

Leadership and Governance – Key Factors Audit

Focus area	Actions	Evidence	RAG	Next steps
1. Clear and strategic approach to improvement	Regularly review school context, analyse pupil data, identify key barriers, set measurable improvement objectives	School improvement plan, data analysis reports, minutes of SLT and governor meetings		
2. Effective management of the school as an organisation	Map staff roles to key priorities, streamline non-teaching duties, provide clear lines of accountability	Organisational charts, timetables, role descriptions, evidence of operational decisions supporting teaching		
3. Leaders make decisions in the best interests of pupils	Review policies and interventions to align with pupil needs; use pupil voice, data, research	Decision logs, case studies, pupil outcomes data		
4. Reflective understanding of strengths and areas for development	Conduct internal audits, lesson observations, stakeholder surveys; develop action plans based on findings	Self-evaluation reports, action plans, review meeting minutes, examples of implemented improvements		



5. Coherent professional learning programme	Map CPD to school improvement priorities; provide subject-specific training and mentoring; evaluate impact	CPD calendars, training records, feedback summaries, evidence of improved classroom practice		
6. Clear understanding of roles and responsibilities for leaders and governors	Provide training, clarify reporting lines, conduct performance reviews	Governance minutes, role descriptions, training evidence, performance reviews		
7. Positive engagement of parents and the school community	Develop communications, parent forums, consultation events; involve community partners	Communications records, attendance logs, parent survey feedback, examples of parental input influencing decisions		
8. Consideration of workload and wellbeing for staff and leaders	Conduct workload audits, implement flexible working, provide wellbeing support	Wellbeing action plans, staff survey results, evidence of interventions or adjustments		

