Cefnogaeth i Lywodraethwyr Sir Ddinbych – Bwletin 22

LLYWODRAETHWYR– GOFYN Y CWESTIYNAU IAWN!

Yn aml iawn mae llywodraethwyr yn dweud nad ydynt yn gwybod pa gwestiynau i'w gofyn i'r Pennaeth a'r Staff wrth drafod agweddau strategol o'r ysgol. Gobeithiwn y bydd y gyfres hon o gwestiynau posibl yn ddefnyddiol ac yn fodd o gychwyn trafodaeth!

Adroddiad Hunanwerthuso'r Ysgol a Chynllun Datblygu'r Ysgol:

- Oes gennym ddigon o wybodaeth gyfredol am ein hysgol er mwyn ein galluogi i wneud asesiad cadarn o'i chryfderau a'i gwendidau?
- Ydyn ni wedi cynnwys rhieni, disgyblion a staff yn y broses o hunanwerthuso'r ysgol? Oes gennym dystiolaeth h.y. adroddiadau gan asiantaethau allanol ynglŷn â pherfformiad ein hysgol?
- Beth yw'r meini prawf sydd gennym ar gyfer mesur llwyddiant yr ysgol?
- Ydyn ni'n hyderus fod yr ysgol wedi cyllidebu'n realistig sy'n golygu ei bod hi'n bosibl ariannu bob menter ar lefel sy'n ei galluogi i lwyddo?
- Ydyn ni'n realistig o ran graddfeydd amser/ amserlennu?
- Sut byddwn ni, fel llywodraethwyr, yn monitro datblygiad cynllun datblygu'r ysgol?

Staffio:

- Ydy strwythur ein staffio'n cyfateb i anghenion canfyddedig yr ysgol? Os na, a ddylid ei adolygu?
- Ydy cyfrifoldebau'r Staff wedi eu diffinio'n glir?
- Ydy pob aelod o'r staff yn gwybod amdanynt?
- Ydy Rheoli Perfformiad yn cael ei weithredu'n llwyddiannus (athrawon/ staff cynorthwyol/ staff nad ydynt yn dysgu)?
- Oes gennym strategaethau clir ar gyfer monitro trefnu staff addysgu a staff nad ydynt yn addysgu?
- Ydyn ni'n bodloni rheoliadau Statudol mewn perthynas â Phwyllgorau?
- Pa effaith sydd gan gyrsiau hyfforddi staff ar y safonau yn yr ysgol?

Iechyd a Diogelwch:

- Ydy'r holl offer a'r adeiladau wedi cael eu monitro o ran diogelwch yn unol â'n Polisi Iechyd a Diogelwch?
- Pa ddamweiniau neu achlysuron agos at achosi damweiniau a gafwyd yn ddiweddar? Ydy cofnodion yr ysgol yn cael eu diweddaru'n unol â hynny?
- Ydyn ni wedi adolygu ein hasesiadau risg? Oes angen cynnwys unrhyw asiantaeth allanol?
- Oes gennym ddarpariaeth ar gyfer adnewyddu unrhyw offer sy'n hen neu o bosibl wedi'i oroesi?

Cwricwlwm:

- Ydy gofynion statudol y Cwricwlwm yn cael eu bodloni ym mhob cyfnod perthnasol?
- Sut ydym yn sicrhau bod y Sgiliau Allweddol yn cael eu datblygu'n effeithiol drwy'r ysgol gyfan?
- Pa ddarpariaeth sy'n cael ei wneud ar gyfer dilyniant a chynnydd ym mhob Cyfnod Allweddol?
- Sut mae gwaith disgyblion yn cael ei fonitro ar draws y cwricwlwm?
- Sut mae gwaith disgyblion yn cael ei asesu a'i gofnodi?
- Pa drefniadau sydd yn eu lle ar gyfer y rhai hynny sy'n dysgu Cymraeg / Saesneg fel iaith ychwanegol?
- Ydy'r amserlen yn sicrhau bod gan bob disgybl, gan gynnwys y rhai hynny ag anghenion dysgu ychwanegol, gwricwlwm sy'n dangos cydbwysedd ac ehangder?
- Sut ydym yn datblygu sgiliau menter ein disgyblion?
- Ym mha ffordd mae ymweliadau ysgol/ymwelwyr â'r ysgol yn cyfoethogi'r cwricwlwm ac yn gwella safonau?
- Sut ydym yn sicrhau pontio effeithiol rhwng y Cyfnodau Allweddol?

