



**ST VINCENT'S CATHOLIC PRIMARY SCHOOL**  
**DEVELOPMENT PLAN FOR GOVERNING BODY 2023-2024**

AREA OF DEVELOPMENT	KEY ACTIONS	BY WHEN	BY WHOM	SUCCESS CRITERIA
<b>Ensure that the strategic direction and Catholic ethos of the school is clear and at the centre of discussions</b>	<ul style="list-style-type: none"><li>• Committees will use a range of self-evaluation information and external evaluation to gain a clear view of the school.</li><li>• Governor visits to school will ensure all focus areas are monitored.</li></ul>	Termly	All governors	<ul style="list-style-type: none"><li>• Governors have a good understanding of the strengths, weaknesses, opportunities and threats facing the school and will be well placed to fulfil their role in setting the strategic direction of the school.</li></ul>
<b>Review staffing structure of school</b>	Continue to monitor staffing structure and review any changes that can be made	Spring Term	All governors	<ul style="list-style-type: none"><li>• A staffing structure that is affordable and meets the needs of the school.</li></ul>
<b>Ensure the governing body has the right skills, experience, qualities and capacity.</b>	<ul style="list-style-type: none"><li>• Skills audit and governor review meetings with Chair.</li><li>• Governors to produce pen portraits to be put on school website.</li><li>• Match skills and experience to roles and responsibilities</li></ul>	As new governors join.	New governors	<ul style="list-style-type: none"><li>• A governing body with a good range of skills and expertise to support all areas of school improvement.</li><li>• Parents and the community will have a better understanding of who the governors are and what skills and expertise they bring to the governing body.</li></ul>
<b>Ensure committees drive improvements and reinforce the clearly defined roles and responsibilities</b>	<ul style="list-style-type: none"><li>• Governor handbook produced and will contain, clear terms of reference, committee membership, roles and responsibilities</li></ul>	Reviewed annually	Chair of governors	<ul style="list-style-type: none"><li>• All governors will have a point of reference.</li><li>• Information in handbook will support new governor induction.</li><li>• Clear protocol for visits and code of conduct.</li><li>• Notes of visits will monitor and inform school improvement.</li></ul>

<b>Monitor and improve the quality and impact of governance.</b>	<ul style="list-style-type: none"> <li>• Governor review meetings. One to one discussions between Chair and individual governors</li> <li>• 360 degree review of Chair of Governors.</li> </ul>	Annually Summer term	Chair of governors	<ul style="list-style-type: none"> <li>• Work of individual governors is recognised and celebrated.</li> <li>• Governors have the opportunity to comment on the effectiveness of the Chair in leading the governing body.</li> </ul>
<b>Monitor the wellbeing of Headteacher and all staff.</b>	<ul style="list-style-type: none"> <li>• Set up a wellbeing committee as required to respond to questionnaires / staff feedback</li> </ul> <p>Ensure HT and staff wellbeing is an agenda item at meetings</p>	Termly	Nominated governors and Cof G	<ul style="list-style-type: none"> <li>• Staff feel valued and cared for</li> <li>• Staff absences are low</li> <li>• Staff are happy to come to work at St Vincent's and feel they are listened to (evidenced in surveys.)</li> </ul>
<b>Comply with statutory and contractual responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure governor information on the school website is fully compliant with statutory guidance.</li> <li>• Ensure policies are regularly reviewed and implemented.</li> <li>• Ensure all statutory and contractual responsibilities are completed.</li> </ul>	Ongoing	HT /admin. and govs	<ul style="list-style-type: none"> <li>• Website is compliant and a useful tool for parents and governors.</li> <li>• Rolling programme of when policies need reviewing and updating.</li> <li>• Well prepared for any external evaluations and audits.</li> <li>• Legally compliant.</li> </ul>