Lead Pupil Premium Governor – Role and Record of Actions

1. **Role description and key responsibilities**

As the Governor responsible for Pupil Premium you will ensure that the governing body fulfil its responsibilities in respect of Pupil Premium children by ensuring that Dee Point:

* has effective provision for children in receipt of Pupil Premium
* demonstrates the ability to narrow pupil attainment for those in receipt of Pupil Premium
* has clear assessment and tracking procedures for children in receipt of Pupil Premium
* is effectively allocating Pupil Premium budget to the needs of individual children
* regularly reviews and evaluates the provision for children in receipt of Pupil Premium
* ensures that the school is compliant with any statutory requirements determined by the DoE

1. **Skills, knowledge and training required**

* Be familiar with all relevant school policies, particularly
  + Teaching and Learning Policy
  + Pupil Premium Policy and Report to Parents published on the school website
  + Assessment Policy
* Attend all relevant CWAC Governor training

1. **Key deliverables and actions taken against them**

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| **Detail of deliverable** | **Frequency** | **Expected Evidence** |
| Ensure all school policies and statutory reporting requirements relating to Pupil Premium are reviewed annually by the Full Governing Body or responsible committee including those policies and procedures named above. | ANNUAL | Minuted at FGM |
| Meet with the member of staff responsible for Pupil Premium to ensure the Pupil Premium budget is strategically linked to pupil outcomes with detailed expenditure identified. | TERMLY | Governor Visit form |
| Ensure that the school has a detailed tracking and assessment system to measure progress of children in receipt of Pupil Premium. | ANNUAL | Governor Log |
| Ensure the school has a clear provision map for all identified Pupil Premium children linked to improving outcomes. | ANNUAL | Governor Log |
| Measure the impact of the Pupil Premium budget through termly progress meetings with the identified Pupil Premium lead in the school focusing on pupil attainment. | TERMLY | Governor Visit Form |
| Conduct pupil voice discussions with children in receipt of Pupil Premium to gain an understanding of the provision they have in school. | Bi-ANNUALLY | Governor Visit Form |
| Attend a termly Pupil Progress meeting to observe the rigour and accountability the school demonstrates when focusing on children in receipt of Pupil Premium. | 1 TERM A YEAR | Governor Visit Form |

Governor Visit Report

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| **Name** | **Date** |
| **Focus of visit** (link to individual governor role / school development plan) | |
| **Summary of activities** e.g. talking to staff and pupils, looking at specific resources, having lunch etc. | |
| **What have I learned as a result of my visit?** (relate this back to focus of visit) | |
| **Aspects I would like clarified/ questions that I have:** | |
| **Actions for the governing body to consider:** | |

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