



Inspire Excellence

Monitoring and Evaluation Policy

Date of last review:	November 2014	Review period:	1 year
Date of next review:	November 2015	Owner:	Headteacher
Type of policy:	School	LGB or Board approval:	LGB

Monitoring and evaluation refer to the academy’s emphasis on continual self-improvement. This policy outlines the methods by which we hold ourselves to account and ensure ongoing improvement to the Academy.

The Academy Development Plan (ADP) and the Self-Evaluation Form (SEF) are two key documents which summarise the outputs of the monitoring and evaluation process.

1. Principles of Monitoring and evaluation

Data authenticity	Data used to must be trustworthy and valid. A culture of professionalism and honesty ensures that “game-playing” is avoided in the treatment data. Data is calibrated objectively by the use of periodic standardised testing used alongside teacher assessment, ARK monitoring visits and OFSTED inspections.
Open communication and cross stakeholder partnership	The type of data and the ways in which it will be used to monitor and evaluate are known by all stakeholders in advance. Review deadlines are communicated in advance and delivered to. The priorities of the school are communicated to all stakeholders.
Regular review	Policies and procedures are reviewed in a timely and well planned manner to ensure all aspects of the academy are given periodic and rigours review. This ensures that what the policies state is the reality on the ground.
A focus on big picture and detail from leaders and governors	Leaders and governors focus on the bigger picture but reinforce the idea that every child matters and that improvement is often driven by addressing the detail.

2. Academy Development Plan

a) Whole School:

All staff have access to the current development plan and are familiar with its contents and are aware of their roles and responsibilities in its implementation.

The **Academy Development Plan** process involves:

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- **self-evaluation** of the degree to which targeted objectives and outcomes have been met driven by the new ARK School SEF
- all staff in the audit process and identification of priorities for development
- consultation with parents and pupils

The structure of the plan details targets, success criteria, monitoring and evaluation, impact, timescales, resources, accountability and staff development.

The content of the plan ensures:

- all priorities are relevant to academy vision and values
- all priorities are challenging but manageable
- priorities focus on learning and teaching

Presentation of the ADP is concise, clear and easy to read.

b) Curriculum and functional areas of academy

An audit should be performed by the lead of the curriculum area/department to identify priorities for the forthcoming year. This audit includes;

- Academy Development priorities
- Pupil progress data
- Reflection on recommendations and good practice described in research
- Outcome of any CPD activities attended
- Points for action following an monitoring or inspection reports

The structure, content and presentation of the plan mirrors that of the whole academy plan. Forms are issued to departments/areas by the Headteacher and are also available electronically on the shared area.

3. ARK Schools School Evaluation Form

The monitoring and evaluation is the ARK Schools Self Evaluation Form is a working document and is updated regularly and used actively. Core areas that should be covered include:

- Standards of Teaching and Learning
- Effectiveness of Leadership and Management
- Attainment and Progress of Pupils
- Behaviour and Safeguarding

4. Monitoring schedule

Monitoring is a vital part of school life. In order for the leadership team to have an accurate view of the school's strength and areas of development; regular informal and formal monitoring of the academy will be carried out

Appendix I: Monitoring schedule – This outlines key areas for monitoring in the first year of the academy opening.

5. Monitoring visits and reports

Monitoring reports are part of the accountability structures at ARK Conway Primary Academy. They are conducted by ARK Schools, and provide objective, informed analysis of the academy's progress. These will occur termly, and thus represent a regular and robust evaluation of the academy's performance.

The Headteachers have responsibility for preparing detailed data ahead of monitoring visits, engaging in a detailed discussion with the monitoring team, and incorporating recommendations from the visits and reports that follow into the academy's plans.

6. Review of policies

Academy policies are reviewed annually. The current policies are due for review in August 2012. Teacher surveys, INSET meeting time and the monitoring process itself are used to influence changes to policy.

Policies are finalised for the academic year ahead of and during the Governing Body meeting in the first term of the academic year.

Appendix I - Key monitoring activities

Monitoring Schedule			
	Monitoring aspect	Subject	Evidence
Autumn	Subject	RML Phonics	Observations

	Performance management	Mathematics	Observations
	ARK Monitoring	Any lesson	Observations + work moderation
	Pupil Progress Meetings	Baseline - Target setting - Autumn Progress and attainment	Pupil trackers + provision maps
	Inclusion focus	Pupil Progress	Progress and attainment report
Spring	Subject	Literacy	Observations, books, pupil interview
	Performance management	Writing	Observation
	ARK Monitoring	Any lesson	Observations + work moderation
	Pupil Progress Meetings	Autumn term - Progress and attainment	Pupil trackers + provision maps
	Inclusion focus	Pupil Progress	Progress and attainment report
Summer	Subject	Mathematics	Observations, books, pupil interview
	Performance management	Reading	Observations
	ARK Monitoring	Any lesson	Observations + work moderation
	Pupil Progress Meetings	Summer - Progress and attainment	Pupil trackers + provision maps
	Inclusion focus	IEP and attainment data	Progress and attainment report

This is only an initial plan and will change throughout the year to meet the emerging needs of ARK Conway Primary Academy