

Governor Curriculum Monitoring

This sheet is to be filled in every time monitoring takes place and a copy should be given to the Head teacher, Chair of Governors and subject co-ordinator. You must also keep a copy for your own records.

It is also very important that you arrange an appropriate time with the Head teacher before visiting and indicate which areas you will be monitoring. Not all of the categories will be monitored every time.

Governor	Date of visit	Time spent

Focus of visit

e.g Subject area, year groups

Meeting with Co-ordinator

- Look at examples of planning for each year group.
- Ask how the subject is monitored.
- What evidence is there of LA monitoring?
- Discuss resource provision.
- How much time is allocated on the timetable?

Comments

Look at the Co-ordinators File/Documentation. Is there;

- A policy?
- A scheme of work?
- A job description for the co-ordinator?
- An action plan which has cost implications?
- Evidence of In Service Training completed or INSET needs identified?

Comments

Look at Pupil's Work

- How regularly is work completed?
- Is the work marked and does this help the children to improve their work?
- Is the work completed in folders or in workbooks?
- Does the work match the school plans?

Comments

Assessment

- Are records kept to show progress?
- Are examples of work kept to illustrate this?
- Compare teacher assessment and test results to national scores (Summer Term only)

Comments

Resources

- Does the classroom have resources to teach the subject?
- Where are resources stored?
- Can pupils access the resources easily?
- Are there any resources which are old and of poor quality?
- What plans are there to purchase new resources?

Comments

Signed..... Date.....