



**MELBOURN VILLAGE COLLEGE**  
**QUALITY ASSURANCE, SELF EVALUATION AND IMPROVEMENT PLANNING**

Date reviewed: May 2023

Date for next review: May 2025

Date of ratification by Governing board: 19<sup>th</sup> June 2023

| Document Control |          |                       |
|------------------|----------|-----------------------|
| Edition          | Issued   | Changes from previous |
| 1                | May 2023 | New policy            |

| Policies/Documents referred to in this policy                                                                                        | Post holders/Persons named in this policy                           |
|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| This policy <b>links to other school policies</b> on:<br>Assessment<br>Curriculum<br>Performance management<br>Teaching and Learning | Curriculum teams<br>Year teams<br>Specialist teams<br>Business team |

### Introduction

Melbourn Village College is committed to demonstrating, as an organisation, the professional behaviour of being reflective on the impact of its practices. Whilst self reflection is valuable, being supported by stakeholders and colleagues both within/beyond the Trust to desire and informal, unbiased and rounded view of the school's current position and its developmental needs.

### Why have a self evaluation process?

- 1) Recognise and celebrate effective practice
- 2) Raise the performance of the school and its students

### Who should be involved?

Leadership team  
Trust staff  
Governors  
School staff  
Students  
Parents

## School Improvement Planning Cycle

| Month     | Activity                                                                                                                                                                                          |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June      | School Improvement Plan submitted to Governors for adoption (one and three year). This will be informed through both the summer term quality assurance cycle/Trust annual statement of priorities |
| September | School/Team Improvement Plans amended due to the August examination results                                                                                                                       |
| December  | School/Team Improvement Plans and school SEF amended due to Autumn Term quality assurance processes                                                                                               |
| March     | School/Team Improvement Plans and school SEF amended due to Spring Term quality assurance processes                                                                                               |

### Improvement planning

Whole school (School Improvement Plan – SIP) supported by:

1) Team Improvement Plans (TIPs)

- Curriculum teams
- Year teams
- Specialist teams e.g. SEND
- Business teams e.g. site

2) Quality Assurance process

During the academic year a cycle of quality assurance processes are conducted both internally and externally to the school supported by colleagues both internal/external to the Trust along with Governors (see quality assurance cycle which is available separately). Examples are:

- Curriculum teams involving:
  - External moderation of assessments
  - Learning walks (schedule available)
  - Student voice (examples available)
  - Peer reviews (involving colleagues internal/external to the school)
  - Student work scrutiny
- Year teams:
  - learning walks (tutor time)
  - Student voice
- Specialist teams e.g. Safeguarding:
  - Annual external audit
- Business team e.g. Finance
  - Regular Responsible officer (RO) visit (outcomes available)
  - Annual external audit (Trust outcomes available)

### 3) Self evaluation

The school maintains a self evaluation which directly relates to the current Ofsted Section 5 inspection framework. This is updated at least termly.

### 4) Performance management of staff

This process includes all staff (teaching and associate) and includes self evaluation and a formal review meeting.

### **Impact on plans**

Issues identified as a result of the quality assurance process result in the amendment of improvement plans, allowing for regular monitoring of the impact of the planned actions.

### **Consultation**

The School Improvement Plan is proposed for adoption to the Governors during the summer term, but is reviewed continuously through the regular Governing Body meetings, due to the continuous nature of the quality assurance process.

The plan is widely distributed and is available on our website with comments welcomed from all stakeholders.