

## **Action planning in response to a NABBS authorisation visit report.** (Suggestions for schools).

The report will normally conclude with a list of issues or targets that the school must consider in order to acquire its full authorisation.

For each key issue the **action plan** should:-

- i. quote the issue from the report then outline the tasks needed to tackle it;
- ii. state what actions will be taken;
- iii. ensure that any such proposals are realistic – and can be monitored ;
- iv. set a deadline for each action;
- v. state the resources that will be used (bought?);
- vi. name the person or persons responsible for making sure the prescribed action is taken;
- vii. state how progress in tackling the issues will be monitored;
- viii. describe the 'success criteria' (how do you know when the target has been achieved?).

Apart from statement 'iii', it would be quite satisfactory to set out the above points in the form of a table.