



Approved by the Governing Body on: XXXXX

Review Date: XXXXX

ONGAR PLACE PRIMARY SCHOOL Governor Monitoring Policy

Ongar Place Primary School is committed to safeguarding and promoting the welfare of children. The recruitment and appointment of staff, school policies and procedures always consider the safeguarding of children as the first priority.

Context

One of the key roles and responsibilities for the Governing Body is to monitor the progress and performance of the school. Undertaking visits and monitoring activities demonstrates the Governors' role in the strategic management of the school by helping to hold the school to account and evaluate its progress.

At Ongar Place School, staff and Governors are committed to monitoring and reviewing the development of the school in a manner which is positive and constructive and which maintains good working relationships. Governors are not appointed to evaluate the professional or operational work of the school but to monitor and review the development of the school, in relation to the School Development Plan and National Strategies, and observe how staff, pupils and parents create and uphold the ethos of the school community.

This policy is intended to guide and inform Governors.

Rationale for Governor Monitoring

Informal visits or occasional invitations to social events provide good opportunities for Governors to come into the school. However, there should also be regular arrangements made for Governors to take part in a planned monitoring activity where everyone involved knows the purpose and format.

Governors and staff support regular structured governors' visits and monitoring activities. The guidelines that follow are designed to make the visit a positive, informative and valuable experience.

GUIDELINES

Focus

The focus of the visit or monitoring activity will be decided at a meeting of the Governing body or sub-committee and referenced in the Governor Monitoring Overview. The focus of the visit will usually be linked to the School Development Plan (SDP) giving Governors the opportunity to review areas of the SDP.

Frequency

The Governors Monitoring overview should provide the basis of a timetable. However, there may be occasions where follow up visits or additional visits or monitoring agreed.

Preparation

Governors will be assigned to a specific area or task at a meeting of the governing body or sub-committee. The Governor responsible for the monitoring will make arrangements directly with the Headteacher.

Governors need to decide (in consultation with the Headteacher) on the best way to monitor the area. This could take the form of:

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- Learning Walk (accompanied by a member of staff)
- Attendance at a Staff Meeting
- Attendance at a Senior Leadership Team Meeting
- Attendance at INSET
- Discussion with an area/subject leader/ Deputy Head Teacher/ Head teacher
- Meeting with children (accompanied by a member of staff)
- Lesson drop-ins/ observation for specific purpose agreed (accompanied by a member of staff)
- Site Safety visit

It is important to remember that monitoring and visits provide a snapshot in time, and judgements should not be made arbitrarily. The visit is not about:

- Inspection
- Making judgements about the professional expertise of the teacher
- Checking on your own children
- Pursuing a personal agenda
- Arriving with inflexible pre-conceived ideas

Planning

The visiting Governors will communicate with the Headteacher before the visit (if arrangements are made by e-mail please copy the Clerk)

- To agree a date and time for the visit
- To plan and discuss the aspects they wish to consider
- To prepare questions to ask on the visit.

Feedback

Governors will complete a monitoring form (Appendix A). A copy of this should be available to the clerk and the Headteacher before presentation at a committee or Full Governing Body Meeting

~~Agreed: June 2013~~

~~Review Date: June 2015~~

~~Author: Head Teacher~~

~~Policy: Statutory/Recommended~~

Governor Monitoring Form

Governor Name:
Date of Visit:
Purpose of Monitoring:
Format of Monitoring:
Report of Observations or Discussions:
Links to Success Criteria in School Development or Other Positive Comments:
Actions or Questions Arising:
Suggestion for future monitoring activity:
Date sent to Headteacher and Clerk:
Other comments following presentation at Committee