|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 meetingReview children not on track and last group of intervention (HT) | Pupil Progress meetingReview intervention with LSA present(HT) | Pupil progress meetingReview children not on track and last group of intervention (HT) | Analyse impact of intervention and children who arrived at target(HT) |
| **Assessments** |   | Data into SIMSEnd of term teacher assessments(HT/SLT) |  | Data into SIMSEnd of term teacher assessments(HT/SLT) |  | Data into SIMSSATS resultsEnd 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 PPMHow 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 PPMHow 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 GovernorReport back to Performance Committee(HT / Subject leader & Governor) | Monitoring Day with GovernorReport back to Performance CommitteeSummary shared with FGB(HT / Subject leader & Governor) | Monitoring Day with GovernorReport back to Performance CommitteeSummary shared with FGB(HT / Subject leader & Governor) | Monitoring Day with GovernorReport back to Performance CommitteeSummary shared with FGB(HT / Subject leader & Governor) | Monitoring Day with GovernorReport back to Performance CommitteeSummary shared with FGB(HT / Subject leader & Governor) | Monitoring Day with GovernorReport back to Performance CommitteeYear 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** | FGBB&S CommitteePerformance CommitteePre-school working party | FGBBusiness & F CommitteePerformance CommitteeLink Subject leader reportsPre-school working party | FGBB&F CommitteePerformance CommitteePre-school working party | FGBB&F CommitteePerformance CommitteeB&S CommitteeLink Subject leader reportsPre-school working party | FGBB&F CommitteeB&S CommitteePerformance CommitteePre-school working party | FGBB&F CommitteePerformance CommitteeLink Subject leader reportsPre-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 meetingsCluster meetings(Subject leader) | Lit & Maths Management time fortnightly to Monitor Staff meetingsCluster meetings(Subject leader) | Lit & Maths Management time fortnightly to Monitor Staff meetingsCluster meetings(Subject leader) | Lit & Maths Management time fortnightly to Monitor Staff meetingsCluster meetings(Subject leader) | Lit & Maths Management time fortnightly to Monitor Staff meetingsCluster meetings(Subject leader) |
| **Parents/Carers** | Phonics workshopCelebration of learningHarvest Festival | Reading workshopCelebration of learningParent eveningsChristmas play | Calculation workshopEnterprise weekCelebration of learning | Celebration of learningEaster Service | Can you beat a 5 year old (phonics)?Parent evening/celebration of learningChild reports to parents | Welcome meet EYFSCelebration assembliesCelebration of learningSports dayMusical 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