

Trustees' Visits Policy



Wistaston Academy
Primary and Nursery School
Together We Learn • Together We Achieve

Policy Author	Dominique Griffiths, Principal
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Frequency of Review	Review in the light of changes to legislation or operating experience

Trustees' Visits to School

At our school, we recognise and value the key role played by Trustees in providing the staff with a critical friend to support the development of the school. We also recognise that this can only be done through Trustees achieving an understanding of the school. The policy aims to assist the process of building a constructive relationship and dialogue between the staff and Trustees. This will lead to well-informed Trustees who understand the day to day issues in school, which in turn will help them to support the staff fully.

Without a good knowledge of the school, it is impossible to govern effectively. In order to assist and inform their governance, Trustees at Wistaston Academy will visit the school on a regular basis, to familiarise themselves with the school generally, to meet the children, staff and parents insofar as their own commitments allow. This may include, but need not be restricted to:

- Attendance at and/or participation in assemblies, sports events, celebration events or awards ceremonies;
- Attendance at and/or participation in school council meetings or school council committee meetings;
- Visiting classes/participating in lessons (as agreed with the Principal and individual teachers in appropriate circumstances);
- Assisting in any areas in which they might be individually skilled.

Trustees will also visit the school in a monitoring role which will be linked to the school development priorities to monitor progress towards specific objectives.

Some Trustees have special roles linked to, for example:

- Special educational needs;
- Gifted and talented;
- Looked after children;
- Safeguarding.

Arrangements

On occasion, these Trustees will visit the school to fulfil the requirements of their role. Everyone involved must be clear about and agree to the purpose of the visit.

The focus and the timetable will always be agreed beforehand. Staff should ensure that they understand the purpose of the visit and make the Trustee feel welcome into the school. They should assist, as far as is reasonable, in the Trustee achieving the stated aims of his/her visit.

When visit the school, Trustees will agree in advance a mutually convenient time and duration for the visit with the Principal, and (where appropriate) other members of staff affected and will make every effort to minimise any disruption caused by their visit. Throughout visits, Trustees and staff will do all they can to further positive and mutually supportive relationships between staff and Trustees. Trustees will feedback to the full Trust Board, observations and outcomes from their visits. It would be good practice to share this feedback with the Principal in advance of the meeting.

During the Visit

Trustees visiting school should make themselves aware of the relevant Health and Safety Regulations, including the procedure in the event of a fire. This includes signing in and out of the school via the electronic system in Reception.

When visiting school during the day, Trustees will be aware of safeguarding and confidentiality issues in their interactions with their pupils.

Trustees accept that the day to day management of the school is the responsibility of the Principal. Included within the Principal's responsibility is that of ensuring pupils receive high quality teaching and Trustees accept that it is not appropriate for them to conduct visits with a view to forming judgements on the quality of teaching and learning within the school. However, Trustees should have access to monitoring information regarding the quality of teaching and learning and the Principal should agree effective ways of involving Trustees in School Improvement visits and reporting the outcome of these meetings to the Trust Board.

The Principal and staff accept that, while Trustees do not have an automatic right to enter the school, it is appropriate for Trustees to do so, and will not unreasonably refuse a request made to visit the school. The Principal is committed to involving Trustees in the life of the school and will provide them with sufficient information about school events and activities to facilitate this. If Trustees see something that worries them, they will discuss this first with the Principal.