

# Self Assessment Step 4: Developing a Summary Report and an Action Plan

In **Step 3** the Assessment Team collated their findings and identified the service's main strengths and areas for development.

## Step 4. Developing a Summary Report and an Action Plan

The Assessment Team are now ready to summarise their findings and make an Action Plan to address the development points identified in Step 3. A handbook entitled '[Summary Report and Action Plan](#)' has been developed to assist the Team in this task.

Preparing a Summary Report and an Action Plan is a vital stage of the self assessment process. The purpose of these documents is to ensure that things change or develop for the better.

### a. Preparing the Summary Report

The Summary Report will tell Senior Managers what the Assessment Team have found. You will need to tell them:

- The service's main strengths around Parental Engagement.
- The service's main areas for development around Parental Engagement.
- The evidence that helped the Assessment Team arrive at their conclusions.
- Who carried out the Self Assessment.
- When the Self Assessment was carried out.

The '[Summary Report](#)' section of the handbook has two **pro forma** to help you – one relating to *strengths* and the other relating to *areas for development*. Each pro forma lists statements relating to the six methods of engagement (coded by colour) and the 4 foundations of engagement (coded by number). **Simply delete the items that did not appear as your service's main strengths or areas for development at Step 3.** The evidence you have recorded on the back of the Assessment Cards or the Quick Self Assessment Posters can be typed up as evidence – or you could simply attach the cards or posters to your Summary Report.

### b. Preparing the Action Plan

It is now time to think about what can be done to address the main areas for development. The '[Action Plan](#)' section of the handbook will help you to record your recommendations and there is an example of a completed Action Plan to help you.

First of all record the 'main areas for development' that you have identified in your Summary Report (choose a maximum of three to work on – the Assessment Team may need to negotiate which three to choose if there are more than three). Write them into separate tables in your Action Plan.

Now take the Self Assessment Cards marked 'No' and 'A Little' that relate to each of these areas for development. Use the standards and examples printed on the cards to gain ideas about what the service could do to improve Parental Engagement. If you have used the Quick Self Assessment Posters, use the colours or number codes to locate the information that relates to your areas for development.

You will also find lots of useful ideas in the following sections of the toolkit, so have these available for the Team to explore.

- [Ideas for extending engagement methods](#)
- [Tips for better quality engagement](#)
- [Overcoming barriers and maintaining parental engagement](#)
- [Good practice case studies](#)

### **Producing your Action Plan if you had no dominant colours or numbers**

During Step 3, when you tallied your results you may have found that there were no dominant colours or numbers assessed 'No' and 'A Little'. Because you have found that the service's areas for development fall across each of the 10 areas, as a Team, you will need to decide on your priorities for developing the service's Parental Engagement standards.

Record the 'main areas for development' in your Summary Report (choose a maximum of three to work on). Write them into separate tables in your Action Plan. Now take the Self Assessment Cards marked 'No' and 'A Little' that relate to each of these areas for development. Use the standards and examples printed on them to gain ideas about what the service could do to improve Parental Engagement. If you have used the Quick Self Assessment Posters, use the colours or number codes to locate the information that relates to your areas for development.

You will also find the ideas, tips and case studies sections of the toolkit helpful.

### **What to do when you have completed Step 4**

At the end of Step 4, the Assessment Team will need Senior Managers to review the Summary Report and Action Plan, make suggestions on any amendments, and advise you on how to publish the Assessment Teams' work.

A method of monitoring the Action Plan will also need to be found which may involve the Assessment Team meeting at some point in the future. A simple [Action Plan Monitoring and Review pro forma](#) has been provided should the Assessment Team decide to meet to undertake a review.

Having carried out the self assessment, it is important to establish a routine of continuous improvement. The service can decide on the frequency, but it is a good idea to build the self assessment process into an annual (or every two years) assessment cycle so that Parental Engagement is continuously high on the agenda.

In the spirit of Parental Engagement, it may be that the service decides that they can devolve power for the annual self assessment to parents, who could take responsibility each year or every two years for setting up the process and leading the self assessment.

### **Acknowledging and celebrating parents' contribution to the self assessment**

It is good practice to acknowledge and celebrate parents' contributions to your self assessment. To help you do so, we have produced a [Certificate of Engagement](#) that you can print off and present to parents.

### **Acknowledging and endorsing the service's Parental Engagement practices**

You can self endorse your own practice by using the ['Parents are Partners' logo available in this toolkit](#).

# **SUMMARY REPORT AND ACTION PLAN**

**This handbook  
will help the Assessment Team  
to:**

- **Prepare a Summary Report listing the service's main strengths and areas for development around parental engagement.**
- **Prepare an Action Plan to enhance and extend parental engagement practice within the service.**
- **Monitor and review the Action Plan.**

# SUMMARY REPORT

## Main strengths around Parental Engagement

A Self Assessment of Parental Engagement was carried out on .....*[insert services name]* on..... *[insert date]*

The Assessment Team comprised of the following parents and members of staff:

<i>Parents</i>	<i>Staff</i>

The Assessment Team identified that the main **strengths** of the service are: *[delete those strengths that are not relevant]*

### Methods of Engagement

- **[Brown]** [The service engages parents effectively through the provision of accessible **information** in a range of different formats, communicated through a wide variety of methods.]
- **[Blue]** [The service engages parents effectively through providing parents with flexible, relevant and varied **educational opportunities** and activities which promote their child’s learning and development.]
- **[Green]** [The service engages parents effectively through listening to parent’s views and ideas, using a wide range of easy to access **consultation** methods and using parent’s views and ideas as part of service development and improvement.]
- **[Orange]** [The service engages parents effectively through **involving them in making decisions** about the service, how it runs and what it does, and ensuring parents have a **role in finding solutions, approving and agreeing decisions.**]
- **[Yellow]** [The service engages parents effectively through **working together** with parents as equal partners to carry out pieces of work or run parts of the service.]
- **[Red]** [The service engages parents effectively through handing parents power and control and **passing sole decision making or the running of parts of the service** over to groups of parents,.]

