



Governor Monitoring and Evaluation Plan

2023-24 Academic Year

Purpose of the monitoring and evaluation plan

This monitoring and evaluation plan sets out how the governing body for Youlgrave All Saints' C of E Primary School will effectively discharge its responsibilities as governors to fulfil its core strategic functions. In implementing this plan, governors will:

- Work in partnership with the school leadership team and staff
- Provide supportive and constructive challenge
- Have due regard to staff and governor wellbeing



Governing board strategic functions

Our governing board has a strong focus on 3 core strategic functions:

1. Ensuring clarity of vision, ethos and strategic direction (through the school improvement plan)
2. Holding the executive leaders to account for the educational performance of the school and its pupils, and the effective and efficient performance management of staff
3. Overseeing the financial performance of the school and making sure its money is spent well, including the pupil premium



Governing board responsibilities

Our governing board will work in partnership with the headteacher and school staff. Responsibilities include:

- **Vision and values:** determining the mission, values and long-term ambitious vision for the school, and working with senior leaders on a strategy for achieving it
- **Safeguarding:** ensuring policies and procedures are in place for appropriate action to be taken in a timely manner to safeguard and promote children's welfare.
- **Standards:** promoting high standards of achievement and setting challenging targets
- **Policies:** deciding how, in broad strategic terms, the school should be run
- **Special Educational Needs and Disability:** ensuring pupils are supported and achieve their potential
- **Curriculum:** ensuring breadth and balance (including learning outside the school)
- **Finance:** approving and monitoring the school's budget
- **Staffing:** deciding the number of staff, and agreeing progression of all staff pay
- **Appointing staff:** above an agreed level, usually the senior leadership team, though a governor will be involved in recruitment panels for all teaching roles at our school
- **Headteacher appraisal:** including appointing an external advisor
- **Pupil discipline and staff conduct:** ensuring policies are in place, and leading a Disciplinary and Behaviour Committee if required.
- **Risk management:** ensuring robust procedures are in place and that risk control measures are appropriate and effective
- **Communication:** ensuring that parents, pupils, staff and the wider community are involved, consulted and informed as appropriate

NB. The operational running of the school and associated operational decisions are out of scope of the governing board, and are the responsibility of the Headteacher.



Working together as an effective governing body

- The governing body will have at least 12 members including: at least 2 parent governors, the headteacher, a staff governor, a local authority governor, at least 2 foundation governors.
- The governing body will have a clerk to support meetings and provide expertise on governance procedures.
- Governor vacancies will be filled swiftly to maintain capacity.
- All new governors will complete an induction plan.
- The governing body will ensure governors have the relevant capacity and capability to undertake their role. Governors will complete a skills audit annually to identify any skills gaps (audit launch Autumn 2, review and report Spring 1, adopt and embed Spring 2). New governors will complete a skills audit as part of their induction.
- The governing body will undertake a self-evaluation (annually) to reflect on their effectiveness (evaluation launch Spring 2, review and report Summer 1, adopt and embed Summer 2).
- Governor assigned roles (link governors, committee chairs) will be assigned appropriately based on the skills and experience of governors.
- A governor training plan will be in place including:
 - DCC governor induction (for new governors)
 - Course for new and prospective Chairs (Chair and Deputy Chair)
 - Safeguarding training (annual)
 - Reading '[Keeping Children Safe in Education](#)' (annual)
 - Safer recruitment training (Chair and Deputy Chair, those participating in a recruitment panel)
 - Prevent training (bi-annual)
 - GDPR training (bi-annual)



