

Record of Governor Monitoring Visit

Governor/s: Sue Cooke	Staff:	Date: 9.12.14
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Purpose of Monitoring Visit:

Primary Leadership Team Meeting. The Primary Leadership Meeting was attended in my role as Governor with responsibility for Primary across the SSSfN.

XLT Meeting

Notes of Monitoring Visit:

Primary Leadership Team Meeting.

Primary Leaders from 4 bases met to discuss issues across the SSSfN.

Marking/Feedback - the new form to be introduced across the SSSfN following internal review was discussed. Forms already in place at 2 bases were used to inform the discussion along with reviewing best practice at the other bases. This resulted in a 'primary' version of the form being created for the SSSfN which was more appropriate for usage with younger children. The discussion demonstrated good leadership and involvement by all.

Medium Term Planning - a discussion took place relating to the issue of planning raised by the internal review. Whilst lesson planning and long term planning was secure, medium term planning had been identified as an area which would benefit from improvement. Again discussion centred around what bases had already explored for assisting with this development and a decision reached to share resources being trialled at 1 base and for those to be utilised by primary teachers across the SSSfN.

Moderation - Decision taken to purchase NCC moderation for KS1 SATs but also to explore links with mainstream schools & to review training implications.

Assessment - ICT assessment difficulties raised, it was felt Teacher Assessment levels were the most secure form presently available. The most appropriate assessment tools for a particular year 1 student was discussed - speech link & p scales for Maths and English.

Primary Teachers Meeting - a date was set for primary teachers to come together for planning purposes early in February. The agenda of that meeting would be set by the Primary Leaders following their next leadership meeting.

XLT Meeting

The meeting was attended by Headteacher, Deputy & members of the Leadership Team
Headteacher explained the focus of the PD day at the start of the Spring Term. The structure & content of the day was planned around the School Action Plan with modifications relating to evidence collected through the Autumn Term Internal Review.

Deputy Headteacher outlined the strengths and areas for development following the review.

Strengths :

- Behaviour management, safeguarding and deployment of support staff in the classroom could be described overall as good or outstanding.
- The consistent shared vision of the Primary Team.
- The leadership team members ability to identify & explain issues and willingness to seek resolutions.
- Positive evidence of Instructor teaching, marking & feedback (60% good or outstanding)
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- Areas for development:
- Quality of teaching including more effective use of ILP's, Marking and feedback.
- Schemes of work require enhancing and developing.
- Moderation - common assessment tasks, moderating with mainstream colleagues.
- More effective use of data by XLT

Plans to address areas for development:

- PD day to focus on Teaching & Learning, particularly marking including the marking grid which is to be implemented across the SSSfN from January. Time on the PD day to address curriculum planning/ schemes of work.
- Aim for Teacher Assessments to be as reliable as 'Alfie' by the start of the next academic year.
- ILP's to be regularly discussed at team meetings.
- Learning and progress to be a focus at leadership meetings each week.

Other issues mentioned:

Finance - leadership responsible for budgets. Finance Monitoring group meets monthly to scrutinize accounts.
Staff Forum raised 'thanks' so in future 'who i have thanked this week' will be an item on XLT agenda.

Issues for Governing Body:		
Consistency - evidence that the primary team are working together excellently - making joint decisions, adopting consistent approaches to		

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<p>schemes of work etc, implementing changes and organising opportunities for primary teachers to meet with the sole purpose of sharing ideas/ resources resulting in a more consistent approach across the SSSfN.</p> <p>Internal Review experiences constructively shared , demonstrating the united approach to 'primary' working across the SSSfN.</p>		
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