

Dear xxxx

Content of school development/improvement plans

With imminent changes in the funding of schools and colleges and the Secretary of State's intention of ensuring that schools are provided with indicative budgets for a period of at least two years, it is now possible for medium term planning to be carried out more effectively.

The DfES still has an expectation that Standards Funds are used to finance development/improvement objectives and that all school development/improvement plans identify how Standards Funds will be used to this end. Doubtless the DfES & OFSTED will wish to monitor this.

Many of you will be aware that the DCC Finance for Schools manual was updated recently and this establishes a wide range of guidance on school budgeting and planning. The aim of this letter is to link with this and provide some further clarity in relation to the recommended content of development /improvement plans.

Devon Curriculum Services and Devon Audit Services review plans from a school improvement and financial perspective respectively. They will continue to do this and both jointly recommend the attached guidance. While there is no requirement to follow this structure, it would be prudent that your plans include the content outlined.

The guidance has been offered to be used as a self evaluation tool to support you in evaluating your school development /improvement plan and suggest areas for improvement. If you wish to obtain further guidance the above service providers will be able to offer further advice. I would hope that all schools would consider a development/improvement plan as a key tool to plan and prioritise how school budgets are utilised effectively to raise standards further.

I trust that the attached guidance will be supportive and help to streamline your planning processes.

Yours sincerely

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Director of Education, Arts & Libraries

Guidance on the content of a school development/improvement plan

Introduction/Context

- ❖ School aims and values
- ❖ A summary of the effectiveness of the previous year's plans
 - ❖ Highlight any Issues carried forward from previous action plans or from OfSTED action plans
- ❖ Analysis of performance data and the outcomes of any monitoring which has been used to inform future priorities.
- ❖ A summary of key improvement priorities (with a link to the LEA EDP priorities)
- ❖ A summary and the implications of the following:
 - ❖ Anticipated pupil number projections
 - ❖ Anticipated staffing requirements
 - ❖ Actions required to address pupil and staffing changes
- ❖ How and when the plan was drawn up and who was involved and consulted
- ❖ A summary of sources of funding available for development/improvement. (School Budget Share, Standards Funds, School Standards Grant, SEN funding, External Funding etc)

Main Contents

Improvement priorities with detailed action plans covering all the curricular areas or departments together with plans for accommodation, ICT resource/equipment and other equipment needs.

- *(the plans should identify “improvement objectives”, “personnel involved”, “timescales”, “how prioritise will be achieved”, “finance required”, “other resources required”, “success criteria” & “monitoring arrangements”) also see below ## Notes ##*
- ❖ Brief overview of the proposed priorities for the next two to three years (rolled forward each year)
 - *(this should identify “improvement objectives” & “timescales” These can be no more than proposed at this stage as they will change if we are expecting them to use the outcomes of their monitoring.)*
- ❖ A programme for monitoring implementation of development/improvement priorities (both of improvement and maintenance needs)
- ❖ The programme for continuing professional development
- ❖ A financial summary, that identifies all funding (including School Budget Share, Standards Funds, School Standards Grant, SEN funding, External Funding etc) that will be used to finance improvement objectives and how this is allocated to different detailed action plans.
 - *(this should provide a link to the current budget)*

Supporting Data Content / Appendices

- ❖ A table of detailed pupil numbers for a three year period
- ❖ Anticipated class structures and staffing to support this linked to staff responsibilities
- ❖ The annual budget that complements the current year plan
- ❖ The school's three year budget

Notes

Action plans should :-

- ❖ Clearly identify improvement priorities with reference to the LEA's EDP priorities where relevant
- ❖ Focus on raising/maintaining standards
- ❖ Identify objectives in terms of gains in pupils' knowledge, skills and understanding
- ❖ Include strategies to bring about improvement, including staff development, the improvement of teaching and learning; the use of assessment and monitoring strategies; curriculum planning; deployment of resources, including teaching/non teaching staff, learning resources, accommodation, use of time, organisation of teaching groups; partnerships with parents, the community and other schools; use of other agencies/LEA services
- ❖ Success criteria, in terms of the desired performance expected at the end of the period of improvement.