



The Meadow Community Primary School and Pre-School

Monitoring and Evaluation Policy

Introduction

In our school we plan teaching and learning with a view to enabling each child to seek the highest level of personal achievement. To ensure that this happens, we regularly monitor the actions we have taken, so that we are in a position to make a judgement about how effective these actions have been. This gives us information on which we can base future decisions about the development of our school.

Monitoring is the means by which we gather information. We do this systematically across a range of activities within our school.

Evaluation is the judgement on the effectiveness of actions taken, based on their impact on the quality of children's learning.

Monitoring and evaluation in our school are part of a planned process and involve a range of different people over the course of a school year.

Monitoring and evaluation framework

The self-evaluation process provides a framework for evaluating performance, setting targets, planning, taking action and monitoring progress. The components are:

- how well are we doing?
- how do we compare with similar schools in our locality?
- how do we compare with similar schools in Symphony Learning Trust?
- what more should we aim to achieve?
- what must we do to make it happen?
- taking action and reviewing progress.

Monitoring and evaluation activities

This framework allows us to systematically gather evidence across a range of activities. This evidence allows us to evaluate the impact of our actions and progress towards our targets.



The quality of teaching

The Leadership team observes all teachers working with classes, with additional observations through subject leader monitoring.

Teachers negotiate the observation date and the focus reflects an agreed whole-school focus that is linked to the school priorities.

The teacher and the observer follow the observation with a discussion. The observer notes the strengths and areas for development, and gives a copy of this information to the teacher. The Head Teacher builds the development points into the school's continuing professional development programme.

Where a subject has been identified in the School Plan as a priority area, the subject leader observes a sample of teachers once a year teach the subject in question. This gives feedback about the progress of specific actions in the Strategic School Development Plan.

The quality of children's learning

In the course of their lesson observations, the Leadership team and curriculum leaders gather evidence about the children's attitudes to work, progress they are making and the standards that they are attaining in lessons. This enables us to make evaluations about the impact of school improvements.

The standards attained by children

In the course of their lesson observations, the Leadership team and other leaders gather evidence about the standards that the children are attaining in lessons. All curriculum leaders undertake, where appropriate, a termly scrutiny of children's written work. This involves the sampling of children's work from a range of abilities within each class. Curriculum leaders use the evidence of this to inform their annual subject action plans which form part of the School Improvement Plan

The quality of teachers' planning

Planning scrutinies occur. Also, subject leaders use their management time to scrutinize plans and record any common issues which inform subject plans. Teachers receive feedback from the subject leader, as appropriate.

The targets set for children's learning

The Symphony Learning Framework is used throughout KS1 and KS2. Symphony on Track is used alongside this also.

The targets set in our Strategic School Improvement Plan

The Leadership team give Local Governors a termly report in which they identifies progress against the targets within the Strategic School Development Plan.

The Leadership team / SBM supply the Local Governors with budget updates. This allows the Local Governing Body to monitor and evaluate spending patterns against the priorities for improvement identified in the Strategic School Improvement Plan. The planning cycle involves the Governing Body in evaluating the progress of the current Strategic School Improvement Plan as part of the development of the next plan. This gives Local Governors a clear view of the school's strengths and weaknesses.

Monitoring and evaluation – key tasks

The Strategic School Development Plan will be annually updated and will be monitored by the Leadership Team and Local Governors throughout the year. Some Local Governors will have specific areas within the Improvement Plan which they will be responsible for monitoring. Local Governors will be updated on aspects of the SSIP at each full Local Governors' meeting.

Governance Monitoring 2019-20

<u>Term</u>	<u>Monitoring Activities</u>	<u>Date / Time</u>	<u>School Representative</u>	<u>Governor Representative</u>
Autumn Term 2019	Mock SATs	Week beginning 28/10/19	Deb Rigby	Lynn Knox + others
	Data and Assessment	Week beginning 28/10/19	Charlie Smith	Lynn Knox
	Reading	TBC	Tim Barrow	Matt Smith-Lilley
	Science	TBC	Caroline Perrin	Deb Rigby
	Life / Work Balance	28/11/19	Charlie Smith	Ben Ward
	Health and Safety	28/11/19	Daniel Wagg and Shaun Tidmarsh	Ben Ward
Spring Term 2020	Performance Management review	TBC Jan' Management meeting	Matt Brookes, Charlie Smith and Louise Allen	Lynn Knox
	Annual Safeguarding Visit	TBC	Louise Allen and Deb Rigby	Lynn Knox - Safeguarding Governor
	Annual Pupil Premium visit	TBC	Pupil Premium Leader + HT	Lynn Knox - Pupil Premium Governor
	Annual SEN visit	TBC	Zoe Rudd	Lynn Knox
	SATs	Week beginning 11/5/20	Charlie Smith and Matt Brookes	Lynn Knox, Gemma Naylor-Garford + others TBC
	Mental Health and Wellbeing	TBC	Louise Allen and Becky Richardson	Deb Rigby
	PE visit – Sports Grant	TBC	Ryan Barnes	Tim Barrow
Summer Term 2020	New Curriculum	TBC	Charlie Smith and Louise Allen	TBC
	Annual H&S Inspection	TBC	Daniel Wagg and Shaun Tidmarsh	Ben Ward
	Annual SEND review	TBC	Zoe Rudd	Gemma Naylor-Garford - SEND Governor

