



SCHOOL IMPROVEMENT ACTION PLANNER

Turning priorities
into purposeful action.

A practical framework and planning tool to help school leaders focus on what matters most, take purposeful action and review progress that leads to meaningful improvement.



CLARIFY

Define your priority and what success will look like.



PLAN

Create a clear plan with actions, owners and timelines.



IMPLEMENT

Take purposeful action and engage your community.



REVIEW

Monitor progress, gather evidence and reflect.



REFINE

Learn, adapt and strengthen for continued impact.

“

Improvement is not a one-off plan. It is a leadership habit. Small steps, taken together, create lasting change. ”



A practical resource for school leaders



Why School Improvement Matters

Every school wants to improve, but lasting improvement requires more than ambition. It requires clarity, disciplined planning, purposeful action and regular review.

The most successful leaders don't try to improve everything at once. They identify what matters most, focus their efforts and build momentum through purposeful action.

THE ELEVATED LEADERSHIP IMPROVEMENT CYCLE



1 START WITH ONE PRIORITY

- Choose one priority.
- Define success.
- Stay focused.



2 IMPROVEMENT IS A PROCESS

Improvement is not an event, an inspection or a document.

It is a continuous cycle of planning, implementation, reflection and refinement.



3 LEADERSHIP CREATES IMPROVEMENT

Strategies do not improve schools. People do.

Leadership creates the conditions in which improvement becomes possible.

“

School improvement is not about doing more.

It is about doing the right things, consistently and well.

”



— STEP 1

Clarify the Priority

Clarity comes first.

Before we plan action, we need to be clear about what we are trying to improve, why it matters and what success will look like.

Take time to answer the questions below as honestly and specifically as possible.



THE GOAL

To define a focused improvement priority that will make the biggest positive difference for our students and our school.



1 What is our **key** improvement priority?



2 Why does this priority matter right now?



3 What **evidence** supports this as a priority?



4 What will **success** look like in 6–12 months?



5 Who will be affected or involved?



LEADERSHIP TIP

Clarity is a leadership gift. It creates focus, builds alignment and gives your team the confidence to move forward together.

When we are clear about what matters most, we can lead with confidence and purpose.





Actions, Follow Through & Meeting Review

The value of a meeting is measured by what happens next. Clear actions, ownership and follow-through turn discussion into progress.



Decide.
Act.
Follow through.
Make it count.



1 ACTION LOG

What actions were agreed? Who is doing what and by when?

Action / Task	Owner	By When	Support / Resources	Status / Notes



2 FOLLOW-UP

How will we track progress and what is the next check-in?

Next Review Date: _____

Review Format (e.g. meeting, email update, dashboard):

How will progress be reported?

- ☐ Written update / report
- ☐ Meeting update
- ☐ Dashboard / data review
- ☐ Other: _____



3 CHAIR'S REFLECTION

Take a few minutes to reflect while it's fresh.

What worked well in this meeting?

What could I improve next time?

What is one thing I will do differently?



4 OVERALL MEETING RATING

How effective was this meeting overall?



1

Not effective



2

Moderately effective



3



4

Highly effective



5

Why did you give this rating?



CLOSE WELL.
FOLLOW THROUGH.
DRIVE RESULTS.

Your leadership is demonstrated not just in the meeting, but in what happens afterwards. Consistent follow-through builds trust, delivers results and moves your school forward.

LEADER CHECKLIST

- ☒ Purpose achieved?
- ☒ Decisions clear?
- ☒ Actions assigned and follow-up set?





— STEP 2

Build the Action Plan

From intention to implementation.

Once your priority is clear, translate it into a focused plan.

Keep actions specific, realistic and measurable.

A good plan provides clarity, accountability and momentum.



THE PURPOSE

A clear plan turns good intentions into purposeful action and helps everyone move in the same direction.



IMPROVEMENT OBJECTIVE

What exactly are we trying to achieve?



SUCCESS CRITERIA

How will we know we have been successful?

— ACTION PLANNER

ACTION <i>What specific action will we take?</i>	LEAD <i>Who is responsible?</i>	RESOURCES <i>What do we need?</i>	TIMESCALE <i>Start – End</i>	REVIEW DATE <i>When will we review progress?</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				



RISKS / BARRIERS

What could prevent success?



