



SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

LSAB and Trustee Visits Guidance

Context

One of the key roles and responsibilities for Trustees is to monitor the progress and performance of the academies. Undertaking visits demonstrates the Trustees' role in the strategic management of the school by helping to hold the school to account and evaluate its progress.

The Trustees' visiting programme is an integral part of the school's calendar.

Each Trustee is required to make at least one visit a year during school time and Trustees will often monitor an area of the School Improvement Plan and or their link responsibilities in accordance with the agreed timetable.

LSAB members, whilst not charged with strategic management and accountability, should also plan to visit their school to better understand the context and activities of the school.

Visits enable Trustees to:-

- See the school at work and observe the range of attitudes, behaviour and achievements;
- Get to know the staff and demonstrate their commitment to the school;
- Give active support to the staff and the activities of the school;
- Be aware of the effect of change and different approaches to teaching and learning;
- Evaluate resources and discuss with staff further requirements;
- Gain first hand information to assist with policy making and decision taking;
- Work in partnership with the staff.

Before making a visit Trustees will:

- Contact the Headteacher, Head of School, Deputy Headteacher, or Chief Operating Officer and agree a date, time and focus for the visit and who the named contact is;
- Clarify the etiquette, courtesies and expectations for the visit;
- Plan which classes, if any, will be visited;
- Draw up a timetable for the visit with the named contact;
- The named contact will ensure that all relevant staff are aware of the visit and the expectations on them.

On the day of the visit the Trustee will remember to:-

- Arrive on time and clarify the plan/timetable with the named contact;
- Act as an observer and only participate in the class at the invitation of the teacher, where applicable;
- Respect the professionalism of the staff member, supporting but not interfering
- Be calm and enjoy the visit

After the visit the Trustee will:-

- Remember to thank the staff and children;

- Complete the Trustee Visit Report proforma, reporting on the focus. The completed form should be given to the Headteacher, Head of School, Deputy Headteacher, or Chief Operating Officer and then, after any possible alterations, the form will be circulated to the Trustees and relevant staff;
- Trustees must report without giving opinions and where possible individuals should not be able to be identified.

It is important to remember that visits are a snapshot in time, and judgements should not be made arbitrarily. **The visit is not about:-**

- Inspection
- Making judgements about the professional expertise of the teacher
- Checking on your own children if applicable
- Pursuing a personal agenda
- Arriving with inflexible pre-conceived ideas

Trustees are an important part of the school team and are welcomed into the school by staff. It is important that Trustees remember to respect the professionals and the children, support the Headteacher and the staff, and acknowledge that they represent the Trust. If the agreed principles and procedures are followed then Trustee Visits will be an enjoyable experience for all involved, and will result in effective monitoring by the Trustees, which will contribute to school improvement.

Trustee Visit Report



Name:	Date:
Focus of visit/How does your visit relate to the school's strategic plans	Classes/staff visited
Summary of activities e.g. talking to staff and pupils, looking at resources, had lunch etc.	
What have I learned as a result of my visit? What was the outcome and impact of my visit?	Positive comments about the visit
Aspects I would like clarified/questions that I have:	
Ideas for future visits:	
Any other comments:	
Signed _____ (Trustee)	Signed _____