Safonau Cyrhaeddiad a Dangosyddion Perfformiad:

- Sut mae perfformiad y disgyblion o'i gymharu â rhai yn y blynyddoedd blaenorol ac ysgolion eraill tebyg?
  (Teulu Ysgolion)
- Ydyn ni'n gwneud defnydd llawn o'r data a ddarparwyd?
- Oes yna resymau eithriadol dros ganlyniadau sydd yn well neu'n waeth na'r disgwyl?
- A yw asesiadau'r athro ar ddiwedd bob Cyfnod Allweddol wedi cael eu cymedroli'n fewnol ac yn allanol?
- Ydyn ni'n sicrhau y bydd pob disgybl yn cyrraedd ei botensial/photensial llawn? Sut ydym yn gwneud hyn?
- Ydyn ni'n darparu cyfle cyfartal ar gyfer pob disgybl mewn gwirionedd?
- Sut mae disgyblion ag anawsterau dysgu'n cael eu hadnabod a'u helpu?
- Sut ydym yn darparu ar gyfer ein disgyblion mwyaf galluog?
- Pa gymorth bugeiliol sydd ar gael?
- Beth yw'r rhesymau dros lefelau absenoldebau heb eu hawdurdodi neu waharddiadau uwch na'r cyffredin? Sut ydym yn mynd i'r afael â hyn?

Polisïau Ysgol:

- Ydy'r staff yn deall ac yn dilyn y polisïau ar gadw cofnodion ac asesu yn llwyr?
- Ydy'r ysgol yn gweithredu'r Cod Ymarfer Anghenion Addysg Arbennig yn llwyddiannus?
- Ydyn ni'n cadw at yr amserlen ar gyfer adolygu polisïau er mwyn sicrhau eu bod yn briodol o hyd ac wedi eu diweddaru?
- Ydy'r Polisi Diogelu Plant yn cael ei ddilyn? Ydy'r Swyddog Diogelu Plant yn wybyddus i'r holl Staff?

Llywodraethwyr yn ymweld â'r Ysgol:

- Ydyn ni'n derbyn adborth rheolaidd gan lywodraethwyr sy'n ymweld â'r ysgol?
- Ydy ein hymweliadau ysgol yn cael eu trefnu o flaen llaw, ac a ydynt yn canolbwyntio ar feysydd datblygu allweddol neu flaenoriaethau'r Cynllun Datblygu Ysgol?
- A gytunwyd ar bwrpas ac arfer ymweliadau ysgol ac a yw'r holl staff a'r llywodraethwyr yn eu deall?
- Ydyn ni'n defnyddio ein hymweliadau i ddatblygu cysylltiadau agosach â chydlynwyr pwnc a/neu grwpiau haenau a dosbarthiadau?

Cysylltiadau â Rhieni a'r Gymuned:

- Pa mor weithgar yw rhieni ym mywyd a gwaith yr ysgol?
- Beth yw eu perthynas â'r Corff Llywodraethol?
- Ydy'r rhieni'n derbyn digon o wybodaeth am yr ysgol a'i gweithgareddau?
- A ydym yn diweddaru gwefan yr ysgol yn rheolaidd ac yn ei chadw'n ddiddorol?
- Ydy pob rhiant yn gwybod sut i gael help a chyngor?
- Ydyn ni'n 'ysgol agored'?
- Beth sydd yn cael ei wneud i roi dealltwriaeth i rieni a'r gymuned am yr hyn mae'r ysgol yn ceisio ei wneud a'u rhan hwy ynddo?
- Ydy'r ysgol yn gweithredu ei hymrwymiadau yn y Cytundeb Cartref - Ysgol?
- Beth yw ffurf yr adroddiad i rieni ynglŷn â chynnydd plentyn? All rhieni roi eu sylwadau ar yr adroddiad hwn? Ydy'r wybodaeth yn hawdd i rieni ei deall?

Ymwelwyr â'r ysgol:

- Ydy'r ysgol yn derbyn ymweliadau gan asiantaethau eraill priodol i'w hanghenion?
- Ydy'r ysgol yn derbyn ymweliadau rheolaidd gan Swyddog Gwella Ysgolion? (yn unol â Chategori'r Ysgol – Matrics Dosbarthiad Ysgol)
- Oes gennym wybodaeth o ran ymwelwyr â'r ysgol a'r rôl maent yn eu chwarae yng nghyfoethogi'r cwricwlwm/ codi safonau?

*** Peidiwch â gofidio ynglŷn â gofyn cwestiynau pa mor ddi-nod bynnag rydych yn eu tybied! Gofynnwch am weithdrefnau yn yr ysgol a fydd yn rhoi gwell dealltwriaeth o'r ffordd mae'r ysgol yn cael ei threfnu. Bydd penaethiaid da yn hapus iawn i ateb.**

Denbighshire Governors' Support – Bulletin 22

GOVERNORS – ASKING THE RIGHT QUESTIONS!

