



Sandiway  
Primary School



## LAB DEVELOPMENT ACTION PLAN 2023-2024

### Context

January 2023 saw us welcome our new Headteacher, Mrs Debbie Bertram. Ofsted followed just 9 days later and although not unexpected, the overall grading of RI means that there is much to do over the coming 12-24 months. Significant progress has already been made resulting in us starting the 2023 Academic Year with an SDP focussed on the key areas for improvement and robust Management and Monitoring systems in place.

As a LAB we need to focus on developing the team having unexpectedly lost a couple of members. It is vital that we get the right people in the right roles, providing the training, development and support to ensure rigour within the monitoring process.

This plan outlines our main aims and objectives for the coming year.

Progress last updated: 24/01/2024 by EZ

### AIM: To be an effective Local Academy Board

| OBJECTIVES                               | ACTION   | SUCCESS CRITERIA  | PROGRESS   |
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| Know the skills available within the LAB | <ul style="list-style-type: none"><li>Each member to complete NGA skills profile on Trust Governor website</li><li>Undertake the NGA Governance Review as a team</li></ul> | LAB Members will have a role in an area that is best fit with their skills and any areas in which additional support is needed are recruited for. | LAB Member profiles -<br><br>LAB team Governance Review completed May 2023 results on Governor Hub<br><br>Recruitment underway for additional 2 co-opted |



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|   |  |  | members as no member has background/experience within Education – QofE and SEND Links required.   |
| Ensure all LAB Members fully understand their roles and statutory responsibilities                          | <ul style="list-style-type: none"><li>Each member to have completed the Create Learning Trust Induction pack</li></ul>   | LAB members have a clear understanding of their role and responsibilities  | 19 <sup>th</sup> September 23 unclerked meeting used to assign Link Roles. Small team means members are each covering a number of areas, should be addressed through recruitment. |
| All LAB members have undertaken relevant training and are continually developing their skills and knowledge | <ul style="list-style-type: none"><li>Each LAB member to complete mandatory Safeguarding and PREVENT training annually</li><li>Each LAB member to complete the 8 NGA Core Modules on Learning Link and any additional modules pertinent to their role</li><li>Team training to take place around Shaping Governance and any other areas identified as a group need</li></ul> | LAB members will feel supported in their roles and have the confidence to deliver their link role appropriately.<br>The LAB will operate as a cohesive unit implementing a robust monitoring system. | Some members still to complete the 8 core modules.<br><br>A move in October 2023 to using Governor Hub will assist with training as access to The Key is also provided.           |



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| Utilise best / good practice from other sources   | <ul style="list-style-type: none"><li>LAB members will look to link with experienced LAB members of the other schools within the Trust</li><li>NGA and CWaC governor newsletters, webinars and conferences to be utilised</li></ul> | Good practice is explored and utilised where relevant                     | LAB Chair Meetings taking place termly. Resulting action is to look at the possibility of linking all governors for mentoring, support and best practice sharing. |
| Continuous development of the LAB with clear identification of where improvements are required and robust succession plan in place. | <ul style="list-style-type: none"><li>Termly review meetings with Chair, Vice Chair and Committee leads</li><li>Impact report produced</li></ul>  | An effectively led LAB with a clear direction for performance improvement | Robust succession planning to be put in place alongside recruitment.  |

**AIM: To undertake the LAB work with clear vision, ethos and strategy**

| OBJECTIVES  | ACTION   | SUCCESS CRITERIA   | PROGRESS   |
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| Ensure that the vision and ethos of the school are at the heart of what we do                   | <ul style="list-style-type: none"><li>All LAB members to spend time in school to see what the vision and ethos looks like in practice.</li><li>Link reports to evidence activity reflecting the vision and ethos</li></ul> | All LAB members able to accurately reflect on how the school activities demonstrate a commitment to the vision and ethos | Link Reports produced for 6 Nov 2023 clerked meeting<br>Link reports produced for 6 Feb 2024 Meeting |
| Ensure the priorities in the School Development Plan support the vision and ethos of the school | <ul style="list-style-type: none"><li>LAB members to be actively involved in the writing and development of the School</li></ul>   | The outcomes in the School Development Plan will have been delivered and made a positive                                 | Updated SDP formally approved at 1 <sup>st</sup> clerked meeting on 06/11/23.                        |



