
**REPORT TO DMT ON PROPOSALS FOR THE CONSTRUCTION OF THE POST-
OFSTED ACTION PLAN**

1. PURPOSE OF THE REPORT

- 1.1 To set out the timeline and process for drawing up the post-OfSTED action plan.

2. RECOMMENDATIONS

- 2.1 The DMT is recommended to:

- (i) Agree the timeline.
- (ii) Agree the format to be used in relation to
 - a) the overall plan
 - b) individual action plans
- (iii) Agree the respective roles and responsibilities of the Lead Officer and the Support Officer.

- (iv) Identification of an officer to co-ordinate the process

3. FINANCIAL IMPLICATIONS

- 3.1 The production of the plan will require time from those members of staff with responsibility for aspects of the plan. This may necessitate the employment of extra personnel for a short period of time.

4. REPORT

- 4.1 Principles:

The following principles should underpin the production of the post-OfSTED action plan:

- The plan should not duplicate LEA plans already in place but should extend or amplify these plans i.e. the Strategic Plan, the EDP
- Have a format which is compatible with the EDP
- Be clear and concise
- Address all the recommendations fully

- Ensure other areas for improvement identified in the body of the report are also addressed
- Link monitoring and evaluation of the plan into existing systems
- Enable monitoring and evaluation reports to be provided specifically on the OfSTED action plan.

1.2 Timeline

The LEA has 70 working days, from the point of publication of the report, to complete the action plan and submit it to the DfEE/OfSTED.

In putting together the timeline it is important to take into account staff summer holidays that are likely to be taken during the school holidays. Consequently the action plan must be virtually complete by mid-July

Date	Actions
04/05/01	LEA receives OfSTED Report
09/05/01	Meeting of DMT to agree the process
08/05/01 – 18/05/01	Analysis of report to identify all areas for action and to identify links with other plans
08/05/01 – 18/05/01	Meeting of all those involved in producing the plan to clarify the work required, the format of the plan and set out own timeline which meets this timeline.
Week beginning 18/06/01	First draft to be completed.
Week beginning 25/06/01	Review of draft action plan by co-ordinating officer and senior manager(s) to ensure linkage with other plans and provide a commentary for DMT for Wednesday, June 27. Amendments made to plan
Week beginning July 2	Consultation with stakeholders including Elected Members, Partnership Board This will have to fit in with meeting patterns.
Week beginning 09/07/01	Revision of plans following feedback from SMT and consultations
Week beginning 16/07/01	Presented to Elected Members and Partnership Board. This will have to fit in with the meeting patterns of Scrutiny, Cabinet and the Partnership Board.
Week beginning 30/07/01	Production of summary document for circulation to stakeholders
07/08/01	Final action plan sent to OfSTED to arrive by 09/08/01

(This will need to be revised following the advice from David Woods)

1.3 Format of the whole action plan.

The proposal is that the action plan follows the Coventry format. This includes:

- An introduction
- Background to the inspection

- Links with the EDP and other relevant plans
- Format of individual action plans
- Inspection recommendations
- Involvement of stakeholders
- Statement on overall monitoring and evaluation
- Individual action plans for each recommendation

1.4 Format of individual action plans:

Each individual action plan contains the following:

- Heading from the OfSTED Inspection Framework
- Recommendation
- Appropriate paragraph from the report
- Service context
- Resources
- Grid – see attached sheet.

If the format of the EDP is to be used instead it would need adjustment to:

- Provide a closer link between actions, person responsible and target groups
- Provide more specific times-scale for completion of the actions.

The Coventry grid provides a tighter focus for actions which is easier to monitor. Each of these plans would amplify particular sections of the EDP or other relevant plans.

In order to bring the action plan and EDP into line it may also be necessary to add additional actions to the EDP. This may also be the case with other plans.

1.5 Co-ordination of the process.

A person should be given the responsibility for the overall co-ordination of the plan in order to:

- Ensure the timetable is adhered to
- Ensure consistency of plans
- Provide appropriate documentation when necessary
- Provide advice and support

The respective roles and responsibilities of the Lead Officer and Support Officer should be set out clearly so that slippage in the production of the plan is minimised.

1.6 Monitoring and Evaluation

Coherent monitoring and evaluation processes should be established which are appropriate for the action plan, the EDP and other relevant plans. These processes should not increase the bureaucratic load for either the Department or schools. They must include the evaluation of the impact of the actions.

6. **AUTHOR OF THE REPORT**

6.1 **Name :** Judy Dunning
Title : LEA OFSTED Project Manager
Phone No. : 252 7722