

Action plan submitted under S.114 of education and skills act 2008

School Name: Brown's School

School Number: 131395

School reference: 305/6078

Standard Number	Objective (copied directly from the Independent Schools Standards Regulations)	Action Proposed	To be Completed by	Responsible Person	Costs and Resources	Success Criteria	Date completed
Part 1: Quality of education provided							
3(g)	Ensure that a framework is in place to assess pupils' work regularly and thoroughly in all subjects, and use information from that assessment to plan teaching so that pupils can progress.	To introduce an evidence based assessment framework across all subjects that can be tracked and monitored by staff. To review the Assessment Policy.	Fiona Turner Deputy Head Teacher	Elaine Lovett Headteacher	SOLAR: £5000 Brown's Steps to Success: £500	Assessment framework and tracking package to be purchased and all pupils to be baselined in the first Autumn Term for all timetabled subjects	SOLAR purchased: 20 th August 2017 Whole staff training: 15 th September 2017 All pupils baselined: 1 st October 2017 Assessment Policy reviewed: October 2017
Part 3: Welfare, health and safety of pupils							
7(a)	Ensure that arrangements are made to safeguard and	To introduce historical reference checks for all employees	Victoria Fallon-Shinh	Elaine Lovett Headteacher	N/A	Historical references obtained for staff members who have	Staff with less than two references were approached in August 2017 to

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	promote the welfare of pupils at the school.	that have less than 2 references on their personnel file. This has been backdated 3 years and is in line with Keeping Children Safe in Education 2016. To purchase Safeguarding Pro (Andrew Hall).	HR Adviser and Safeguarding			less than 2 references on their personnel file. Regular Audit of staff files (Andrew Hall's Risk Assessment – Missing References for Historical Appointments)	provide additional references. HR have contacted the provided referees and are awaiting responses. Purchase of Safeguarding Pro: July 2017
11	Ensure that the relevant health and safety laws are complied with by the effective implementation of a written health and safety policy.	To review the existing Health and Safety Policy to ensure that it is implemented and managed appropriately.	Ryan Lovett Health and Safety Officer Victoria Fallon-Shinh HR Advisor and Safeguarding	Elaine Lovett Headteacher	N/A	Health and Safety Policy Reviewed and Updated	Completed: September 2017

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12	<p>Ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.</p> <p>(this is included in the Ofsted report but not Annex to Notice as the Fire Service has completed a Fire Safety Audit at Brown's School and found us to be compliant and reported these findings to the Department for Education)</p>	<p>To install a hard-wired fire alarm system. To replace doors to ensure compliance.</p> <p>For a fire safety audit to take place of our premises.</p> <p>To complete the Grenfell Tower Fire Safety Survey (from the Department of Education)</p>	<p>Capital Fire Risk Assessments UK Limited</p> <p>Independent contractor (fire doors) Sam Shepard</p> <p>Independent contractor (building works) Ben Merrell</p> <p>Full Stop Fire and Security South East Limited Julian Crouch</p> <p>Croydon Fire Safety</p>	Elaine Lovett Headteacher	<p>Alarm System: £36000</p> <p>Fire Doors: £14000</p> <p>Renovations in the Baker Suite including new fireboard to walls: £14650</p> <p>Emergency Lighting: £1300</p>		<p>Installation completed: 1st September 2017</p> <p>Fire doors completed: 6th September 2017</p> <p>Building work completed: 6th September 2017</p> <p>Emergency lighting installation completed: 6th September 2017</p> <p>Fire Audit completed: 7th September 2017</p> <p>Fire Safety Survey Completed: 15th September (outcome – compliance with</p>

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			Inspecting Officer Delroy Bryant				the relevant safety standards)
16 (a) (b) identified.	Ensure that the welfare of pupils at the school is safeguarded and promoted by ensuring that a written risk assessment policy is effectively implemented and that risk assessments are specific and that appropriate action is taken to reduce risks that are identified.	To review the existing Risk Assessment Policy and whole school risk assessment to ensure all risks are managed appropriately.	Mrs Mitchell Business Manager and Admissions Officer (Policy) Ryan Lovett Health and Safety Officer Felicity Turner Bursar	Elaine Lovett Headteacher	N/A	Risk assessment reviewed and updated	Policy review completed: September 2017

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Part 5: Premises of and accommodation at schools							
23 (1(c))	Ensure that showers are provided for pupils aged 11 years and over.	To install a shower next to the senior toilets.	Andy Merrell Plumber	Elaine Lovett Headteacher	Installation: £2856	A shower is installed	Shower installation completed: 10 th August 2017
25	Ensure that the school premises and the accommodation and facilities provided therein are maintained to a standard such that, so far as is reasonably practicable, the health, safety and the welfare of pupils are ensured.	<p>For an Electrical Installation Report to take place.</p> <p>To review the existing Health and Safety Policy to ensure that it is implemented and managed appropriately.</p> <p>To ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.</p>	<p>NAPIT Peter Cussens</p> <p>Ryan Lovett Health and Safety Officer</p> <p>Felicity Turner Bursar</p> <p>Victoria Fallon-Shinh HR Advisor and Safeguarding</p>	Elaine Lovett Headteacher	£1080	<p>The electrical installation report to be conducted.</p> <p>Health and Safety Policy reviewed and updated</p> <p>Compliance with Fire Safety Order</p> <p>Logs and checks completed</p>	<p>Electrical report completed: 3rd September 2017</p> <p>Health and Safety Policy review completed: September 2017</p> <p>Fire audit completed: 7th September 2017 and risk reduced to low</p> <p>Logs are completed as and when required and up to date copies are available on request</p>

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		<p>To ensure that the following logs are completed on the new format documents:</p> <ul style="list-style-type: none"> - Emergency lighting check logs - Daily visual checks - Monthly power off check - Termly power down check - Weekly fire alarm test logs - Termly whole school fire drill records - Daily visual firefighting equipment visual check log 	Elaine Lovett	Headteacher			

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		- Termly fire door inspections					
Part 8: Quality of leadership and management							
34	Ensure that the proprietor and persons with leadership and management responsibilities at the school demonstrate good skills and knowledge appropriate to their role so that the independent schools standards are met consistently, they fulfil their responsibilities effectively and actively promote	<p>The school will engage a Governing Body with them to act as a critical friend.</p> <p>The Governing Body to attend initial training sessions with Octavo.</p> <p>The chair of governors to attend a governor's conference.</p> <p>The school will join AGBIS to</p>	Elaine Lovett Headteacher	Elaine Lovett Headteacher	<p>Membership for NGA: £260</p> <p>Training: £624</p> <p>Conference: £280</p> <p>AGBIS Membership: £155/Year</p>	Brown's School will form a Governing Body.	<p>The governing body have been appointed and have completed their initial training sessions with Octavo (18th + 25th September 2017)</p> <p>Two preliminary Governors meetings have taken place and a termly schedule of Governors meetings has been arranged.</p> <p>Governor's conference attended by our chair of governors: 9th October 2017</p> <p>AGBIS Membership pending.</p>

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	the wellbeing of pupils.	support Governing Body. Monitoring visits to be organised with the relevant Local Authorities.					All relevant local Authorities have been informed about our recent Ofsted report and judgements. Monitoring visits by Local Authorities have commenced.
All actions have now been completed at a cost of £76,705 which has been paid in full							