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26 November 2012

Mrs Myra Stevens
Headteacher
Byfleet Primary School
King's Head Lane
Byfleet
West Byfleet
Surrey
KT14 7AT

Dear Mrs Stevens

Requires improvement monitoring inspection visit under section 8 of the Education Act 2005 to Byfleet Primary School, Surrey

Following my visit to your school on Monday 26 November 2012 I write on behalf of Her Majesty's Chief Inspector of Education, Children's Services and Skills to report on the findings of my visit. Thank you for the help you gave me and for the time you made available to discuss the actions you are taking to improve the school since the most recent section 5 inspection.

The visit was the first monitoring inspection since the school was judged to require improvement following the section 5 inspection in September 2012. It was carried out under section 8 of the Education Act 2005.

Evidence

During the visit meetings were held with the headteacher, other senior leaders, members of the governing body and a representative of the local authority. The school improvement plans were evaluated. The headteacher took the HMI on a tour of the school to meet the staff and talk to pupils.

Context

Since the inspection there have been no significant changes.

Main findings

The headteacher and senior leadership team are clear about the areas that require improvement. Staff and governors have been involved in discussing and refining the 'Ofsted Plans'. Senior leaders have created their own action plans to support these

changes. These plans have provided them with a clearer understanding of their roles and responsibilities in monitoring school improvement. Additional teacher training and monitoring by leaders has led to some improvements in marking and planning.

In order to be more effective, governors have restructured some of their committees to reflect the areas for improvements. They are gaining a better view of how well the school is progressing by means of staff presentations, reports written by the headteacher and discussions about school data. Although governors have already identified initial training to support their understanding of school data they recognise that additional training would be helpful. Their aim is to develop a systematic procedure for holding the school to account and a range of questions that would enable them to provide sufficient challenge to leaders.

The school development plan is focused on the areas that require improvement, although it does not contain enough measurable targets so that leaders can evaluate how effective their actions have been.

Senior leaders and governors are taking effective action to tackle the areas requiring improvement identified at the recent section 5 inspection. Following the visit to the school, HMI recommend that further action is taken to:

- Refine the school improvement plan to include numerical targets so that leaders can judge whether actions have been effective in improving teaching and the attainment and progress of pupils.
- Provide additional training to the governing body so that they are able to provide effective challenge to school leaders.

Ofsted will continue to monitor the school until its next section 5 inspection.

External support

The local authority has provided appropriate support in developing assessment and improving teaching and planning. The school and local authority recognise that further support is required to develop the monitoring role of governors.

I am copying this letter to the chair of the governing body and the Director of Children's Services for Surrey.

Yours sincerely

Susan Gadd
Her Majesty's Inspector