

Elmwood Infant School

Yearly Overview of Monitoring 2020-21

	Autumn 2020		Spring 2021		Summer 2021	
	Leadership Team	Govs	Leadership Team	Govs	Leadership Team	Govs
Teaching & Learning	Planning checks (LT) Book scrutiny (LT) Assessment folder scrutiny (LT) Progress and PPG meetings (HT/DHT/staff) Observations (LT) Classroom expectations/display audit - Staff Presentation of data - Standards and Achievement (LT) Subject Leader reports (LT) Group analysis (SLT) Establish action plans (LT) T & L Observation analysis (HT)	Presentation from SLT of data - Standards and Achievement Agree School Self Evaluation Agree School Improvement Plan	Planning checks (LT) Book scrutiny (LT) Assessment folder scrutiny (LT) Progress and PPG meetings (HT/DHT/Staff) Observations (LT) Review of action plans (LT)	Learning Walk (HT/Govs) Review SEF Review SIP	Planning checks (LT) Book scrutiny (LT) Progress and PPG meetings (HT/DH/Staff) Assessment folder scrutiny (LT) Observations (LT)	Book scrutiny Review SEF Review SIP
Curriculum	Foundation Subject monitoring of planning (DHT) Review of Curriculum Overview (DHT) Establish action plans (DHT/staff) Book scrutiny (LT) Prepare INSET (2nd Novembr) Review sports premium and create new strategy document	Visits to school – see notes below Curriculum overview leaflet for parents	Foundation Subject monitoring of planning (DHT) Review action plans (staff) Book scrutiny (LT)	Visits to school – see notes below Curriculum overview leaflet for parents	Review action plans (staff)	Visits to school – see notes below Curriculum overview leaflet for parents

Safeguarding/LAC	<p>In-House training (all staff/govs) Sep 4th am, 9am -12pm</p> <p>Update FGM register Update Vulnerable register</p> <p>Review Safeguarding Policy</p> <p>Check training for Safer Recruitment</p>	<p>In-House training (all staff/govs) Sep 4th am 9am – 12pm</p> <p>SCR Check (HT/Safeguarding Gov)</p> <p>Safeguarding Audit (HT/Gov)</p> <p>Safeguarding Report to Govs</p>	<p>Refresher training for Designated Officer (every two years)</p> <p>Update FGM register Update Vulnerable register</p>	<p>SCR check (HT/Safeguarding Gov)</p> <p>Monitor impact and actions of safeguarding action plan (HT/Safeguarding Gov)</p> <p>Ratify Whistle Blowing Policy in FGB</p> <p>Safeguarding Report to Govs</p>	<p>Update FGM register Update Vulnerable register</p>	<p>SCR check (HT/Safeguarding Gov)</p> <p>Safeguarding Report to Govs</p>
Inclusion	<p>Progress of groups (LT)</p> <p>PPG Passport meetings</p> <p>Review PPG Strategy and create new version.</p>	<p>SEN Gov monitoring with SENCO</p>	<p>Progress of groups (LT)</p>	<p>SEN Gov monitoring with SENCO</p> <p>Review of PPG Strategy</p>	<p>Progress of groups (LT)</p> <p>PPG Passport meetings</p>	<p>SEN Gov monitoring with SENCO</p>
Pupil Voice	<p>Learning Walk with Sch Council (LT)</p> <p>Pupil questionnaires (LT)</p>	<p>Analysis of pupils responses</p>				<p>Learning Walk with Sch Council (HT/C of G)</p>
Parents/ community	<p>Newsletter Comment Slips (LT)</p> <p>Parent questionnaires (LT)</p> <p>Analysis of parent responses</p>	<p>Gov newsletter</p> <p>P Evening presence (govs)</p>	<p>Newsletter Comment Slips (LT)</p>	<p>Gov newsletter</p> <p>P Evening presence (govs)</p>	<p>Newsletter Comment Slips (LT)</p>	<p>Gov newsletter</p>
Personnel	<p>Performance management initial meetings</p> <p>Prepare salary statements for teaching staff (SBM)</p>	<p>HT performance management (Gov)</p> <p>Pay Committee to meet - before FGB meeting for ratification.</p> <p>HT performance Management – before 31st Dec.</p>	<p>Performance management monitoring/review meeting</p>	<p>Review Pay Policy in readiness for new financial year.</p>	<p>Review of TLRs (HT)</p> <p>Performance management final review</p> <p>Review Appraisal Policy in readiness for new academic year.</p>	

Health & Safety	Early Years environment check (EYFS Leader) Premises audit (Site Manager/HT)	Health and Safety audit across sch (HT/Chair of Premises/Site Manager and SBM) Accident folder check (H/S Governor)	Early Years environment check (EYFS Leader) Review Premises audit (Site Manager/HT, SBM)	Monitor action plan/premises audit Accident folder check (H/S Governor)	Early Years environment check (EYFS Leader) Review Premises check (Site Manager/HT,SBM)	Monitor action plan /premises audit Accident folder check (Chair of R)
Finances	Budget monitoring (HT/SBM)	Monitoring meeting between Gov for Finance and SBM Review actions from financial audit (SBM/HT)	Benchmarking (HT/SBM) Budget monitoring (HT/SBM) Audit of School Fund	Finance Trail Submit budget by 1 May	Budget monitoring (HT/SBM)	Monitoring meeting between Gov for Finance and SBM
Governance		Review and update register of interests Agree Governance action plan for the year ahead Review website for statutory information Complete self - assessment		Review progress of governing body action plan Review website for statutory information		Review progress of governing body action plan Review website for statutory information
FGB dates	Wednesday 10th September 7pm – Housekeeping Agree Terms of Reference for each committee, governor self –assessment. Finance: Q1 Governor Morning – 8th October 2020 (8.30-12.30pm) WB 2nd Nov – HT Performance Management WB 18th Nov – Pay committee 5.30pm - Zoom		Date TBC – Tri Partnership workshop		Date TBC – Tri-partnership workshop	
FGB meetings Standards (includes	Wednesday 14th October – 5.30pm Zoom Standards: HT report, Data analysis, PPG report, Sports funding.		Wednesday 3rd Feb Zoom – 5.30pm Standards: HT report, review of SIP, ASP/IDSR data		Wednesday 5th May 5.30pm Zoom Standards: HT report, review of SEF, review of SIP	

Curriculum) & Finance	Finance: Q2	Finance: Review Q3 if ready, ratify HT performance related pay decision. SFVS	Finance: Year End 14th July – Standards – Zoom 5.30pm
FGB meeting Resources (includes finance, personnel, health/safety, safeguarding)	Wednesday 2nd December - 7pm Pay recommendations (Pay committee must meet prior to this meeting). 3 year plan Review of audit report Safeguarding Report	Wednesday 24th March 7pm Agree budget for 2019-20 Best Value statement Ratify Whistleblowing policy Approve Scheme of Delegation Agree Pay Policy Safeguarding Report	23rd June – 7pm CFR – ratify Agree Appraisal policies for following year Safeguarding Report Initial data headlines

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. All governors should attend safeguarding training –either with the school or via Octavo.
Meeting with Subject Leader	Link Governors	At least one visit per year