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| --- | --- | --- | --- | --- | --- | --- |
| **2015-2016** | **Autumn 1** | **Autumn 2** | **Spring 1** | **Spring 2** | **Summer 1** | **Summer 2** |
| **Performance Management** | All Staff Appraisals carried out  (HT) | Teacher plans updated (HT)  HT Appraisal (Advisor & Gov) | Teacher plans updates  Appraisal review  (HT) | Teacher Plans updated (HT) | Teacher plans updated (HT) |  |
| **RAISEonline and FFT** |  | RAISE analysis linked to SDP priorities, where appropriate. (HT/SLT/Staff) | Ensure FFT targets are same or less  (HT/Staff) |  |  |  |
| **School Data & Target Setting** | Analyse data and agree provisional targets. Set pupil targets. Ensure data groups are reflected in Key priorities in SDP  (HT/Staff |  | Review progress towards targets – set percentage predictions  (HT/Staff) |  | Review progress towards targets – set percentage predictions  (HT) |  |
| **Pupil Progress Meetings** | Consider targets set and discuss how each child is settling in / summer issues which may affect learning (HT) | Pupil Progress meeting, set new intervention groups  (HT) | Pupil progress meeting  Review children not on track and last group of intervention (HT) | Pupil Progress meeting  Review intervention with LSA present  (HT) | Pupil progress meeting  Review children not on track and last group of intervention (HT) | Analyse impact of intervention and children who arrived at target  (HT) |
| **Assessments** |  | Data into SIMS  End of term teacher assessments  (HT/SLT) |  | Data into SIMS  End of term teacher assessments  (HT/SLT) |  | Data into SIMS  SATS results  End of term teacher assessments  (HT/SLT) |
| **Pupil Premium Children** | Who are the pupil premium children?  How are spending the money this term?  Any issues to consider from summer holidays?  (HT) | PP children discussed at PPM  (HT) | PP children discussed at PPM  How are we spending the money this term?  Any issues to consider from Xmas holidays  (HT) | PP children discussed at PPM  (HT) | PP children discussed at PPM  How are we spending the money this term?  Any issues to consider from Easter holidays?  (HT) | Review progress made against targets and impact of spending/actions  (HT) |
| **Learning Environment**  **Work Scrutiny**  **Lesson Observations**  **Pupil Conferencing** | Monitoring Day with Governor  Report back to Performance Committee  (HT / Subject leader & Governor) | Monitoring Day with Governor  Report back to Performance Committee  Summary shared with FGB  (HT / Subject leader & Governor) | Monitoring Day with Governor  Report back to Performance Committee  Summary shared with FGB  (HT / Subject leader & Governor) | Monitoring Day with Governor  Report back to Performance Committee  Summary shared with FGB  (HT / Subject leader & Governor) | Monitoring Day with Governor  Report back to Performance Committee  Summary shared with FGB  (HT / Subject leader & Governor) | Monitoring Day with Governor  Report back to Performance Committee  Year analysis in Head’s report  (HT / Subject leader & Governor) |
| **SDP** | HT & Staff to share action plans and Key priorities to Governors to be agreed  (HT) |  | Review progress made against success criteria.  (HT/Staff) |  | Review progress made against success criteria.  (HT/Staff) | Write new action plans and Key priorities for next year.  (HT/Staff) |
| **Governors** | FGB  B&S Committee  Performance Committee  Pre-school working party | FGB  Business & F Committee  Performance Committee  Link Subject leader reports  Pre-school working party | FGB  B&F Committee  Performance Committee  Pre-school working party | FGB  B&F Committee  Performance Committee  B&S Committee  Link Subject leader reports  Pre-school working party | FGB  B&F Committee  B&S Committee  Performance Committee  Pre-school working party | FGB  B&F Committee  Performance Committee  Link Subject leader reports  Pre-school working party |
| **Curriculum Leaders** | Lit & Maths Management time fortnightly to Monitor  Staff Meetings  Cluster meetings  (Subject leader) | Lit & Maths Management time fortnightly to Monitor  Staff meetings  Cluster meetings  (Subject leader) | Lit & Maths Management time fortnightly to Monitor  Staff meetings  Cluster meetings  (Subject leader) | Lit & Maths Management time fortnightly to Monitor  Staff meetings  Cluster meetings  (Subject leader) | Lit & Maths Management time fortnightly to Monitor  Staff meetings  Cluster meetings  (Subject leader) | Lit & Maths Management time fortnightly to Monitor  Staff meetings  Cluster meetings  (Subject leader) |
| **Parents/Carers** | Phonics workshop  Celebration of learning  Harvest Festival | Reading workshop  Celebration of learning  Parent evenings  Christmas play | Calculation workshop  Enterprise week  Celebration of learning | Celebration of learning  Easter Service | Can you beat a 5 year old (phonics)?  Parent evening/celebration of learning  Child reports to parents | Welcome meet EYFS  Celebration assemblies  Celebration of learning  Sports day  Musical event |
| **On Entry** | Year R Baseline Assessment (EYFS Lead) |  |  |  |  |  |
| **Insets** | 1st September 2016 (Whole school)  2nd September 2016 (Shared with cluster) |  | 3rd January 2017 (whole school) |  | 18th April 2017 (whole school) | 24th July 2017 (twilights with cluster) |

Monitoring and Evaluation Annual Plan

(HT/SLT/Staff – who will lead the meeting/analysis)



Julie Norman Version 1 05 01 2020