

Securing Good Process

1. Risk factors identified

LA key statutory duties to:

- identify risks that may impinge on schools' effectiveness in providing an acceptable standard of education for its pupils
- conduct close monitoring of schools with identified risks
- take rapid and decisive action to prevent escalation of risks

**see attached list of risk factors which are considered. NB. This is not the exhaustive list.*

2. School invited to an Engagement meeting with LA

JL sends letter to HT and Chair of Governors inviting them to attend an engagement meeting. Meeting only includes JL, Securing Good Lead, other appropriate LA officer, HT and CoG of school. Link Partners are not invited to the engagement meetings.

3. School confirms attendance and engagement meeting takes place at Perceval House

4. Date and time arranged for first Securing Good meeting

Meeting to determine whether school will enter the SG programme. Schools can remain in the SG programme for up to 24 months

5. Securing Good proforma emailed to school 2 weeks prior to meeting

The LA to email the SG proforma to the HT, Chair of Governors and Link Partner (the proforma will form the basis of the agenda)

6. Receive documents from school 2 days prior to meeting

HT to email the LA any documentation requested in the proforma

7. Staff reception email notification

An email sent to staff reception a day prior to the SG meeting informing them of the meeting, date, time and names of attendees. Instruct reception to ask attendees to wait in the café. Information on whom to contact on arrival included in the email to school

8. Second meeting with school takes place at the LA

Date and time of next SG meeting agreed at end of meeting. **Minutes taken by the Link Partner**

9. Next Securing Good Meeting email notification is sent to all attendees

10. Draft SG minutes

Draft minutes to be sent to Chair of meeting in the first instance who will then send it to the HT for checking. This should all be done within 10 days after the SG meeting.

11. Confirmed minutes circulated

12. School continues to be in the Securing Good Programme

Follow from step 8 for subsequent meetings.

12. School Exits SG Programme

Securing Good lead notifies school about their exit from the SG Programme