SUPPORT NEEDED

What support or resources will help?



LEADERSHIP INSIGHT: Great school improvement is rarely the result of one big initiative. It is the accumulation of many well-executed actions.





— STEP 3

Lead the Improvement

Turning plans into sustained progress.

Even the best improvement plans only create impact when they are consistently implemented. Successful leaders maintain focus, communicate clearly, monitor progress and support people throughout the process.



THE PURPOSE

Leadership during implementation turns intention into impact.

Your role is to bring clarity, consistency and support at every stage.

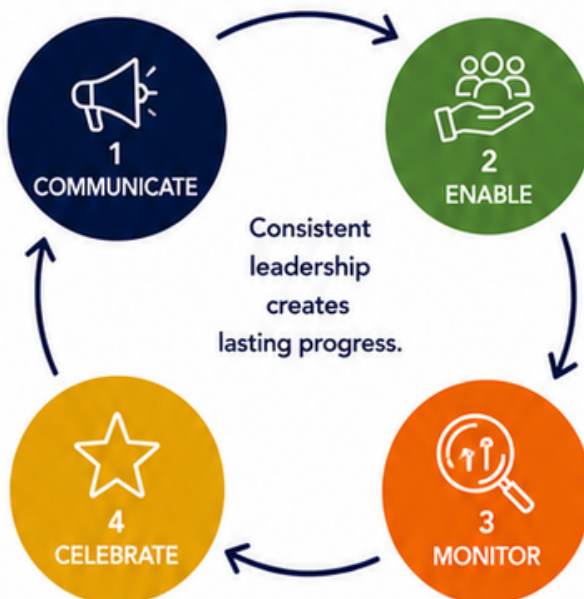
THE LEADERSHIP IMPLEMENTATION CYCLE

1 COMMUNICATE

- Keep the purpose visible.
- Explain the “why”.
- Reinforce expectations.
- Share progress regularly.

4 CELEBRATE

- Recognise progress.
- Share successes.
- Thank contributors.
- Build momentum for the next phase.



2 ENABLE

- Remove barriers.
- Provide resources.
- Build staff confidence.
- Encourage collaboration.

3 MONITOR

- Collect evidence.
- Review milestones.
- Notice early warning signs.
- Adapt when necessary.



LEADERSHIP CHECK-IN

Pause and reflect on your leadership right now.



What is working well?



Where is momentum slowing?



What leadership action will have the greatest impact next?



LEADERSHIP INSIGHT

People rarely resist improvement itself. More often, they resist uncertainty, inconsistency or lack of support. Effective leadership reduces all three.



— STEP 4

Review, Refine & Continue

Make improvement a habit.

Improvement is not a one-off project. It is a continuous cycle of learning, adapting and growing.

Take time to review progress, capture learning and plan the next steps.



THE PURPOSE

Reflection helps us embed what is working, improve what is not and build momentum for what comes next.

Small, regular reviews lead to significant improvement over time.

REVIEWING OUR PROGRESS



What went well?

What are we most proud of or what has had the biggest impact so far?



What could be better?

What has been challenging or is not progressing as we hoped?



What have we learned?

What insights will inform our decisions and actions going forward?



What is our next focus?

What should we prioritise next to maintain momentum and build on progress?



REFLECTION FOR ME AS A LEADER

What am I doing well as a leader in this improvement journey?

What leadership strengths have been most important?

What will I do differently next time?



NEXT STEPS

- ☐ Share our review and celebrate progress with the team.
- ☐ Update our action plan based on learning.
- ☐ Continue monitoring and collecting evidence.
- ☐ Communicate our next focus and priorities.
- ☐ Schedule the next review date:

_____ / _____ / _____



REVIEW CYCLE

When will we review progress?

We will review:

- ☐ Monthly
- ☐ Termly
- ☐ Twice per term
- ☐ Annually
- ☐ Other: _____

Next review date:

_____ / _____ / _____



LEADERSHIP INSIGHT The best leaders never stop learning. They stay curious, keep listening and remain committed to creating the best possible outcomes for their students and staff.

