



'What we learn with pleasure we never forget'

GOVERNOR CURRICULUM MONITORING POLICY

Approved: April 2016

Review Date: Summer 2018

GOVERNOR CURRICULUM MONITORING POLICY

"Governors are accountable for ensuring that the school provides good quality education"
(ref. Governor's Guide to the Law)

This is achieved at Carlton Colville Primary School through the Curriculum Working Party (CWP) and the curriculum monitoring arrangements set out below.

Purpose of the Curriculum Working Party - The CWP meets regularly to:-

- Maintain governor working knowledge of the curriculum and school key priorities;
- Share and discuss feedback from monitoring curriculum areas;
- Agree necessary focus of future curriculum monitoring needs as a result of monitoring feedback and in line with the School Development Plan (SDP).

2. Monitoring Arrangements

- Governor subject areas are agreed by the Governing Body.
- The CWP establishes a termly cycle for curriculum monitoring, identifying targeted subject areas with a monitoring focus.
- Individual governors are responsible for making arrangements with relevant school staff to deliver the monitoring programme and for providing feedback on monitoring visits to the CWP using the agreed Governors Monitoring Form.

3. Governor competence to successfully support the monitoring arrangements is achieved through:

- Chair of Governors Termly Self-Evaluation Meeting.
- Attending Staff/Governor Workshops for School Development Planning/Data Analysis.
- Keeping up to date with relevant Curriculum documentation: (Self-Evaluation, Learning and Teaching Policy, Subject Policies, SDP curriculum priorities)
- Visits to the relevant staff to update individual knowledge and understanding of curriculum areas and plans in place to achieve priorities
- An on-going programme of curriculum awareness training delivered by relevant staff through the CWP including PD Days.
- An Annual overview of the curriculum by the Curriculum Leader (DHT)
- Annual Curriculum Roadshow
- Learning Walks
- Pupil Perceptions
- Attending relevant "Learning Together" events
- Accessing the school's website for recent curriculum information.

4. Protocol for Curriculum Monitoring Visits

Before the visit

Visits are initiated by *Governors* who contact the teacher and or Headteacher/Deputy Headteacher to discuss:

- Purpose of visit
- Appropriateness of paired visit with relevant staff
- Date and time
- Appropriate documentation to support visit
- The role of the governor in the classroom/and talking to pupils
- Arrangements for dialogue after the visit

During the visit

The teacher/Headteacher/DHT

- Clarifies the focus of the visit (e.g. pupil perceptions, learning walks)
- Informs the governor of the particular focus
- Clarifies the role of the governor during the visit

The Governor

- Arrives punctually
- Adheres faithfully to the discussed purpose of the visit
- Co-operates with the staff in agreeing practical involvement during the visit
- Observes the protocols for visits (see Appendix 1)

After the visit

The Staff member:

- Engages with the governor in dialogue on the visit
- Agrees the governor's Monitoring Report
- Discusses future visits as proposed
- Discusses any concerns with the Headteacher/Deputy Headteacher

The Governor:

- Engages with the staff in dialogue on the visit
- Agrees their written Monitoring Report with the individual staff member
- Propose arrangements for future visits as necessary
- Forwards a copy of the monitoring form to the *Governors Curriculum Monitoring File*
- Reports outcomes to the *CWP* for consideration of future curriculum monitoring requirements.

This Policy is available on the *Governors* section of the School website.

Appendix 1

Governor Protocols for Visits

Governor Visits should be negotiated sensitively with the staff concerned. The school is supportive of the need for regular curriculum update meetings to take place either during or after school hours to meet the mutual convenience of staff and governor.

Governors should respectfully observe timing and purpose of visits.

Governors should follow the School's Safeguarding Procedures.

Governors should not make judgements, their role is to monitor.

Feedback following a visit should be discussed with the individual staff member, (if appropriate), but always with the Headteacher/Deputy Headteacher.

Only if the safety of a child is in question should a Governor physically approach a child.

Appendix 2

GOVERNORS MONITORING FORM

Governor's Name:

Date of Visit:

Focus of Visit:

Evaluation:

Challenging Questions:

Signed: (Governor)

Signed:(Headteacher/Member of Staff)

N.B. Please keep a copy for self-evaluation to feedback to other Governors.

Appendix 3

Governors Challenging Questions

Governors role is to support and challenge school effectiveness. It has been agreed that a generic open ended set of questions should be used (as appropriate) during monitoring visits and to extend their understanding further when completing Governor Monitoring Forms.

Although the list is not exhaustive the following questions should be used as a guide.

- Tell me more about.....?
- What are the next steps.....?
- Is there another way.....?
- What was the best learning you experienced?
- Why did you do it this way?
- Could you make it better?
- Do you feel Safe.....?
- Who can you talk to about....?