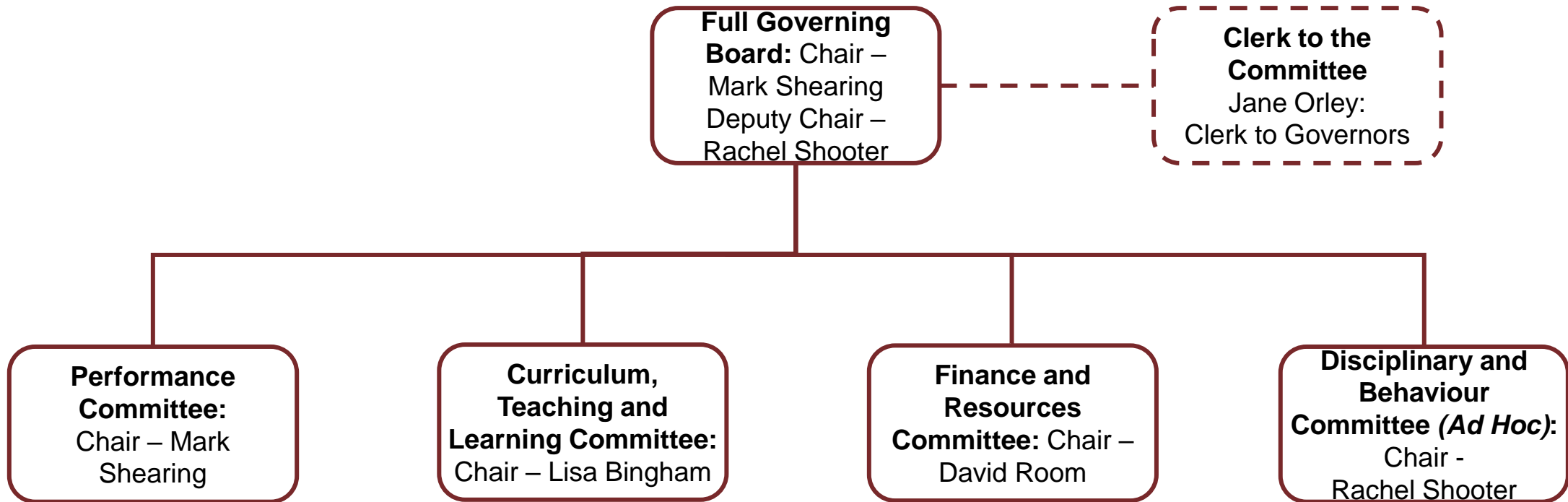
How governors will monitor and evaluate school performance

- Full Governing Board 6 times per year where governors will receive a headteacher report (a written report at least once per term) and review progress against the school improvement plan.
- Committee structure in place to enable more detailed scrutiny and depth of understanding. Our school has 2 main school performance committees in place:
 - Curriculum, Teaching and Learning Committee
 - Finance and Resourcing Committee
- Link governors take the lead on an area of their governing board's responsibilities or to help monitor a specific improvement priority.
- Governors will have access to, and review, school data including school performance, achievement and attainment tables, and in-house tracking and analysis of pupil progress, and local benchmarking data.
- Governors will scrutinise and approve the budget to ensure the school's money is spent well, including the pupil premium.
- Staff, pupil and parent surveys will be undertaken at least annually to understand what is going well, identify areas for discussion and monitor progress. The themes from these surveys will be shared with governors.
- A governor will attend the school staff briefing at least twice per half term to strengthen the link between the governing body and the staff.
- At least one governor will have an exit conversation with any teaching staff (teachers and teaching assistants) leaving the school.
- Governors will be represented at school events where possible to strengthen links with staff, pupils and parents, and see the school 'in action' e.g Christmas Crafts, welcome meeting for new parents of reception children, parent teacher consultations.



Committee Structure

Refer to the Terms of Reference for the Full Governing Board and Committees for further information on their role, responsibilities and objectives.



An Appeals Committee will be stood up as required and membership will be determined depending on the context of the issue to be reviewed.



Link Governors

A link governor is a member of the governing board identified to oversee a specific aspect of the work of the school, providing support and constructive challenge, and reporting back to the governing board. They will liaise with the relevant subject lead within school and agree a suitable time for a link governor visit. The link governors for Youlgrave All Saints' C of E Primary School are:

- **English** – Rachel Shooter (Staff subject lead: Zoe Hemmingway)
- **Maths** – Mark Shearing (Staff lead: Paul Scully)
- **RE and Collective Worship** – Lisa Bingham (Staff subject lead: Paul Scully)
- **Curriculum** (excluding English, Maths, and RE) – Mark Shearing (Staff subject lead: Computing – Paul Scully, Geography – Zoe Hemmingway, History – Zoe Hemmingway, Languages – Paul Scully, PE – Lyn Tonks, Science – Zoe Hemmingway)
- **Pupil Premium** – Rachel Shooter (Staff lead: Sophia Barker)
- **SEND** – Vicky Jones (Staff lead: Joy Burgess)
- **Safeguarding** – Lisa Bingham (Staff lead: Sophia Barker (SL) and Paul Scully (DSL))
- **Health and Safety** – Gemma Smith (Staff lead: Sophia Barker, Mandy Wood)
- **GDPR** – Lucy Barnwell (Staff lead: Sophia Barker)
- **Wellbeing** – Vicky Jones (Staff lead: Paul Scully)
- **Governor Training and Development** – Mark Shearing
- **Scout Hut** – Mark Shearing



Link Governor Visit Plan

Link governors will undertake 3 engagements with school per academic year, one each term, to liaise with their respective school subject lead and discuss plans and progress in the specific area, linked to the action plan for that area and the School Improvement Plan.

