

To: Headteachers/Principals  
Primary/Infant/Junior Schools  
Secondary Schools  
Academies  
Special Schools/Centres  
PRU's

**CHILDREN'S SERVICES AND SKILLS**

Council House, Manor Square  
Solihull, West Midlands B91 3QB  
Tel: 0121 704 6620  
Email [pleivers@solihull.gov.uk](mailto:pleivers@solihull.gov.uk)  
[www.solihull.gov.uk](http://www.solihull.gov.uk)

Please ask for: Clair McNeill

Your Ref:

Our Ref: CM/kes

Date: 24 October 2017

Dear Colleague

### **School Adviser Autumn Term 2017 Visit**

I am writing to confirm the agenda for your forthcoming school adviser visit. By now an appointment may already have been made for your adviser to visit in the second half of the Autumn term, but if not contact will be made soon.

As usual, this visit will focus on the outcomes for pupils. I am also suggesting that there is a focus on outcomes for current pupils with a particular emphasis on disadvantaged pupils or another significant group within your schools cohort.

### **Agenda**

- Matters arising and school items:-
  - To include update of actions from summer visit.
  - Newly qualified teachers.
  - Current attendance and exclusion figures.
- A review of pupil outcomes, including:-
  - Summer 2017 data analysis and emerging themes for discussion.
  - Current progress information for a range of subjects across all year groups.
  - Discussion of how the school is ensuring the accuracy of current assessments and outcomes information to measure progress across a year.
  - Particular focus should be given to the progress made by disadvantaged pupils, the most able pupils, lower attaining pupils and those with a disability and/or a special educational need. How well is the school closing gaps within school and with all pupils nationally?
- Secondary and Post 16 only: a review of destinations and tracking arrangements.
- A joint evaluation activity to support your self-evaluation.

- Identification of the vulnerable group(s) to be tracked during this year's visit cycle. The local authority priority groups include disadvantaged pupils but other groups could include more able, poor attendees.
- Progress towards 2017 targets - template attached.
- A discussion about the school's evaluation of its overall effectiveness, especially if this has changed following analysis of the outcomes criteria.

You may wish to invite colleagues with responsibility for aspects of the agenda to the discussion. There is no requirement for a representative of the governing body to attend this meeting. The chair of governors will receive a visit report following the meeting.

If you have any further information you would like your adviser to see before the meeting, please send this to them. Your adviser will contact you shortly to confirm the agenda.

Yours sincerely



**Clair McNeill**

Interim Head of Service for School Improvement  
Education and Skills Division

Enc  
Report template  
Joint Evaluation Activity