

London Coordinators of Governor Services (LCOGS)
Extract From the LCOGS Toolkit on Monitoring and Evaluation

School Visits – SEN Governor

Documents to read

The school's SEN Policy and the SEN Code of Practice.

Liaises with

The Special Educational Needs Coordinator (SENCO).

Focus of Visits

To view SEN teaching taking place. To see how statemented pupils are provided for in a mainstream class. To meet with the SENCO to view the SEN Register and a sample of the Individual Education Plans of pupils.

Questions to ask

Policy

- How does the SEN Policy relate to the school's other policies such as those covering equal opportunities or behaviour?
- How is it used?

Children

- How many children have statements and how many are undergoing assessments?
- How long is it taking?
- How many children have 'non-statemented' special needs?
- How are these children distributed between year-groups?
- How are children initially identified as having special needs?
- How does the school monitor individual children's progress?
- How are children responding to SEN provision?

Staffing

- How many staff (teaching and non-teaching) are involved wholly or partly with SEN children?
- Do job descriptions exist?
- Are extra points being awarded to teaching staff for SEN work?
- What teaching arrangements are used (small group work, working within the whole class etc)?
- What SEN staff training is arranged?
- How are staff informed about identified children?

Curriculum

- Do SEN children have access to the whole curriculum, including outings?
- How does the curriculum encourage tolerance of difference between children?

- Are there any exemptions or disapplications of the National Curriculum for individual pupils?

Funding

- Are there specific funds for SEN and how is the money spent?
- Are there any gaps in provision?
- Is there a regular inventory of resources available for SEN children?
- Are there any access problems for some classes or pupils to the available resources?
- Does the school use any borough facility for accessing classroom resources?

School Visits – Literacy Governor

Documents to read

School's literacy policy and homework policy.

Liaises with

Literacy (or English) Coordinator.

Focus of Visits

To view Literacy Hours taking place. To attend any designated INSET sessions with staff on the Literacy Strategy. To attend, if possible, the annual target-setting meeting between the Headteacher and Link Inspector.

Questions to ask

Policy

- When was the Literacy Strategy last discussed by the Curriculum Committee?
- how can governors help?
- What references are there in the School Improvement Plan for the ongoing development of the Literacy Strategy?

Children

- Is the strategy actually increasing pupil standards of achievement in English?
- How are pupils of different abilities and levels of language acquisition catered for?

Staffing

- Are all staff confident that they fully understand the strategy and are fulfilling the Strategy's aims on a daily basis?

Curriculum

- Are there sufficient resources in the school to carry out the Strategy?

Funding

- Is there adequate funding to provide the resources and the training required?

Governing Body

The Literacy Governor ensures other Governors are aware of the National Literacy Strategy and that the governing body is encouraging parental involvement.

