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| **Management Committee Development Plan 2018/19** **North West Kent Alternative Provision Service****To develop high levels of school governance in order to provide appropriate support and challenge.**  |

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| **Evidence base and SEF reference:** **Management Commmittee members are kept well informed about the outcomes of school-based monitoring. The committee meet regularly and receive reports from the Headteacher on pupil achievement and the schools’ performance and progress against SDP priorities. The Management Committee triangulates the report information by visiting school and talking to staff, parents and children.**  |

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|  **Strategic Targets:** 1. **To develop effective governance**
2. **To monitor processes and procedures which ensure the safety and safeguarding of all pupils**
3. **To ensure that members have access to clear information to effectively support and challenge the school to further improve the quality of teaching and learning**
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|  **Objectives**  |

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| **Action or Activity Planned****(What will be done?)**  |

 | **Who** | **Timescale** | **Impact****Success Outcomes** |
| Source & Select suitable members to fill Member Vacancies | * Communicate/advertise vacancies
* Recruit to vacancies.
 | MC ChairMC Members | July 2018September 2018 | Two members recruitedStart September 2018 Community Vacancy Re-advertised September 2018 |
| Source & Select suitable governors to fill staff vacancies & parental vacancy | * Advertise vacancies to staff. Collate expressions of interest. Present nominees to Management Committee.
* Select & provide induction/training
 | MC Chair | May 2018July 2018 Sept 2018 | Two staff members recruited Parental Vacancy re-advertised Sept 2018 |
| Delegation of Governor responsibilities | * Collate and discuss Members’ skills audit
* Agree delegated responsibilities for 2018 2019
* Agree & Distribute Annual Plan for Governance visits
 | MC ChairAll MembersMC Chair | September 2018September 2018September 2018 | MC Meeting Sept 18 – CompleteMC Meeting Sept 18 – CompleteTerm 1 Governance Plan CompleteAnnual Schedule End of T1 |
| Performance Management | * Ensure rigour in the performance management of staff
 | Pay Committee | Term 1Term 4 | Complete |
| Student Well Being- Reintegration  | * Monitor the effectiveness of processes to track and support the re-integration of pupils
 | MC Member (CJ) | Term 1Term 4 | Complete |
| Monitor the effectiveness of Teaching & Learning | * Monitor, evaluate and challenge the quality of data being used through accurate assessment of starting points
 | MC Member(KM) | Term 1 MonitoringTerm 3 MonitoringTerm 6 Monitoring | Complete |
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|  **Objectives**  |

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| **Action or Activity Planned****(What will be done?)**  |

 | **Who** | **Timescale** | **Impact****Success Outcomes** |
| Monitor the effectiveness of Teaching & Learning | * Quality assure the appropriateness and accuracy of baseline assessments.
 | MC Member(KM) | Term 1 | Complete |
| Monitor the effectiveness of Teaching & Learning, Behaviour & Well Being | * Observe and monitor the consistency in the application of school policy, such as the marking and behaviour policies.
 | MC Member(MM) | Term 2Term 4Term 6 |  |
| Monitor the effectiveness of Teaching & Learning | * Challenge the aspiration for academic expectations in lessons Observe and quality assure that the work in lessons reflects the abilities of the pupils, especially the most able. Monitor the progress that all students make across all subjects.
 | MC Members(CN & KM) | Term 2Term 4 |  |
| Quality Assure the accuracy of School Evaluation - QTLA | * Triangulate the Head Teacher’s judgement of the Quality of Teaching through joint lesson observations
 | MC Members (CN & KM) | Term 2Term 4 |  |
| Safeguarding & Health & Safety | * Continue to challenge school leaders in their approach to safeguarding and health & safety
 | MC Chair (NW) & MC Member (OK) | Term 1Term 3Term 5 | Complete |
| Monitor the opportunities for students to personally develop, improve their behaviour and their well being | * Ensure that Spiritual, Moral, Social and cultural education and PSHE delivery is at the core of curriculum plans.
 | MC Member | Term 2 |  |
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|  **Objectives**  |

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| **Action or Activity Planned****(What will be done?)**  |

 | **Who** | **Timescale** | **Impact****Success Outcomes** |
| Resources | * Monitor the curriculum appropriateness and resources. Ensure that the Head Teacher provides a wealth of opportunity so that all pupils have clear understanding of onward routes and successful destination outcomes
 | MC Member (MB) | Term 1Term 3 |  |
| Finance & Resources | * Support the Head Teacher to ensure the quality of the local authority buildings allocated to the school
 | MC Chair& MC Members | On-Going |  |
| Finance | * Monitor school finances. Ensure that the Head Teacher is appropriately allocating budgets to improve the quality of the service to include appropriate staff CPD, buildings and student resources.
 | MC Member | Term 1Term 3Term 4 | Complete |

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| **Delegated Responsibilities** | **Detail**  | **Monitored by** | **Position** | **Frequency** |
| **Health & Safety** | Site VisitsCompliance Audit | Natalie Willbourn & All Members | MC Chair | Every Term |
| **Safeguarding** | SCR, Safeguarding Processes & Procedures. Recruitment & HR | Odette Kelham | MC Member | 3 x Per Year  |
| **Quality of Teaching, Learning & Assessment** | Assessment & Tracking | Kitty Marlborough | MC Deputy Chair | 2 x Per Year |
| **Quality of Teaching, Learning & Assessment** | Triangulation of Lesson Observations & Formative Feedback | Kitty Marlborough Chris Norwood  | MC Deputy ChairMC Member | 2 x Per year |
| **Personal Development, Behaviour & Well Being** | Attendance, Reintegration, Destinations | Chris Jackson | MC Member | 2 x Per Year |
| **Personal Development, Behaviour & Well Being** | SEND & InterventionsBehaviour | Vacancy – New Member | MC Member | 2 x Per Year |
| **Finance** | Budget PlanningBudget MonitoringPay | Michael Blanning | MC Member  | 4 x Per Year  |
| **Provision Overview** | Site VisitsOperational Audit – All Areas | Malcolm Mowbray | MC Member | 1 x Per Year – All Sites |
| **Pay Committee** | Policy & ProcedureAnnual Pay ReviewMonitoring Performance Management | Michael BlanningChris NorwoodNatalie Willbourn | MC Members | 2 x Per Year |