

## Sandy Upper School

### **Monitoring and Evaluation Policy**

#### Aim

Through a process of rigorous and continual monitoring and evaluation of our work we need to be able to:

- accurately judge and quantify our strengths
- determine the priorities for further development
- support the development of our staff

#### How will we monitor

Effective Monitoring and Evaluation must be carried out at many levels and everyone has a role in the process.

A key component in monitoring is the scheduled link meetings. Everyone holding a leadership responsibility should have a regular meeting with their line manager. Action points from these meeting should be made and circulated to all participants and to the Headteacher. Please see the separate document entitled "Link Meetings." These meetings will happen at least once a fortnight.

Leaders should be able to accurately analyse and describe their areas and support their findings with evidence, to enable this to happen monitoring activities include:

- Lesson Observations
- Learning walks
- Subject and other Reviews
- Book reviews
- Annual Area Review
- Examination analysis meeting
- Performance management meetings
- Data collection and subsequent analysis
- Surveys
- External visits

Monitoring in isolation is irrelevant; it is only effective if it is clearly linked to actions that stem from the evaluation of the evidence.

#### Link Governors

Each department is allocated a Governor at the September Full Governors meeting. The Link Governor should become knowledgeable about the working of the department so that they can support and challenge the area to encourage further improvement. The Link Governor should become the critical friend to the department or area.

The key to the success is good communication. The Subject Leader should e mail the Link Governor within 4 working days of the allocation of Link Governors being confirmed, to introduce him/herself and start the relationship.

The Subject Leader/Headteacher will ensure that the Link Governor is invited to:

1. The examination meeting in the autumn term when the examination report, the AAR (Annual Area Review) and the SDP (Subject Development Plan) are presented to the SLT link and Link Governor in the Headteacher's presence. All paperwork should be sent out in advance.
2. Give their thoughts about the area as part of the Subject Review process.

3. The meeting at the end of the Subject Review when the report is discussed by SLT and the Subject Leader.
4. Accompany the Subject Leader on a Learning Walk on the department.
5. The meeting in the summer term when the AAR and progress on the SDP is discussed.
6. Join the selection panel for any TLR posts within the department.
7. Any special events, i.e. Sports Awards Evening, Gifted and Talented Presentation.

In addition the Subject Leader should provide the Link Governor with:

1. A copy of the department handbook
2. Agenda and action points from all meetings
3. A resume of the termly position with regard to student levels

The Link Governor will inform the Governing Body of the progress of the department. In particular providing:

1. A brief report on the examination meetings, particularly highlighting successes and areas for development
2. A report about the Subject Review
3. An annual report on the progress of the department to completion of the Development Plan

The Link Governor will communicate any concerns about the department to both the Chair of Governors and the Headteacher.

First Implemented: June 2001				
Review & Evaluation	Rewritten Revised	Staff Responsible	Governor S/C	Review Cycle
June 2005	June 2004	MJB	DMC	1 year
Jan 2012	Jan 2011	AT DS	Standards Standards	Annual Annual