

Stewards Academy

Parnall Road

Harlow

Essex

CM18 7NQ

POLICY NAME	Trustees' Visits and monitoring Policy			POLICY NO.	
EFFECTIVE DATE	27 th Sept 2023	DATE OF LAST REVISION		VERSION NO.	1.
REVIEW FREQUENCY	3 years				
ADMINISTRATOR RESPONSIBLE	Governance Lead		CONTACT INFORMATION		
APPLIES TO apply group names to define applicable areas of staff					
GROUP 1		GROUP 2		GROUP 3	
GROUP 4		GROUP 5		GROUP 6	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1.	Trustees	Sept 2023	New policy	D. Bartram

School Visits and Monitoring Policy and Guidance

Policy aims

This policy aims to ensure that all trustees understand:

- the purpose of monitoring visits
- the expectations for carrying out visits including preparation, expected conduct and reporting back to the governing board

Purpose of visits

Visiting school on a planned, regular basis allows trustees to:

- better understand their school's strengths and areas for development
- determine if agreed policies and procedures are working in practice
- identify how resources are being used
- show staff and pupils that they are interested in the life, work and achievements of a school
- experience the culture and ethos of the school

Monitoring visits should focus on:

- strategic priorities and key policies agreed by the governing board
- the evaluation of progress: are the things people say are happening actually happening?
- seeking assurance that the needs of pupils are being met (such as safeguarding and SEND)

Frequency of visits

The frequency of governance visits should be in accordance with the schedule established by the Trust Board and agreed with school leaders and relevant staff. Visits should be scheduled to allow trustees to see relevant activities and strategic milestones.

Arranging and preparing for visits

Visits should be arranged through the headteacher, with adequate notice, and agreed with the relevant members of staff.

Due regard should be given to:

- how the visit fits with the schedule of board and committee meetings, to allow for timely feedback and discussion
- how to avoid visits clashing with important events and/or busy periods in school life
- the workload implications for staff who are likely to be involved in the visits

Governors/trustees are encouraged to prepare for their visit. This may include:

- reading and familiarising yourself with the governing board's protocol for visits and the expected conduct

- reading the background information relating to the focus of the visit, such as relevant section(s) of the strategic plan, performance data, policies, stakeholder information
- clarifying the purpose of the visit with the head teacher and or relevant member of staff
- confirming the visit schedule and activities

Conduct on visits

When visiting the school in a governing capacity, you should:

- arrive in good time and follow the school's procedures (such as signing in and producing identification)
- adopt a friendly approach that puts everyone at ease
- be respectful of the school at work and if you wish to take notes, check that those you are with are comfortable with this
- if you are taking notes, be clear with everyone that this is for feedback purposes and that you are not recording judgements (for example on the quality of their teaching)
- ask relevant questions that are closely linked to the purpose of your visit
- acknowledge the staff and pupils you meet

Trustees are also expected to behave in line with the governing board's code of conduct, being aware of the need to maintain confidentiality.

Expectations following a visit

A report should be completed as soon as possible after each visit. A draft will be shared with the headteacher and any other members of staff involved in the visit and, when agreed, a final version will be included in the papers for discussion in the next Trust Board meeting.