

## Governor Visit/Monitoring Report

<b>Name</b>	Samantha Potter/ Rachel Whitelock
<b>Date of Visit</b>	9th February 2017
<b>Type of Visit</b>	SEN discussion with SENCO.
<b>Purpose of Visit (Specify SIP target visit is related to, if relevant)</b>	SENCO due to go on maternity leave, review and update of the SEN provision in school
<b>Staff visited</b>	Mrs Chrissie Mitchell
<b>Objectives for the visit</b>	To ensure that SEN Governors are aware of the practice in school
<b>Document, Data and Policies referenced as part of this visit</b>	SEN data

**Summary of visit activities.** The objectives of the curriculum and how you think it will impact on our students. e.g. Key skills / objectives.

Both SEN Governors met with the SENCO in order to gain an understanding of the children on the SEN profile. It also gave an opportunity to ask about the provision for the children on the profile and what are the 'next steps' for these children.

**2) The Programme of Work;** is the programme complete for 2016/17 set and have the key skills and objectives for the projects been identified?

The Governors will meet with the Cover SENCO during Mrs Mitchells maternity leave in the summer term in order to review the SEN profile and receive an update on key children.

**4) How do you think governors / SLT can measure the effectiveness and impact of this element of the curriculum?**

This is measured through data analysis highlighting the SEN and non/SEN children, the progress of the children on the SEN profile is carefully monitored and careful target setting for these children. The SEN provision is also monitored through classroom observations and book scrutiny. IEP meetings are held termly for Stage 2 children and their parents and annually for Stage 1 children and their parents.

A questionnaire for staff could be introduced in order to measure the effectiveness of the SEN provision.

Reports from educational psychologist or SEN support team also provides valuable feedback about the effectiveness of the SEN provision being supplied in school and advise on how to support the children.

**Summary of findings:**

The meeting was extremely useful in order to gain a further understanding of the children on the SEN profile. All children were anonymised but were discussed at length. Mrs Mitchell discussed children on Stage 2 of the SEN register and the children considered 'high priority'.

Questions were asked about the provision in place for these children, how this was funded and whether these children had an EHC plan or if plans were in place to apply for an EHC plan in the

future. Mrs Mitchell discussed some children who were on a reduced timetable and how showed an example of a reintegration plan which clearly showed the long term plan to increase the hours the children are in school. We also discussed the outside agencies involved with some children, the advice given by these agencies and the impact this has had on the children. There was opportunity to look at the record keeping kept by Mrs Mitchell which shows the provision and practice currently in place for each child on the profile and their 'next steps', this has been handed over to the cover SENCO and discussed at length to ensure continuity. Mrs Mitchell updates this regularly in order to keep track of each child and what needs to be in put into place.

We discussed record keeping; IEPs are stored in individual folders for each child and are also kept electronically.

We asked Mrs Mitchell if she felt any children on the SEN profile were at risk of permanent exclusion and what was being done to prevent this. Mrs Mitchell was able to discuss the provision being provided for some children and how this provision is reviewed and the progress these children are making.

We also discussed the handover to the cover SENCO and Mrs Mitchell informed us that there had been opportunity for parents to meet with the cover SENCO during SEN coffee afternoons, parents were given a chance to discuss their child and any concerns or queries. Mrs Mitchell has met with Gina several times leading up to her maternity leave.

#### **Areas for praise**

Mrs Mitchell was able to confidently discuss all of the children on the SEN profile, we were informed of the progress they were making, what strategies are working and ideas for provision going forward. Mrs Mitchell's record keeping was to a high standard this will be invaluable when handing over to the cover senco and we were confident that this transition will be smooth.

The school is applying for funding where applicable.

It was great to hear of reintegration plans for some children and the collaboration between staff working together to support children and their parents in some cases.

#### **Any areas for concern or queries**

It was questioned whether the cover SENCO would be able to maintain such a high standard of SEN record keeping. Mrs Mitchell informed us that the SENCO assistant would also be able to help with some record keeping.

#### **Next Steps** e.g. Follow up activities, points to be raised at a governing body meeting, agreed actions

A meeting is to be arranged with the cover SENCO in the summer term in order to review the SEN provision and to discuss any issues that have arisen over the last term.

**Impact assessment** (Consider the impact or outcome of your visit. This may be, for example, that you are able to verify first-hand the way the school works, or have better understanding of something, or met new members of staff, or represented the GB at an event)

The meeting provided opportunity for the SEN governors to gain an understanding on the SEN profile, in particular the children on Stage 2 of the profile. We were able to understand how SEN data is recorded, high priority children and funding.

#### **Comment from Headteacher**

The meeting was extremely worthwhile and valued by all involved. As a former SENCO herself Mrs Potter has a thorough understanding of SEN and her views together with Mrs Whitelock are very useful and I am pleased to hear the positive job Mrs Mitchell is doing which is echoed by colleagues at the LA with whom she deals.

Signed \_\_\_\_\_ Mrs S Potter & Mrs R Whitelock \_\_\_\_\_ (Governors)

Signed \_\_\_\_\_ Mr J Hughes \_\_\_\_\_ (Headteacher)