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|   | <p>Self Evaluation Summary and the School Development Plan</p> <ul style="list-style-type: none"><li>• LAB to approve the SDP and carry out interim reviews and end of year evaluation</li><li>• Termly link reports to demonstrate evidenced based monitoring has been carried out ensuring compliance and effective delivery of the SDP</li></ul>                                   | <p>impact on the lives of the children.</p>   | <p>Management 'Grand Plan' and monitoring plans also presented to enable LAB to align monitoring schedules to the best effect.</p>   |
| <p>Ensure that the LAB regularly reports on its work to the parents, community and other stakeholders</p> | <ul style="list-style-type: none"><li>• Termly / half termly newsletter to be emailed to parents and published on the LAB section of the school website</li><li>• LAB section of the website to be reviewed and updated with further information regarding its work</li><li>• Continue to develop the Parent Partnership scheme and distribute further surveys for feedback</li></ul> | <p>All stakeholders will have a clear understanding of the work being undertaken by the LAB and there will be increased engagement.</p> | <p>Communication strategy from Trust pending. In the meantime add short LAB section to school newsletter where appropriate.</p> <p>Website area to be revised</p> <p>LAB attendance at parents evenings, Trust presentation, coffee mornings</p> |



**AIM: To be accountable and hold school leaders effectively to account**

| OBJECTIVES   | ACTION   | SUCCESS CRITERIA  | PROGRESS   |
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| Ensure that there is a robust knowledge and understanding of school priorities ensuring LAB members can hold Senior Leaders to account | <ul style="list-style-type: none"><li>Monitoring visits to be conducted by LAB members providing an understanding of how the school is progressing towards SDP objectives</li><li>Link and visit reports will ensure all LAB members are aware of progress in each area</li></ul>                    | All LAB members will be able to talk around the SDP priorities and make a valuable contribution to an overall evaluation of progress towards outcomes | Termly unclerked meetings will be used to monitor training and development of LAB. Also to form a detailed plan of the monitoring for that term in order to produce Link reports for the Clerked Meetings. This will include confirming attendance in school for key monitoring opportunities alongside the SLT. |
| Ensure all LAB members are able to understand, interpret and use the performance data provided by the school                           | <ul style="list-style-type: none"><li>All members to complete the NGA training module on data use</li><li>Members to be able to access anonymised Insight / PIVAT systems and reports</li><li>Members provided with results of school based assessments, SATs, phonics, reading, maths etc</li></ul> | LAB members can effectively use the data to evaluate performance  | Overview of data provided at each clerked meeting via SOAP and additional breakdowns.<br><br>All external Audits presented to LAB.   |
| Ensure all LAB members can visit the school to observe and monitor implementation of the SDP   | <ul style="list-style-type: none"><li>Produce a monitoring timetable alongside the</li></ul>   | All LAB members will have spent time in school and are able to talk around how that visit provided  | Termly Monitoring timetables set at each unclerked meeting.  |



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|   | <p>Senior Leaders so that visits are effectively planned for</p> <ul style="list-style-type: none"><li>• Explore how other schools within the trust make best use of LAB members and staff time</li></ul>  | evidence for effective monitoring within their link role.   |  |
| Ensure compliance is maintained and policies are regularly reviewed / amended / developed                 | <ul style="list-style-type: none"><li>• Policy review schedule is maintained</li><li>• LAB members review, comment on and approve policies that sit within their remit in a timely manner</li><li>• Chair, Head and Clerk continually review to ensure compliance and that policies are up to date</li></ul> | Policies are in place, up to date and compliance is maintained  | Policy review schedule in place and managed via Trust  |
| Ensure performance management systems are used effectively to improve teaching, leadership and management | <ul style="list-style-type: none"><li>• Review of performance management is undertaken</li><li>• Actions are planned as a result of review</li></ul>   | LAB members understand how the school and Trust use performance management systems  |  |
| Ensure financial management systems are robust so that the school gets best value for money               | <ul style="list-style-type: none"><li>• Finance link to meet minimum of termly for budget reviews</li><li>• Finance link attends Trust Business Risk &amp; Audit Committee meetings to</li></ul>   | The Trust is satisfied with the financial management of the school<br>SFVS demonstrates that best value for money is being obtained | Monthly management accounts received by Finance Link.<br><br>Finance Link attends regular reviews with HT and CFO in |



