

## Monitoring and Evaluation Schedule 2017/18

### TERM 6

	JUNE				JULY		
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
<b>Headteacher/SLT</b>	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		
<b>Class Teachers</b>	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  Year 1 Phonics Testing	PM appraisals and end of year review  Review impact of CPD on standards of teaching and learning  Whole School Progress Meeting		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	
<b>Subject Leaders</b>	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		
<b>FGB</b>		TD Day input and evaluation of SDP/SIP  Set priorities				Agree SDP	