



Llanedeyrn  
Primary School

## Monitoring Cycle 2025 - 2026

Personnel Involved	Type	Purpose	Term	Reporting to:
Headteacher and Deputy Headteacher	School Improvement Plan (SIP)	School Improvement	Each Half Term	<ul style="list-style-type: none"><li>▪ Estyn</li><li>▪ LA</li><li>▪ CSC</li><li>▪ Full Governing Body</li><li>▪ Governing Body – Learning, Teaching and Standards Sub Committee</li><li>▪ Staff</li><li>▪ Parents and Carers</li></ul>
	Evaluation Report	Curriculum and School Self Evaluation for SIP		
	Annual Reports to Parents and Carers	Reporting on Pupil Progress	Autumn Term	<ul style="list-style-type: none"><li>▪ Parents and Carers</li></ul>
Deputy Headteacher	Book Scrutiny with Teachers	1:1 Coaching	As Identified	<ul style="list-style-type: none"><li>▪ Headteacher</li></ul>

<p>Senior Leadership Team –</p> <ul style="list-style-type: none"> <li>▪ Headteacher</li> <li>▪ Deputy Headteacher</li> <li>▪ Data Systems and Analysis Leader and Resource Base Teacher</li> <li>▪ Learning Leader FP and Llan Base</li> <li>▪ Learning Leader Years 3 to 6</li> <li>▪ ALNCO</li> </ul>	<ul style="list-style-type: none"> <li>▪ Learning Walks</li> <li>▪ Book Scrutiny with Pupils</li> <li>▪ Data Analysis</li> <li>▪ Listening to Learners</li> <li>▪ Weekly Planning</li> <li>▪ Lesson Observations</li> </ul>	<p>SIP – Success Criteria</p> <p>End of Year Progress</p>	<p>Half Termly</p>	<ul style="list-style-type: none"> <li>▪ Estyn</li> <li>▪ LA</li> <li>▪ CSC</li> <li>▪ Headteacher</li> <li>▪ Governing Body – Sub Committees</li> <li>▪ Staff</li> </ul>
<p>Teachers</p>	<ul style="list-style-type: none"> <li>▪ Learning Walks</li> <li>▪ Book Scrutiny with Pupils</li> <li>▪ Data Analysis</li> <li>▪ Listening to Learners</li> <li>▪ Comparative Assessment</li> <li>▪ Lesson Observations</li> </ul>	<p>SIP – Success Criteria</p> <p>End of Year Progress</p>	<p>Half Termly</p>	<ul style="list-style-type: none"> <li>▪ Headteacher</li> <li>▪ Teachers</li> <li>▪ LSAs</li> </ul>
<p>ALNCO</p>	<p>Interventions with LSAs</p> <ul style="list-style-type: none"> <li>▪ Language Links – Infant and Junior</li> <li>▪ CLIC Maths Gaps</li> <li>▪ Handwriting Motorway</li> <li>▪ BEAR Necessities</li> </ul>	<p>Ensure more than expected progress</p>	<p>Half Termly</p>	<ul style="list-style-type: none"> <li>▪ Headteacher</li> <li>▪ Governing Body – Learning, Teaching and Standards Sub Committee</li> <li>▪ External Agencies</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Motional</li> <li>▪ CLIP</li> <li>▪ Speech Links</li> </ul>			
	<ul style="list-style-type: none"> <li>▪ IDPs</li> <li>▪ PSPs</li> <li>▪ Risk Assessments</li> <li>▪ Half Termly Progress Reports</li> </ul>	Ensure expected progress	Annually and Half Termly	
All Staff	<ul style="list-style-type: none"> <li>▪ Lesson Observations</li> <li>▪ Learning Walk</li> <li>▪ Professional Learning</li> <li>▪ Book Scrutiny</li> <li>▪ Interventions Data</li> </ul>	Performance Management	Autumn, Spring and Summer	<ul style="list-style-type: none"> <li>▪ Headteacher</li> <li>▪ Governing Body – Learning, Teaching and Standards Sub Committee</li> <li>▪ Improvement Partner</li> </ul>
Attendance Team – <ul style="list-style-type: none"> <li>▪ Deputy Headteacher</li> <li>▪ Office Administrator – Deb Young</li> <li>▪ Other Office Administrators</li> </ul>	Attendance – <ul style="list-style-type: none"> <li>▪ Arbor</li> <li>▪ Data and Register Analysis</li> <li>▪ Phone calls</li> <li>▪ Daily Records</li> </ul>	Improve Attendance	Each Term: <ul style="list-style-type: none"> <li>▪ Daily</li> <li>▪ Weekly</li> <li>▪ Monthly</li> <li>▪ Annually</li> <li>▪ 3 x year average</li> </ul>	<ul style="list-style-type: none"> <li>▪ Headteacher</li> <li>▪ Governing Body</li> <li>▪ Cluster Attendance Group</li> <li>▪ LA</li> <li>▪ Staff</li> <li>▪ Parents</li> </ul>
Mentoring Teams –	<ul style="list-style-type: none"> <li>▪ Planning</li> </ul>	Qualify and Pass	Each Term:	<ul style="list-style-type: none"> <li>▪ Headteacher</li> </ul>