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|   | <p>report on financial status as per scheme of delegation</p> <ul style="list-style-type: none"><li>• Use SFVS as a tool to ensure best value for money</li></ul>  |  | addition to Trust B.R.A Committee meetings.   |
| The LAB understand the financial position of the school and how this is being managed | <ul style="list-style-type: none"><li>• Link reports provided termly at LAB meetings</li><li>• Budget position is discussed along with any challenges, changes, risks and further considerations</li></ul> | LAB members know the budget position of the school and are confident that resources are being deployed appropriately, best value is being received and robust monitoring is in place in line with the Trust scheme of delegation | <p>Link report provided by CFO for termly LAB clerked mtgs.</p> <p>Overview of current financials also provided at u/c meetings</p> |
| Ensure Pupil Premium is spent appropriately   | <ul style="list-style-type: none"><li>• Termly review meetings conducted by Pupil Premium Link and reported to LAB meetings</li><li>• Annual report to be produced summarising impact of spend</li></ul>   | LAB are confident that Pupil Premium is spent in a way that best serves the children and gives best value for money  | B. Lambert monitors termly  |
| Ensure Sports Premium is spent appropriately  | <ul style="list-style-type: none"><li>• Termly review meetings conducted by Sports Premium Link and reported to LAB meetings</li><li>• Annual report to be produced summarising impact of spend</li></ul>  | LAB are confident that Sports Premium is spent in a way that best serves the children and gives best value for money   | B. Lambert monitors termly  |



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| Ensure effective management and delivery of SEND provision | <ul style="list-style-type: none"><li>• Half termly visits by SEND link to understand and monitor the SEND Assessment &amp; management processes and the provision map for delivery</li><li>• Annual report to be produced summarising impact of SEND interventions</li></ul> | LAB are confident that the school are effectively identifying and monitoring pupils on the SEN register and that the provision is enabling every child to reach their full potential | Ofsted Jan 23 and Trust Audit of SEND October 2023 forms the basis of SEND Monitoring. Due to the close links to QofE within the SDP, and the lack of LAB Members joint monitoring and reports are produced termly for QofE and Inclusion.<br><br>Recruitment underway for experienced SEND Link. |
| Quality of Education                                       | <ul style="list-style-type: none"><li>• Termly review visits conducted by QofE Link / committee and reported to LAB meetings</li><li>• Evidence collected to show the Priorities within the SDP are being actioned and delivered</li></ul>                                    | LAB are confident in the Quality of Education being delivered and that the SDP is being adhered to.  | Recruitment underway for additional LAB member with Educational background to undertake this role. Chair covering at present, external monitoring provided by SIP, internal monitoring by Trust Dir of Education.   |
| Behaviour & Attitudes                                      | <ul style="list-style-type: none"><li>• Termly review visits by the Behaviour &amp; Attitudes Committee to monitor Behaviour &amp; Attitudes,</li></ul>   | LAB are confident that all areas are being effectively managed, delivering objectives outlined in the SDP  | Behaviour & Attitudes and Personal Development committee formed x 2 LAB members.  |





|              | Mental Health, Pupil, Parent & Staff voice and Diversity  |   |   |
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| Safeguarding | <ul style="list-style-type: none"><li>• Termly reviews by Safeguarding Link to ensure all policies and procedures are being followed in line with the Create Learning Trust and Sandiway School action plans.</li><li>• Safeguarding to form part of the weekly catch up reviews conducted between Head and Chair of LAB.</li></ul> | LAB are confident that robust Safeguarding procedures and policies are in place and being followed effectively. | <p>Safeguarding Link, E.Zouhbi attends school every day assisting with gate duty.</p> <p>Weekly reviews with Headteacher.</p> <p>Half termly review of SG data from CPOMS system.</p> <p>Comprehensive Link reports produced termly for LAB Clerked meetings, in addition to Trust Safeguarding Termly report.</p> <p>Regular CWAC audits.<br/>J Merry Audit completed September 2023, actions to be monitored.</p> |