

MONITORING AND EVALUATING THE EDP

- 1 Monitoring the progress of EDP Activities and evaluating the effectiveness of the EDP will be undertaken through the following means:
 - ◆ the six EDP Priorities constitute groups of related EDP activities for the purpose of monitoring and evaluation;
 - ◆ there will be a named **Activity Manager** for each group of related EDP activities within an EDP Priority;
 - ◆ the Activity Managers of the activities within each of the six EDP Priorities will constitute a **Priority Management Group** for that Priority;
 - ◆ joint **Priority Managers** - usually a headteacher and an LEA officer - will be appointed for each EDP Priority;
 - ◆ an **EDP Steering Group** will be charged with oversight of the EDP. It will be chaired by the Deputy Director of Education and its members will include the Priority Managers;
 - ◆ **Members** will receive regular reports on outcomes of EDP activities - both the Members' Policy Group and the Scrutiny Committee.

- 2 **Responsibilities**
 - ◆ **Activity Managers** will be responsible for securing that the actions specified in EDP activity sheets are undertaken as planned;
 - ◆ **Priority Managers** will undertake monitoring and evaluation within the Priority area, in association with Activity Managers; will convene and chair meetings of the Priority Management Group at least once a term, and will participate in monitoring and evaluation of activities within a second Priority. The intention is that Headteachers should be appointed as Joint Priority Manager in each Priority area, to share responsibility with an LEA officer or adviser. Their schools will receive funding to cover their release from school for this purpose - twelve days per annum;
 - ◆ Each **Priority Management Group** will meet termly. It will agree strategy and will review and evaluate progress within the activities in the EDP Priority in question, and will ensure that the EDP activities continue to reflect the needs of Devon schools as defined in the Audit, as well as in emerging National Priorities. The Priority Management Group will report on these matters to the EDP Steering Group;
 - ◆ the **EDP Steering Group** will be charged with oversight of the EDP and will be responsible for drawing emerging policy issues - in particular those bearing upon resources - to Councillors' attention. Members of the EDP Steering Group will include the six EDP Priority Managers, who will report to it on the issues emerging from their Priority Management Groups and will ensure that the EDP Steering Group is aware of developing needs within the Priority area.

- 3 Priority Managers will also have a shared role in the monitoring and evaluation of other EDP Priority areas and will join the termly meetings of the Priority Management Groups for which they undertake that role. The headteacher who is the joint Priority Manager for Priority 1 will undertake a monitoring and evaluation role for Priority 6 activities; the Priority Manager for Priority 2 - for Priority 4 Activities; the Priority Manager for Priority 3 - for Priority 5 activities; the Priority Manager for Priority 4 - for Priority 1 activities; the Priority Manager for Priority 5 - for Priority 2 activities, and the Priority Manager for Priority 6 - for Priority 3 activities.

- 4 A check-list of the action points which are to be monitored will be prepared for each Priority Manager. This will incorporate the programme of activities (with the timetable set for their completion) which appears in EDP activity sheets.
- 5 Evaluation of the effectiveness of EDP will be undertaken by the Priority Management Group, based on the review of progress by Activity Managers. This will rely upon regular feedback from schools, pupils and parents, as well as a review of performance indicators, together with the regular LEA Audit.

Evaluation of the progress of the EDP as a whole will be undertaken by the EDP Steering Group, which will meet termly. It is intended that a formal annual evaluation of progress by the EDP Steering Group will take place in late-September, and that the conclusions will form a component of both the formulation of the budget and the annual revision of the LEA's strategic plan, which in turn will provide the service planning framework for LEA support units for schools and pupils.

- 6 The Deputy Director of Education will be responsible for presenting the outcome of this annual review to Elected Members. This will happen in two ways: a report on the implementation of the EDP, on strengths and weaknesses, and on emerging priorities to a meeting of the Members' Policy Group on Education matters, and a second report, focusing upon outcomes in relation to success criteria, attainment against EDP targets and the information contained in the LEA Audit, to the Community Services' Overview and Scrutiny Committee.
- 7 There will be a number of means by which schools, partners and the wider public will be informed of progress and will be able to make an input to evaluation of the EDP:
 - ◆ the reports prepared for the EDP Steering Group and the minutes arising will be placed on the Education internet site;
 - ◆ the annual LEA Audit will also be placed on the internet site;
 - ◆ an annual bulletin will be prepared during the Autumn term based on the evaluation of progress made by the EDP Steering Group. This document will provide a résumé of EDP Activities and outcomes during the preceding year and will be given a wide circulation. It will also be placed on the internet site;
 - ◆ the progress of the EDP will be an agenda item at meetings of the two main consultative bodies within the Education, Arts and Libraries Directorate - the EAL Forum and the EAL Partnership Board. The members of these consultative bodies include Headteachers' Associations; Teachers' Professional Associations; the Devon Association of Governors; the Devon Federation of PTAs and County Councillors.

Priority Management Groups will be encouraged to obtain the views of Headteachers, Governing Bodies and Partner Organisations about the progress and effectiveness of EDP activities. It is expected that e-communication will be used increasingly for this purpose. Similarly, the LEA will make use of the internet pages, which will incorporate a response facility, in order to enable parents and the wider public to contribute to evaluation of the effectiveness of EDP activities and to state their views about what should be the LEA's response to emerging priorities. That programme is expected to commence in the late Summer term 2003/early Autumn term 2003, after EDP activities have been operating for the first full academic year.