

GOVERNORS' MONITORING TIMETABLE FOR AUTUMN TERM 2018

2018/19 priorities:

- Improve the quality of leadership and management
- Improve the quality of teaching and learning in KS2
- Delivering a rich and varied curriculum

	September	October	November	December
Leadership and management, including SSIP overview	<ul style="list-style-type: none"> ❖ Review 2017/18 SSIP and discuss 2018/19 SSIP ❖ Headteacher appraisal ❖ Review pupil progress and attainment 	<ul style="list-style-type: none"> ❖ Review actions planned, monitor match to identified development needs ❖ Review school's statutory information on the website and check compliance 	<ul style="list-style-type: none"> ❖ Line of enquiry from SSIP, for first hand monitoring ❖ Interrogation of ASP and data dashboard ❖ Impact of the Autumn term monitoring schedule 	<ul style="list-style-type: none"> ❖ Monitor impact of SSIP action plan ❖ Review performance tables ❖ Interrogate NfER data ❖ Monitor SSIP actions
Pupil Premium	<ul style="list-style-type: none"> ❖ Review PP pupils progress and attainment data ❖ Review 2017/18 PP strategy 	<ul style="list-style-type: none"> ❖ Read and evaluate new PP strategy 	<ul style="list-style-type: none"> ❖ Visit KS2 TA afternoon interventions 	<ul style="list-style-type: none"> ❖ Review NfER PP pupils data ❖ PP attendance
SEND	<ul style="list-style-type: none"> ❖ Review SEND pupils progress and attainment data 	<ul style="list-style-type: none"> ❖ Read and evaluate new SSIP SEND section in meeting with SENDCO 	<ul style="list-style-type: none"> ❖ Learning walk - management of EHCP/E3 pupils 	<ul style="list-style-type: none"> ❖ Review NfER pupils data and B squared
More able	<ul style="list-style-type: none"> ❖ Review ore able pupils progress and attainment data 	<ul style="list-style-type: none"> ❖ Read and evaluate new SSIP actions for more able 	<ul style="list-style-type: none"> ❖ Meet with more able Leader - evaluate additional strategie. ❖ Interview more able pupils 	<ul style="list-style-type: none"> ❖ Review NfER data for more able pupils
Quality of T & L - including assessment and Data	<ul style="list-style-type: none"> ❖ Review pupil progress and attainment 	<ul style="list-style-type: none"> ❖ Learning walk YN to Y6 and pupil interviews 	<ul style="list-style-type: none"> ❖ Interrogation of ASP and data dashboard 	<ul style="list-style-type: none"> ❖ Review performance tables ❖ Interrogate NfER data
Finance	<ul style="list-style-type: none"> ❖ Monitor current and 3 year budget plan with SBM ❖ Review pupil numbers 	<ul style="list-style-type: none"> ❖ Review staff pay policy and check compliance 	<ul style="list-style-type: none"> ❖ Review current year budget 	<ul style="list-style-type: none"> ❖
Personnel	<ul style="list-style-type: none"> ❖ Review staffing structure and well-being of new teams 	<ul style="list-style-type: none"> ❖ Teacher appraisal and annual pay awards 	<ul style="list-style-type: none"> ❖ Review staff absence 	<ul style="list-style-type: none"> ❖ Consider staffing structure for next financial year with HT
Curriculum - including policies and behaviour	<ul style="list-style-type: none"> ❖ Learning walk - review classroom expectations and pupil behaviour 	<ul style="list-style-type: none"> ❖ Read and evaluate new SSIP actions for curriculum and behaviour 	<ul style="list-style-type: none"> ❖ Learning walk -evidence of rich and varied curriculum ❖ Review behaviour log 	<ul style="list-style-type: none"> ❖ Meet with subject leaders (Science and Humanities)
CPD - staff and governors	<ul style="list-style-type: none"> ❖ Meet with CPD Leader to monitor training match to identified CPD needs 	<ul style="list-style-type: none"> ❖ Review impact of Governor CPD plan and skills audit 	<ul style="list-style-type: none"> ❖ Interview staff on CPD impact (teacher and TA) 	<ul style="list-style-type: none"> ❖ Review impact of Autumn term CPD programme, including reviewing the CPD monitoring form

P.E. funding	<ul style="list-style-type: none"> ❖ Review spend and impact of 2017/18 PE funding 	<ul style="list-style-type: none"> ❖ Review the 2018/19 PE funding plan ❖ Monitor website compliance with DfE requirements for PE funding 	<ul style="list-style-type: none"> ❖ Observe PE lessons 	<ul style="list-style-type: none"> ❖ Monitor the impact of PE funding for the Autumn term
Safeguarding - including LAC	<ul style="list-style-type: none"> ❖ Review the safeguarding policy ❖ Monitor compliance with 'Keeping Children Safe in Education' ❖ Check central record and monitor training schedule ❖ Check compliance with safer recruitment 	<ul style="list-style-type: none"> ❖ Review progress and attainment of Looked After Children 	<ul style="list-style-type: none"> ❖ Dip sampling of staff, pupils and parents 	<ul style="list-style-type: none"> ❖ Safeguarding audit
Parent view	<ul style="list-style-type: none"> ❖ Meet with HSA and discuss 2018/19 priorities 	<ul style="list-style-type: none"> ❖ 8th/9th parent consultations - organise collection of parent views via online ofsted system 	<ul style="list-style-type: none"> ❖ Review parent view on website 	<ul style="list-style-type: none"> ❖ Playground walk for parents new to school this academic year
Attendance	<ul style="list-style-type: none"> ❖ Review 2017/18 annual results, including groups (boys, girls, SEND, PP and EHCP, EAL), compare with local and national data 	<ul style="list-style-type: none"> ❖ Review punctuality and lateness with attendance officer - including monitoring arrivals in the morning 	<ul style="list-style-type: none"> ❖ Review attendance policy - check match to school priorities 	<ul style="list-style-type: none"> ❖ Review attendance for Autumn term, including authorised and unauthorised absence
Staff and pupil voice	<ul style="list-style-type: none"> ❖ Meet with School Council Lead ❖ Review staff and pupil surveys 	<ul style="list-style-type: none"> ❖ Attend school council meeting 	<ul style="list-style-type: none"> ❖ Interview pupils 	<ul style="list-style-type: none"> ❖ Interview staff
Health & Safety/Premises	<ul style="list-style-type: none"> ❖ Walk site and complete governors' H & S review ❖ Check H & S compliance (including risk assessments, fire RA, annual checks completed) 	<ul style="list-style-type: none"> ❖ Monitor and review accessibility plan 	<ul style="list-style-type: none"> ❖ Review plans and preparation for the new build 	<ul style="list-style-type: none"> ❖ Review school conditions survey in preparation for next year's budget