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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.** | |
| |  | | --- | | **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.** | |
| |  | | --- | | **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** | | |  | | --- | | **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 Chair  MC Members | July 2018  September 2018 | Two members recruited  Start 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 2018  July 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 Chair  All Members  MC Chair | September 2018  September 2018  September 2018 | MC Meeting Sept 18 – Complete  MC Meeting Sept 18 – Complete  Term 1 Governance Plan Complete  Annual Schedule End of T1 |
| Performance Management | * Ensure rigour in the performance management of staff | Pay Committee | Term 1  Term 4 | Complete |
| Student Well Being- Reintegration | * Monitor the effectiveness of processes to track and support the re-integration of pupils | MC Member (CJ) | Term 1  Term 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 Monitoring  Term 3 Monitoring  Term 6 Monitoring | Complete |
| |  | | --- | | **Objectives** | | |  | | --- | | **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 2  Term 4  Term 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 2  Term 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 2  Term 4 |  |
| Safeguarding & Health & Safety | * Continue to challenge school leaders in their approach to safeguarding and health & safety | MC Chair (NW) & MC Member (OK) | Term 1  Term 3  Term 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 |  |
| |  | | --- | | **Objectives** | | |  | | --- | | **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 1  Term 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 1  Term 3  Term 4 | Complete |

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| **Delegated Responsibilities** | **Detail** | **Monitored by** | **Position** | **Frequency** |
| **Health & Safety** | Site Visits  Compliance 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 Chair  MC 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 & Interventions  Behaviour | Vacancy – New Member | MC Member | 2 x Per Year |
| **Finance** | Budget Planning  Budget Monitoring  Pay | Michael Blanning | MC Member | 4 x Per Year |
| **Provision Overview** | Site Visits  Operational Audit – All Areas | Malcolm Mowbray | MC Member | 1 x Per Year – All Sites |
| **Pay Committee** | Policy & Procedure  Annual Pay Review  Monitoring Performance Management | Michael Blanning  Chris Norwood  Natalie Willbourn | MC Members | 2 x Per Year |