Autumn	Spring	Summer
<ul style="list-style-type: none">▪ School subject lead to send action plan by email to the relevant link governor by 10 December.▪ Link governor to review the action plan, understand how it links to the school development plan (note: curriculum link governor will receive an action plan for each subject area, and select one to focus on in the Spring 2 school visit).	<ul style="list-style-type: none">▪ Link governor to arrange visit at a mutually convenient time with the school lead.▪ The visit will include a conversation with the school lead on key points in the action plan: how has the action plan been implemented through term 1 / term 2, what has gone well, areas for focus in the remaining academic year, any barriers to implementation, what has been the impact on the children and the outcome for them.▪ In addition to meeting with the school lead, the link governor visit may include a learning walk to look at the school displays on the subject area, or a book review to see how that topic is being taught.▪ Following the meeting, the link governor will write up a link governor report, which will first be shared with the school subject lead by email, and then shared at the next governor meeting. The report may include relevant photos the link governor took of any displays in school.	<ul style="list-style-type: none">▪ Link governor to arrange a conversation at a mutually convenient time with the school subject lead.▪ This can be conducted via Teams or face to face.▪ Focus for the conversation is to evaluate the progress against the action plan through this academic year, and discuss any early thinking for the next academic year.▪ Following the meeting, the link governor will write up a link governor report, which will first be shared with the school subject lead by email, and then shared at the next governor meeting. The report will summarise the position at the end of the academic year and progress against the action plan.

ONGOING

Review headteacher report, other governor documents and the school newsletter and website for relevant updates to the subject area which can be referenced in the link governor report. Look out for school events relating to the link governor area which link governors could also attend e.g World Book Day – English, Sports Day / sports tournaments – curriculum, Anti-bullying week activities – wellbeing, World Mental Health Day activities - wellbeing. There may also be audits relevant to the link area that link governors can get involved in.

Link Governor School Visit Record

Link governors will use the standard template to make a record of their link governor engagement with the school subject lead.

Following the meeting, the link governor will write up a link governor report, which will first be shared by email with the school subject lead, and then shared at the next governor meeting.

The link governor conversation with the school subject lead should have covered: how the action plan has been implemented, what has gone well, areas for focus in the remaining academic year, any barriers to implementation, what has been the impact on the children and the outcome for them.

For curriculum subject areas, reports will also cover subject delivery, the impact of interventions, the use of resources, and attainment and progress.

Link governors will provide a minimum of 2 reports per academic year.



YOULGRAVE ALL SAINTS'
C OF E PRIMARY SCHOOL

GOVERNOR SCHOOL VISIT / ENGAGEMENT RECORD

Name of Governor

Date of Visit /
Engagement

Purpose of Visit / Engagement:

Links with the School Improvement Plan:

Governor Comments:

For curriculum subject areas, reports will cover subject delivery, the impact of interventions, the use of resources, and attainment and progress.

Points I would like clarified or questions arising from the visit:

Any key issues arising for the Governing Body:

Signature of Governor

Date



Full Governing Board Annual Plan

The FGB will follow an annual structure. Ad hoc items can be added to this plan as required.

Set Up – September

- Governor roles and responsibilities, including appointment of Chair and Deputy Chair, committee membership, ToR and link governors
- Governor training plan
- Review policies: complaints, safeguarding, finance
- School Improvement Plan (SIP)

Autumn 1 – October

- Governor Finance Report and LEA finance document
- SIP progress update
- School Self-Evaluation Form (SEF)
- LEA Advisors visit
- Staff CPD / training plan
- Safeguarding audit and action plan, policies
- KS2 target setting
- Results from SATs and other statutory testing
- HR Updates and Policies, HT Appraisal
- Review & approve school policies for academic year

Spring 1 – February

- SIP progress update
- SEF update
- SEND report, policy and funding
- LEA Advisors visit
- School financial value standard (SVFS) first draft for agreement
- Link governor reports
- Themes from pupil survey

Summer 1 – May

- SIP progress update and forward look for next academic year
- SEF update
- Self-Evaluation procedures checked
- LEA Advisors visit
- Results from Spring assessments
- Safeguarding updates / policies
- Teaching and learning policies
- Link governor reports
- Themes from parent survey

Autumn 2 – December

- Headteacher's report
- Link governor reports and review annual plan
- Sports premium
- Pupil Premium plan: review previous year and plan for this academic year
- Celebration of term 1

Spring 2 – March

- Headteacher's report
- Link governor reports
- School plan and budget (including review of staffing and classes) for next academic year
- School inventory
- Financial Regulations, Procedures and Responsibilities
- Spring term attainment and progression
- Pupil Premium plan: progress against plan
- Themes from staff survey
- Celebration of term 2

Summer 2 – July

- Headteacher's report
- Link governor reports
- Results of sports premium spend
- Curriculum updates
- S175 for safeguarding review
- Safeguarding and HR policies
- GDPR
- Pupil Premium plan: progress against plan
- Outstanding agenda items
- Celebration of the year
- Preparation needed for next academic year

