spring 18</p> <p>Ongoing</p>		<ul style="list-style-type: none"> • All high priority actions identified in the HR compliance review have been addressed swiftly • All policies and procedures have been implemented and are being followed • Signature of risk scores reduced 	<p>JWD via reports from LAAT HR team</p>	