Handout for Virtual Monitoring training, 27th January 2021.

Case Study – St Bartholomew’s First School, Crewkerne

**Information from the PowerPoint:**

* Designed a monitoring plan for the year with our staff governors, including a checklist for virtual visits
* Identified clear time parameters – most visits should be no longer than 30 minutes (1 hour max)
* Questions submitted at least 48 hours in advance of virtual meeting to help staff.
* Christian values and vision to be mentioned on visit report form.
* Monitoring report sheets are submitted so that other governors can submit questions in relation to them at governors’ meetings.

**Additional information**

The governing board doesn’t have committees.

Model is of phase link governors e.g. EYFS, KS1 and KS2 Link governors – each phase link governor takes responsibility for PP within their KS.

In addition we have SEND, H & S & a Christian Distinctiveness/RE governor

At the beginning of each academic year, the Chair meets with the staff governor and comes up with a monitoring visit schedule with set weeks in which to complete monitoring visits, we strategically do that with data drops and GB meetings in mind. We aim to do 4 KS/SEND visits per year – visit 1: baseline data and overview of KS, visit 2: progress and strand 1 of the SDP, Visit 3: progress and strand 2 of SDP, Visit 4: end of year data and strand 3 of SDP. Similarly 4x H & S visits.

Christian Distinctiveness tends to be once a year, with regular check in’s and much referencing in monitoring visit reports.

For the 20/21 academic year, we have set questions for each KS visit so we can see clear consistency and progress in our monitoring. Link governors are encouraged to ask supplementary questions, but the set questions cover the key areas needed in our monitoring. We make sure questions also cover staff well-being.

On our monitoring report forms, governors are asked to mention our school values as part of their responses to questions.

Through being organised with monitoring, it helps ensure everyone is clear on what they are doing and expectations.

Organisation has resulted in more consistent monitoring across the board of governors, it has helped staff feel prepared for visits. Having clear expectations in terms of timing has helped visits to be more focused and to be a far better partnership between staff and governors rather than feeling like a burden. It has helped staff to reflect on their data more effectively.