

Monitoring and Evaluation Schedule 2011/12

TERM 6

	JUNE				JULY		
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Headteacher/SLT	HT analyse + evaluate annual review	New Reception intake meeting (with Early Years Teachers)	HT, staff + GB analyse SATs and whole school data and set targets for improvement (TD DAY x2) Discuss findings of annual review Whole school planning/SDP and action plans Draft SDP/SIP Subject Leader reports		Share draft SDP/SIP with staff and governors HT agree PM objectives with SLT in light of SDP/SIP Analyse Year 6 SATs results Audit CPD needs following PM reviews Revisit SDP/SIP/SEF and compare end of year assessments End of year report to GB		
Class Teachers	Foundation Stage Profiles - assessments and completion Report Writing		Team planning for Term 1/2 SENCo meets with teachers to discuss individuals and plan intervention monitoring	PM appraisals and end of year review Review impact of CPD on standards of teaching and learning		PM objectives agreed Identify priorities for CPD and discuss with HT Parent/Teacher consultations to discuss reports Update individual pupil records to show progress Transition meetings between teachers	
Subject Leaders	Analyse data to assess attainment and progress of groups vulnerable to underachievement	Meet with link governor to discuss priorities and action plan Write action plans for subject leader focus for coming year		Budget bids for coming year	Topic book review		
FGB		TD Day input and evaluation of SDP/SIP Set priorities				Agree SDP	