

# Elmwood Infant School Yearly Overview – Monitoring

	Autumn 2017		Spring 2018		Summer 2018	
	Leadership Team	Govs	Leadership Team	Govs	Leadership Team	Govs
Teaching & Learning	Planning checks (LT) Book scrutiny (LT) Assessment folder scrutiny (LT) Progress meetings (HT/DHT/staff) Observations (LT) Classroom expectations/display audit - Staff Subject Leader folder – health check (DHT) Presentation of data - Standards and Achievement (LT) Subject Leader reports (LT) Group analysis (SLT) Establish action plans (LT)	Presentation from SLT of data - Standards and Achievement School Improvement Conference ( <b>INSET Day –Wed 4<sup>th</sup> October 2017 3.30-5.30</b> )  T & L Observation analysis (HT/C of G)  Agree School Self Evaluation Agree School Improvement Plan	Planning checks (LT) Book scrutiny (LT) Assessment folder scrutiny (LT) Progress meetings (HT/DHT/Staff) Observations (LT) Review of action plans (LT)	Learning Walk (HT/Govs)  Raise Report Workshop ( <b>date to be confirmed</b> )  Review SEF Review SIP	Planning checks (LT) Book scrutiny (LT) Progress meetings (HT/DH/Staff) Assessment folder scrutiny (LT) Observations (LT)	Book scrutiny Governor visit afternoon ( <b>Monday 21<sup>st</sup> May 2018 - pm</b> )  Review SEF Review SIP
Curriculum	Foundation Subject monitoring of planning (DHT) Review of Curriculum Overview (DHT) Establish action plans (DHT/staff) Create enrichment folders per year group (DHT)	Visits to school – see notes below  Curriculum overview sheets for parents	Monitor enrichment folders	Visits to school – see notes below  Curriculum overview sheets for parents		Visits to school – see notes below  Curriculum overview sheets for parents
Safeguarding/LAC	Refresher training (all staff)  Update FGM register Update Vunerable register	SCR Check (HT/Safeguarding Gov)  Safeguarding Audit (HT/Gov)	Refresher training for Designated Officer (bi-annually)  Update FGM register Update Vunerable register	SCR check (HT/Safeguarding Gov)  Monitor impact and actions of safeguarding action plan (HT/Safeguarding Gov)	Update FGM register Update Vunerable register	SCR check (HT/Safeguarding Gov)

<b>Inclusion</b>	Progress of groups (LT)	SEN Gov monitoring with SENCO Review of PPG	Progress of groups (LT)	SEN Gov monitoring with SENCO Review of PPG	Progress of groups (LT) SEN questionnaire (SENCo)	SEN Gov monitoring with SENCO Review of PPG
<b>Pupil Voice</b>	Learning Walk with Sch Council (LT)		Self evaluation questionnaires (LT)	Analysis of pupils responses		Learning Walk with Sch Council (HT/C of G)
<b>Parents/ community</b>	Newsletter Comment Slips (LT) Self evaluation questionnaires (LT)	Gov newsletter (C of G) P Evening presence (govs)		Analysis of parent responses P Evening presence (govs)	Newsletter Comment Slips (LT)	Open evening – attendance for new parents (govs)
<b>Personnel</b>	Performance management initial meetings	F and P meeting HT performance management (Gov) Review of pay/performance management	Performance management monitoring/review meeting	Discretionary Leave (V C of G) F and P meeting	Review of TLRs (HT) Performance management final review	F and P meeting
<b>Health &amp; Safety</b>	Early Years environment check (EYFS Leader) Premises audit (Site Manager/HT)	Health and Safety Audit across sch (HT/Chair of Premises/Site Manager) Accident folder check (Chair of P)	Early Years environment check (EYFS Leader) Review Premises audit (Site Manager/HT)	Monitor action plan (P Committee) Accident folder check (Chair of P)	Early Years environment check (EYFS Leader) Review Premises check (Site Manager/HT)	Monitor action plan (P Committee) Accident folder check (Chair of P)
<b>Finances</b>	Budget monitoring (HT/Office Manager)	F and P meeting Monitoring meeting between Chair of F/P and Office Manager	Benchmarking (HT/Office Manager) Budget monitoring (HT/Office Manager)	Finance Trail (Chair of F& P) F and P meeting Budget meeting involving Chair of F& P Review SFVS Submit budget by 1 May	Budget monitoring (HT/Office Manager)	F and P meeting Monitoring meeting between Chair of F/P and Office Manager

<b>Governance</b>	Review and update register of interests	Review progress of governing body action plan	Governors Self - Evaluation Audit
	Review and agree Governance action plan for the year ahead	Review website for statutory information	Review progress of governing body action plan
	Review website for statutory information		Review website for statutory information

### Other Governor monitoring activities

Activity	By whom	Notes
Monitoring can relate to many aspects of the SEF including curriculum provision, attainment, standards and achievement, parents in partnership, the curriculum & how it meets the needs of learners, community cohesion, behaviour, leadership and management, pupils contribution to the school and wider community, the effectiveness of care, guidance and support., health awareness.		
School events – Sports events, Christmas Performances, Spring Assembly , Graduation, other community events	Any governors involved/attending	
Playtimes/lunchtimes	Any governor at school during these times	Visit and share lunchtime (at least one visit per year from a member of the governing body)
Assembly	Any governor attending assembly	Attend assembly (at least one visit per year from a member of the governing body)
Headteacher Reports – including financial reporting	All governors in attendance at FGB meetings	Termly at FGB meetings
Extra Curricular activities	Any governor observing an activity /club	At least one visit per year from a member of the governing body
School trips/visits or help within the classroom	All Governors	At least one visit per term from a member of the governing body
Governor self evaluation	All governors	At one FGB meeting per year (Summer 1)
Training	All governors	Governors should try and attend training at least 2x yearly.
Meeting with Subject Leader	Link Governors	At least one visit per year