

Lambley Primary School



Governors' Monitoring and Evaluation Policy

Lambley Primary School Governing Board

MONITORING AND EVALUATION POLICY

1. PURPOSE OF GOVERNING BODY MONITORING AND EVALUATION

The school's main aim is to fulfil our collective responsibility to know how well the school is doing, to ensure good outcomes for and to promote excellence and enjoyment whilst raising attainment through high quality teaching and learning and an engaging curriculum. We want to enable every child to 'Reach for the Stars' while they are a pupil at Lambley Primary School and continue to do this in their future.

2. AGREED AREAS FOR MONITORING

Key areas would include the following:

Policies and procedures

Adherence to statutory liabilities and responsibilities (see statutory guidance and Decision planner)

Logging and recording of key data (see statutory inclusions in Head Teacher's termly report)

Standards of achievement and attainment

Standards of teaching and learning

Leadership and management

Effectiveness of governance

Budgets and resource management

Stakeholder feedback

Engagement with Stakeholders

School strengths and weaknesses

3. INVOLVMENT

As part of ongoing Monitoring and Evaluation the Governing Board will receive and share information with the people listed below:

Pupils, Teachers, Head Teacher, Senior leadership team, Subject coordinators, Staff, Parents, Stakeholders, Governors, School Improvement Partners, Ofsted inspectors, Local Authority, Teaching School Alliance.

It is the aim of this school to regularly review how this information sharing takes place in order to best achieve our stated aims.

4. EVALUATION AND USE OF INFORMATION GATHERED DURING MONITORING ACTIVITIES.

The evaluation of the information gathered during monitoring activities will be used to inform the School Development plan and the School Self Evaluation Form. The information gathered will form part of our future planning cycle and be used to assess the impact of actions previously taken. It may also be used in discussion with the School Self Improvement Partner. Training and Development for both Staff and Governors may be identified during the process. It is also our aim to use monitoring activities to help improve standards in the following areas:

- **Knowing** - what is happening in the school
- **Understanding** - the facts in order to have an informed and accurate and objective view
- **Communicating** - information to all stakeholders in order to fulfil our public accountability role
- **Sharing** - an informed vision of the way ahead.

5. METHODS OF INFORMATION GATHERING

Agreements will be made between Staff and the governors regarding the best ways to gather information about what is happening in school. These may include:-

- Governor focused visits
- Feedback from link or monitoring governors
- Statistical analysis from e.g. Raise On-line
- Review and approval of school targets
- Informal contacts within the headteacher and staff
- Regular attendance at meetings
- Benchmarking exercises
- Review and approval of policies and other documents provided at governors' meetings
- Planned visits to school
- Reports from Head Teachers and Staff
- Newsletters
- Classroom and other displays of pupils' work.
- Presentations

In all of the above it is our policy to seek agreement and clarification with all involved in the process and to determine at the beginning that we are all working towards the communal aim of improvement. It is important to us that everyone has the same understanding of what we are trying to achieve and we aim to conduct the process in a respectful way.

6. KEY MONITORING DOCUMENTS

- School Improvement Report and plans
- OFSTED report on the school
- School Self Evaluation systems
- School Improvement partner reports
- Head Teacher's termly report (must include certain statutory information)
- Raise On-Line data
- Development or Action plans
- Financial and Budget Reports
- External Audit Reports
- Health and safety inspection reports.
- Statutory Documentation and guidance
- Meeting minutes

7. REPORTING AND EVIDENCE GATHERING – key documents

Agreed Outcomes from monitoring activities will be formally recorded in the following ways:

- Full Governing Body meeting minutes – (evidence of key decision and actions)
- Sub Committee meeting minutes _ (evidence of strategic discussion, challenge and support)
- Financial reporting – (financial comparisons and benchmarking)
- Budget reporting – (formal review of budgets with agreed minutes)
- Governor Visit Reports (signed by both staff and governor and logged in *(insert location)*)
- Audit Reports (both internal and external)
- Policy Revision following ongoing review

- Improvement plans
- Self Evaluation Form
- Action plans – (following on from any relevant stakeholder feedback)

We agree and understand that information regarding our school may be published and we will comply with statutory requirements regarding Data Protection, Freedom of Information and Confidentiality.

This Monitoring and Evaluation Policy was adopted by the Governing Board of Lambley Primary School in March 2016.

Signed: D Bathgate

Date: 3rd March 2016

Designation: Chair of Governors