

Lydiate Learning Trust: Self Evaluation Plan

	Standards and Achievement	Teaching and Learning	Behaviour and Safety	Leadership and Management	Finance, Operations and Resources	Board Review
September	<ul style="list-style-type: none"> External exam analysis for all schools and subject review meetings conducted internally <u>Exam summary produced</u> Review of exam performance by Executive Head and External School Evaluation Officer Recovery plans prepared 	<ul style="list-style-type: none"> School Improvement Executive to conduct Teaching and Learning walks across the schools School Improvement Executive to review key policies across all establishments 2015/16 to focus on <ul style="list-style-type: none"> Marking and assessment Appraisal and pay 	<ul style="list-style-type: none"> School Improvement Executive to produce a summary of 'Day in the Life of' Executive Head to observe SLT and Link Governor Behaviour and Safety meeting. Review of safeguarding procedures across the schools. Review of attendance and behaviour and safeguarding. Approval of Behaviour and Safety SES statements across all schools. 	<ul style="list-style-type: none"> Review SIP's in light of the exam performance and agree with the Executive Head and Board. Previous Leadership and Management SES statements reviewed. Review of Schools' self-evaluation policy and procedure. 	<ul style="list-style-type: none"> Review single central record Review any pupil number adjustment issued by EFA for effect on funding Review new Academy Financial Handbook and amend any internal policy Annual development plan due for support services and business operations 	<ul style="list-style-type: none"> Trust Exam summary submitted to Board and key areas flagged. Review recovery plans if required. Approval of revised statutory policies Revise SIPs agreed by Board and Trust Improvement plan reviewed. Board report on Single Central Registers.
October	<ul style="list-style-type: none"> School wide target setting agreed with LGB and Executive Head. SES revised on Standards and Achievement. 	<ul style="list-style-type: none"> School Improvement Executive to review marking policy and conduct work scrutiny Review the Teaching and Learning SES statement across the schools. 	<ul style="list-style-type: none"> Review the attendance across all schools. Executive Head and Executive Team to facilitate a Behaviour and Safety exchange review. 	<ul style="list-style-type: none"> Executive Head to review the meeting of Leadership and Management Link Governor and SLT. Conduct one inspection of a chosen faculty in each school. 	<ul style="list-style-type: none"> School Census due-Autumn Academies Capital Maintenance Fund application process commences Year End Audit of accounts-Baker Tilly Review support service-Finance Health & Safety & Risk Steering Group meeting Issue salary statements to teachers Support staff appraisal cycle to commence 	<ul style="list-style-type: none"> Standards and Achievement SES statements reviewed by the Board. Board to analyse attendance in all schools. Board to review appraisal reports
November	<ul style="list-style-type: none"> Review current performance for all exam classes across the schools and agree further intervention. Review Standards and Achievement policy. 	<ul style="list-style-type: none"> Review homework policy and practice across the schools. 	<ul style="list-style-type: none"> Review staff safeguarding training and practice in each school including the Board review of Single Central Register 	<ul style="list-style-type: none"> Review staffing appraisal documentation. Projected student numbers reviewed for all schools. SLT appraisal review across the schools. Review admissions arrangements. 	<ul style="list-style-type: none"> School workforce census-due EFA request estimated pupil numbers for 2015-2016 Academies Capital 	<ul style="list-style-type: none"> Board to review projected numbers for each school. Board review of Curriculum updates.

					<p>Maintenance Fund application window opens (Round 1)</p> <ul style="list-style-type: none"> Review support service-HR Health & Safety & Risk Steering Group 	
December	<ul style="list-style-type: none"> Review of performance of groups of students as appropriate to the school <ul style="list-style-type: none"> Pupil Premium SEN Gender More Able High, Middle and Low Review SES in line with the release of RAISE 	<ul style="list-style-type: none"> School Improvement Executive to conduct learning walks 	<ul style="list-style-type: none"> Behaviour pattern analysis e.g. exclusions, bullying logs etc. Attendance- Broken week analysis. 	<ul style="list-style-type: none"> Review the SES Leadership and Management. 	<ul style="list-style-type: none"> Audit Financial statements to be submitted to EFA/DFE Value for Money statement to be submitted to EFA/DFE Indicative Pupil Premium grant details issued Academies Capital Maintenance Fund application window closes (Round 1) Review support service-IT 	<ul style="list-style-type: none"> Review RAISE and associated SES. Review the SES Leadership and Management. Review any abnormal patterns in the behaviour report. Headteacher appraisal reviews complete.
January	<ul style="list-style-type: none"> SEN review across all schools 	<ul style="list-style-type: none"> Review Numeracy policies and activity across the schools 		<ul style="list-style-type: none"> Review curriculum plans Review staffing structure Review SMSC across all schools. 	<ul style="list-style-type: none"> School Census due-Spring Academies accounts direction guidance issued Financial Accounts and Report published Review support service-Administration Responsible officer work due (Quarter 1) Data capture-staff 	<ul style="list-style-type: none"> Review revised curriculum plans and associated staffing.
February			<ul style="list-style-type: none"> Attendance analysis and review of strategies across the schools. 	<ul style="list-style-type: none"> Review line management procedures. Review SIPs and long term strategic planning 	<ul style="list-style-type: none"> Admissions timetable due to be published Budgeting and funding allocation guidance due 	<ul style="list-style-type: none"> Review Trust Implementation Plan and SIPs.

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March	<ul style="list-style-type: none"> Progress review on-going 		<ul style="list-style-type: none"> Review parental engagement and home-school agreements 	<ul style="list-style-type: none"> Sample staff appraisal reviews and targets. Staff attendance analysis across all the schools. Learning environment review. 	<ul style="list-style-type: none"> Final funding allocation due from EFA Post 16 funding rates issued Online budget submission window opens Review support service-Educational support Internal budgeting process starts 	<ul style="list-style-type: none"> Parental engagement feedback. Appraisal updates. Report on staff attendance analysis. Learning environment report to the Board.
April		<ul style="list-style-type: none"> Work scrutiny analysis across all schools 	<ul style="list-style-type: none"> Attendance- Split year analysis. 	<ul style="list-style-type: none"> Review Single Central Records across all schools. Governor bodies annual review. 	<ul style="list-style-type: none"> Submit admission arrangements to LA Academies Capital Fund Maintenance grant awards announced (Round 1) 2015-2016 guide issued for FSM for 16-18 year olds Responsible office work due (Quarter 2) 	<ul style="list-style-type: none"> Report on the annual review of Governance.
May	<ul style="list-style-type: none"> Pupil premium review across all schools 	<ul style="list-style-type: none"> Learning walks Review Teaching and Learning policies across all schools 	<ul style="list-style-type: none"> CEIAG review across all schools 		<ul style="list-style-type: none"> School Census due-Summer Academies accounts direction document issued 	<ul style="list-style-type: none"> CEIAG feedback.
June		<ul style="list-style-type: none"> Annual audit of CPD across the schools compared to SIPs. Review marking policies and marking walks. 	<ul style="list-style-type: none"> Rewards and celebration analysis. 	<ul style="list-style-type: none"> Review SES statements for overall effectiveness. 	<ul style="list-style-type: none"> Academies Capital Maintenance Fund application window opens (Round 2) School capacity survey due Internal budgeting process ends Pupil Premium 	<ul style="list-style-type: none"> CPD audit reviewed.

					<p>allocation for 2015-2016 due</p> <ul style="list-style-type: none">• Accounts return issued and benchmarking data requested• Responsible officer work due (Quarter 3) <p>Issue completed summer works plan</p>	
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