<ul style="list-style-type: none"> <li>▪ Deputy Headteacher - NQTs</li> <li>▪ Jo Waller - Students</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lesson Observations</li> <li>▪ PLPs</li> <li>▪ Progress Reviews</li> <li>▪ Quality Assurance</li> <li>▪ Enhanced Provision</li> </ul>		<ul style="list-style-type: none"> <li>▪ Daily</li> <li>▪ Weekly</li> <li>▪ 1 x per Practice</li> </ul>	<ul style="list-style-type: none"> <li>▪ Universities</li> <li>▪ Governing Body</li> <li>▪ LA</li> <li>▪ CSC</li> </ul>
<p>Financial</p> <ul style="list-style-type: none"> <li>▪ Headteacher</li> <li>▪ Finance School Administrator</li> </ul>	<ul style="list-style-type: none"> <li>▪ Arbor LMF</li> <li>▪ Outturns</li> <li>▪ Budget</li> <li>▪ Audit Records</li> </ul>	Secure Financial Management	<p>Each Term:</p> <ul style="list-style-type: none"> <li>▪ Daily</li> <li>▪ Weekly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Governing Body – Finance Sub Committee</li> <li>▪ Financial Auditor</li> <li>▪ LA</li> </ul>
<p>Health and Safety</p> <ul style="list-style-type: none"> <li>▪ Headteacher</li> <li>▪ Estates Manager</li> <li>▪ Senior Leader - Andrew Price</li> </ul>	<ul style="list-style-type: none"> <li>▪ Site Walks</li> <li>▪ Inspections</li> <li>▪ RAMIS</li> </ul>	Up to date Health and Safety components	<p>Each Term:</p> <ul style="list-style-type: none"> <li>▪ Daily</li> <li>▪ Weekly</li> <li>▪ Monthly</li> <li>▪ Annually</li> <li>▪ Or when necessary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Governing Body – Sub Committee</li> <li>▪ Health and Safety Officer</li> <li>▪ LA</li> </ul>
<p>Tîm Gwella Ysgol –</p> <ul style="list-style-type: none"> <li>▪ Special Ambassadors for the Children’s Commissioner</li> <li>▪ Rights Respecting Schools</li> <li>▪ Criw Cymraeg</li> <li>▪ Eco Schools</li> </ul>	<ul style="list-style-type: none"> <li>▪ Learning Walks</li> <li>▪ External Award Indicators</li> </ul>	Qualify for External Awards	<p>Each Term:</p> <ul style="list-style-type: none"> <li>▪ Fortnightly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Headteacher</li> <li>▪ Deputy Headteacher</li> <li>▪ Governing Body</li> <li>▪ External Verifiers</li> </ul>

<b>Monitoring Activities Days</b>				
These take place each half term and consist of the following:				
<ul style="list-style-type: none"><li>▪ Teaching and Learning Observations (TLOs)</li><li>▪ Book Scrutiny – with staff, staff and pupils, by Senior Leaders, and/or an External Advisor</li><li>▪ Listening to Learners</li><li>▪ Data Analysis</li><li>▪ Informal Conversations</li><li>▪ Lesson Observations.</li></ul>				
In the first half term, this takes place over 1 day; while in the second half term, this takes place over 2 days, with an external advisor, where possible.				

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