Governors often remark that they do not know what questions to ask the Headteacher and Staff when discussing strategic aspects of the school. Hopefully the following bank of possible questions will be useful and will instigate discussion!

The School Self Evaluation Report and School Development Plan:

- Have we enough up to date information about our school to allow us to make a sound assessment of its strengths and weaknesses?
- Have we involved parents, pupils and staff in our self evaluation process? Do we have evidence i.e. reports from external agencies regarding our school's performance?
- Against what criteria are we going to measure our school's success?
- Are we confident that the school has budgeted realistically so that each initiative can be resourced at a level that enables it to succeed?
- Are we being realistic in our time scales?
- How will we, as governors, monitor the school's development plan?

Staffing:

- Does our staffing structure relate to the identified needs of the school? If not, should it be reviewed?
- Are Staff responsibilities clearly defined?
- Are they known to all staff?
- Is Performance Management being successfully implemented (teachers/support staff/ non teaching staff)?
- Do we have clear strategies for monitoring the deployment of teaching and non-teaching staff?
- Do we meet Statutory regulations re: Committees?
- What impact have the staff training courses had on standards in the school?

Health and Safety:

- Have all equipment and buildings been monitored for safety as in our Health and Safety Policy?
- What accidents or near accidents have there been recently? Are the school's records updated accordingly?
- Have we reviewed our risk assessments? Do we need to involve any outside agencies?
- Have we made provision for the replacement of aging or potentially obsolete equipment?

Curriculum:

- Are statutory requirements of the Curriculum being met in all relevant phases?
- How are we ensuring that the Key Skills are being developed effectively throughout the school?
- What provision is being made for continuity and progression in each Key Stage?
- How is pupils' work monitored across the curriculum?
- How is pupils' work assessed and recorded?
- What arrangements are made for those learning Welsh / English as an additional language?
- Does the timetable ensure that each pupil, including those with additional learning needs, has a curriculum which shows balance and breadth?
- How are we developing pupils' entrepreneurial skills?
- How are the school visits/visitors to school enriching the curriculum and improving standards?
- How are we ensuring effective transition between Key Stages?

Standards of Attainment and Performance Indicators:

- How does the performance of pupils relate to that of previous years and other schools of a similar type? (Family of Schools)
- Are we making full use of the data provided?
- Are there exceptional reasons for results that are better or worse than anticipated?
- Have teacher assessments at the end of all Key Stages been moderated internally and externally?
- Are we ensuring that each pupil will attain his/her potential? How are we doing this?
- Are all pupils provided with genuine equality of opportunity?
- How are pupils with learning difficulties identified and helped?
- How are we catering for the most able pupils?
- What pastoral care is available?
- What are the reasons for higher than average unauthorised absences or exclusions? How are we addressing this issue?

School Policies:

- Are policies on record keeping and assessment clearly understood and followed by staff?
- Is the school successfully implementing the Special Educational Needs Code of Practice?
- Are we keeping to the timetable of reviewing policies to ensure that they are still appropriate and up to date?
- Is the Child Protection Policy being adhered to? Is the named Child Protection Officer known to all Staff?

Governors visiting the School:

- Are we receiving regular feedback from governors who have made school visits?
- Are our school visits organised in advance, and do they focus on key areas of development or priorities of the School Development Plan?
- Are the purpose and practice of school visits agreed and understood by all staff and governors?
- Are we using our visits to develop closer links with subject co-ordinators and/or tear groups and classes?

Links with Parents and the Community:

- How active are parents in the life and work of the school?
- What is its relationship with the Governing Body?
- Are the parents receiving enough information about the school and its activities?
- Are we keeping the schools' website up to date and interesting?
- Do all parents know the procedures for gaining help and advice?
- Are we an 'open school'?
- What is done to give parents and the community an understanding of what the school is trying to do and their part in it?
- Is the school implementing its undertakings in the Home – School Agreement?
- What form of reporting to parents about a child's progress is used? Can parents comment on this report? Is the information easy for parents to understand?

Visitors to the school:

- Does the school receive visits from other agencies appropriate to its needs?
- Is the school receiving regular visits from the School Improvement Officer? (in line with the Category of the School – School Classification Matrix)
- Have we information regarding visitors to the school and the role they played in enriching the curriculum / raising standards?

*** Do not be afraid to ask questions however insignificant you feel they may be! Ask about procedures in the school which will give you a better understanding of how the school is organised. Good Headteachers will be pleased to respond.**