



## PHOENIX SCHOOL IMPROVEMENT PLAN

<b>AREA</b>	<b>PREMISES</b>
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<b>DATE</b>	<b>2015 - 2016</b>
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PRIORITY ACTIONS	RESPONSIBILITY	TIMESCALE			SUCCESS CRITERIA	MONITORING	EVALUATION	FINANCE & RESOURCES	REVIEW LINKS
		Start	Milestones	Finish					
<p><u><i>Review communication systems</i></u>  <u><i>And responsibilities of staff.</i></u>            1. <i>SLT to review current systems.</i>  <i>Staff training in systems.</i>  <i>Implement changes as appropriate</i>  <i>Regular meetings</i>  <i>Staff forums</i></p> <p><i>Improve written/verbal communication systems.</i></p> <p><i>Emails accessible</i></p> <p><i>Re vamp all notice boards</i></p>	PP	October 15	Completion of new building		<p>Effective communication systems in place and all staff accessing.</p> <p>Staff have clear communication routes and feel their voice is heard</p>	<p>Leadership</p> <p>Premises Governors</p>	<p>New suggestions Ideas shared</p> <p>All staff have a responsibility to keep themselves informed</p>	Nil	



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<p><u>Carried forward from 2014/2015</u>  <u>2.To successfully oversee the construction of new building/expansion</u></p> <ul style="list-style-type: none"> <li>❖ Work in partnership with LA, architects and contractors as required to ensure successful completion of expansion for Sep 2015.</li> <li>❖ Ensure the continued operation of the school during construction and minimise impact on pupils and staff.</li> <li>❖ Attendance at engagement meeting.</li> <li>❖ Provide framework of information briefings for all Stakeholders.</li> <li>❖ Prepare strategic planning documentation to include:               <ul style="list-style-type: none"> <li>* Timeline/schedule of move</li> <li>* Address issues that may need changes before move</li> <li>*Celebrate Move</li> </ul> </li> </ul>	PP	Ongoing	  October 2015 Handover	October 2015	<p>Construction work will be managed effectively ensuring limited impact on operation of the school.</p> <p>Expansion completed in time.</p> <p>Ensure smooth opening of new site</p>	<p>Expansion programme to be monitored by the HT and Gov. Premises Committee.</p> <p>Termly premises inspection by HT/ and Site Manager.</p>	<p>Termly reports to Gov. Premises Committee</p>	<p>Possible new classroom set-up costs</p> <p>LA funding for expansion</p>	



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<p><b><i>3. On completion of new upper school building maintain effective communication within and between split sites, parents and key partners.</i></b>  <i>Systems and processes support communication within and between sites - agreed and published.</i></p> <p><i>Monitoring system established.</i></p> <p><i>Re-establish school printing, publications</i></p> <p><i>Continue to develop communication systems with families</i></p>	PP	<b><i>Feb 15</i></b>	<b><i>Oct 15</i></b>  <b><i>Building finished</i></b>	<b><i>April 16</i></b>	<p><b><i>Questionnaires show 80% of key partners feel communication systems work well.</i></b></p> <p><b><i>Consistent teaching and pupil progress maintained in new building.</i></b></p> <p><b><i>Resilience of all key partners within change achieved.</i></b></p>	<p><b><i>Premises Governors</i></b></p> <p><b><i>Leadership Group (SM)</i></b></p>	<p><b><i>Well-being reports</i></b></p> <p><b><i>Staff engagement project.</i></b></p>	<p><b><i>SCHL budget - printing</i></b></p> <p><b><i>Site opening budget - New server / IT system</i></b></p>	



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<p><b><i>4. Improve accommodation within Lower Building</i></b>  <b><i>Maintain the current premises so that they are fit for purpose. This category covers;</i></b></p> <ul style="list-style-type: none"> <li><b><i>• Maintenance requirements</i></b></li> <li><b><i>• Quality and fitness for purpose</i></b></li> <li><b><i>• Health and safety issues resulting from risk assessment.</i></b></li> </ul> <p><b><i>Re decoration and planned maintenance.</i></b>  <b><i>Replacement of fixtures and fittings ( such as Floor coverings and furniture)</i></b>  <b><i>In drawing up a programme for maintenance the Condition survey provided by Peterborough LA is the first reference point</i></b></p>	<p><b><i>PP</i></b></p> <p><b><i>Caretaker</i></b></p> <p><b><i>Assistant Caretaker</i></b></p>	<p><b><i>Oct 15</i></b></p>	<p><b><i>Completion of new building</i></b></p>	<p><b><i>On going</i></b></p>	<p>Appropriate working conditions secured maintenance of high standards</p> <p>Efficient use of present accommodation. Working conditions enhanced and planned programmes of minor works initiated</p>	<p>Premises Governors Half termly reports</p> <p>Property services / premises Governors</p>	<p>Termly updates from premises Governors to all stakeholders on quality and standard of completed work.</p> <p>Agenda item at premises committee</p> <p>Works report submitted for all stakeholders.</p>	<p>Capital funds</p>	



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<p><b><i>5. To create contingency plan for new minibus</i></b></p> <p><b><i>Outstanding from last year</i></b></p> <p><b><i>Review current provision seek sponsorship start 5 yr. contingency plan</i></b></p> <p><b><i>Attract sponsors through PTA</i></b></p> <p><b><i>Attract media attention submit bid meet with providers</i></b></p> <p><b><i>Secure deposit</i></b></p> <p><b><i>Attend presentation ceremonies.</i></b></p>	<p><b><i>PP JS - Governors and friend</i></b></p>	<p><b><i>Sept 15</i></b></p>			<p><b><i>Contingency plans in place</i></b></p> <p><b><i>Bids submitted</i></b></p> <p><b><i>Finance secured</i></b></p> <p><b><i>Mini bus obtained appropriate for school use</i></b></p> <p><b><i>Outdoor learning / personalised community learning opportunities secured.</i></b></p>	<p><b><i>PP Friends</i></b></p>	<p><b><i>Community Governors</i></b></p> <p><b><i>Outcomes from Lord Taverners</i></b></p>	<p><b><i>£25000</i></b></p>	<p><b><i>Contact Lord / Lady Taverners</i></b></p>



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<p><b><i>6. (In light of new build) Perform Accommodation Audit.</i></b></p> <p><b><i>Complete asset management plan. Premises Governor to perform in house review. All staff.</i></b></p> <p><b><i>Consulted outcomes published and shared. Recommendations actioned in accordance with capital grant criteria.</i></b></p> <p><b><i>Establish Re decoration programme for lower building</i></b></p>	<p>PP</p> <p>Premises Governors</p> <p>Property Services</p>	<p><b><i>Nov 15</i></b></p>	<p><b><i>Ongoing</i></b></p>	<p>Efficient use of existing and new accommodation</p> <p>Working conditions enhanced and planned programme of minor works initiated.</p>	<p>Premises Governors</p> <p>Health and safety task group.</p>	<p>Agenda items at Governors</p> <p>Termly updates from premises Governors to all stakeholders on quality and standards of completed work</p>	<p>Capital Funds</p>		



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<b>1. Review Communication systems</b>	<b>PP</b>	<b>October 15</b>
<b>2. Completion new build</b>	<b>PP</b>	<b>September 15</b>
<b>3. Communication split sites</b>	<b>PP</b>	<b>February 16</b>
<b>4. Improve accommodation (lower)</b>	<b>PP</b>	<b>October 15</b>
<b>5. New minibus</b>	<b>PP - Friends</b>	<b>September 15</b>
<b>6. Audit accommodation</b>	<b>PP</b>	<b>November 15</b>



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