

## Governor Monitoring Report Guidance

	<b>1. Name of governor</b> Add your name and the link role you are fulfilling during this monitoring (column 2) of the Governor Monitoring Plan
	<b>2. Date and time of monitoring</b> Enter the date and time the monitoring was completed
Plan	<b>3. Focus of monitoring (tick)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> School Improvement Plan objective</li> <li><input type="checkbox"/> Statutory compliance</li> <li><input type="checkbox"/> Policy in action</li> <li><input type="checkbox"/> Seeing the vision or ethos in practice</li> <li><input type="checkbox"/> Ongoing (business as usual)</li> <li><input type="checkbox"/> Other</li> </ul> Tick the focus of this monitoring. If there are multiple foci tick them. Add the Focus description from the Governor Monitoring Plan (column 1)
	<b>4. Type of monitoring (tick)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meeting with staff</li> <li><input type="checkbox"/> Learning walk</li> <li><input type="checkbox"/> Book look</li> <li><input type="checkbox"/> Gathering views of stakeholders</li> <li><input type="checkbox"/> Review of data</li> <li><input type="checkbox"/> Other</li> </ul> Tick the type of monitoring you are planning to do. If there a multiple, please tick each. Add a description
	<b>5. Monitoring objectives (from the Governor Monitoring Plan)</b> Detail the monitoring objectives from column 3 of the Governor Monitoring Plan
	<b>6. Key questions to be answered by the monitoring</b> Identify the questions you want to be answered as a result of this monitoring. Number each question.
Do	<b>7a. Answers to key questions</b> Record the answers to the questions you've asked
	<b>7b. Evidence</b> Record the evidence you have gathered to verify the answers. Reference data, evidence from discussions with staff, parents, pupils etc, looking in books, a learning walk or other monitoring activities.
Review	<b>8. Assess the evidence – what did it tell you? Are we on track/where we want to be? Yes/No? Explain your answer</b>  Review what the monitoring has told you and compare with the targets/KPIs for this area of school life. Determine if the school is where it expects to be against these targets or if not, what are the issues.
	<b>9. Are there any points that need to be shared at the next meeting of the board? Or any further questions that need to be asked?</b>  If things are not on track or where they should be this needs to be discussed at the next meeting of the board when governor monitoring activities are reported. Discuss with the headteacher and chair and agree the level of focus needed on the agenda. (There should be a standing agenda item to report back the findings of governor monitoring)
	<b>10. Follow-up monitoring required?</b> Record any further monitoring foci identified as a result of this monitoring

Next steps:

Share this with the headteacher for factual accuracy and then share with clerk/chair to add to meeting papers