### Foundations of Engagement

- **[1]** [The service has a strong **culture** and ethos of parental engagement.
- **[2]** [The service has staff who have the **skills**, knowledge, experience and capacity to engage parents effectively.]
- **[3]** The service has **mechanisms** (process, budgets, policies) which enable effective parental engagement to take place.]
- **[4]** The service has flexible and creative measures in place which **support** parents and enable them to engage effectively.]

The evidence that was identified to demonstrate that we do this is: **[Insert the evidence on the back of the self-assessment cards marked ‘Yes’ and ‘A Little’. If the quick self-assessment was used, insert evidence from the posters which have the most ticks and question marks]**

# SUMMARY REPORT

## Main areas for development around Parental Engagement

The Assessment Team identified that the main **areas for development** for the service are: *[delete those areas for development that are not relevant]*

### Methods of Engagement

- **[Brown]** [To improve the effectiveness by which parents are engaged through the provision of accessible **information** in a range of different formats, communicated through a wide variety of methods.]
- **{Blue}** [To improve the effectiveness by which parents are engaged through providing parents with flexible, relevant and varied **educational opportunities** and activities which promote their child's learning and development.]
- **[Green]** [To improve the effectiveness by which parents are engaged through listening to parent's views and ideas, using a wide range of easy to access **consultation** methods, and using parent's views and ideas as part of service development and improvement.]
- **[Orange]** [To improve the effectiveness by which parents are engaged through **involving them in influencing and making decisions** about the service, how it runs and what it does and giving parents **a role in finding solutions, approving and agreeing decisions.**]
- **[Yellow]** [To improve the effectiveness by which parents are engaged through **working together** with them as equal partners to carry out pieces of work or run parts of the service.]
- **[Red]** [To improve the effectiveness by which parents are engaged through handing parents power and control and **passing sole decision making or the running of parts of the service** over to groups of parents.]

### Foundations of Engagement

- **[1]** [To further develop a strong **culture** and ethos of parental engagement throughout the service.]
- **[2]** [To further develop staff **skills**, knowledge, experience and capacity to engage parents effectively.]
- **[3]** [To further develop the services **mechanisms** (process, budgets, policies) to enable effective parental engagement to take place.]
- **[4]** [To further develop flexible and creative measures which **support** parents and enable them to engage effectively.]

The following Action Plan outlines the Assessment Teams' recommendations for addressing these main areas for development around parental engagement over the next ....*[insert number]* months

# Action Plan

Now you are ready to put forward your suggestions on how the service can address each of the **areas for development** that the Team identified in their Summary Report.

Use the example below and the Action Plan pro forma to help you.

## Example of completed Action Plan

<b>Main area for development:</b>					
To improve the effectiveness by which parents are engaged through involving them in influencing and making decisions about the service, how it runs and what it does and giving parents a role in finding solutions, approving and agreeing decisions..					
Key action or activity	How	Who	By when	Resources	Measure of success
To train staff how to manage the process of involving parents in decision making	1. To do a staff briefing on parental involvement in decision making 2. To offer training to staff and parents together on decision making	Manager	Jan	Time	More parents are involved in making or influencing decisions about issues that impact on parents, their children and the wider community.
		HR	March	£1000	
To provide more opportunities for parents to become involved in or influence decision making	1. Each department to identify one area where parents can be involved 2. To advertise opportunities to parents	Depts	March	Time	Parents report that they feel valued by the service/service.
		Staff and parents	May	£50	
To provide training to parents to build their skills that will enable them to make effective contributions to the decision making process	1. To have a dedicated member of staff to deliver parent training 2. To run a training course every six months 3. To accredit parent training 4. To award parents publically for the training they have done	DB	Jan	Staff capacity	Increased number of parents involved in making or influencing decisions about the services priorities, design and development.  More parents receiving accreditation.  Parents report increased self-confidence and case studies demonstrate the wider impacts on individuals, children's outcomes and the community.
		HR	Ongoing	Staff time	
		HR	Ongoing	£150	
		Manager	Annually	£100	

<b>Main area for development:</b>					
To further develop the services mechanisms (process, budgets, policies) to enables effective parental engagement to take place					
Key action or activity	How	Who	By when	Resources	Measure of success
To ensure that new projects consider devolving power to parents as a potential delivery option	To brief staff	Service manager	Oct	Time	More parents are involved in running aspects of the service
To ensure that information is jargon free and easy to read	To establish a parent group to check all information resources	Parents	Ongoing	£500 Room ICT access	More parents engage in educational opportunities and activities

Main area for development:					
Key action or activity	How	Who	By when	Resources	Measure of success

## Action Plan Monitoring and Review pro forma

**Main area for development:**

1. On a scale of 1-10 (where 1 is little and 10 is a great deal) what level of progress has been made in completing the key actions or activities shown on the Action Plan?
2. What progress has been made?
3. What has yet to be achieved?
4. If anything, what needs to be done to improve the rating you gave in question 1?
5. What is the agreed action that has come from this review?

# *Certificate of Engagement*

**We gratefully acknowledge the contribution of:**

\_\_\_\_\_

**who worked in partnership with us**

**to carry out an assessment of our Parental Engagement standards.**

**This included:**

- **Gaining a shared understanding of Parental Engagement.**
- **Working with an Assessment Team to carry out the assessment.**
- **Identifying our strengths and areas for development around Parental Engagement.**
- **Developing an Action Plan.**

**Thank you for your valued help and support**

**Signed:** \_\_\_\_\_

**Name of organisation:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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