

1. Introduction

- 1.1. Governing boards have three core functions:
 - 1.1.1. Ensuring clarity of vision, ethos and strategic direction;
 - 1.1.2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
 - 1.1.3. Overseeing the financial performance of the organisation and making sure its money is well spent.
- 1.2. Trustees draw on a range of evidence in order to carry out these functions and one source of information is their own visits to their linked school/s.
- 1.3. This protocol applies to school visits made for the purpose of governance and not to visits to the school site that individuals may make in other capacities, e.g. as parents of members of staff.

2. Purpose

- 2.1 All school visits will
 - 2.1.1. Have a clear focus, linked to strategic priorities, which is agreed by the governing board.
 - 2.1.2. Be arranged with adequate notice through the CEO/Headteacher and agreed with the relevant members of staff.
 - 2.1.3. Be of value to the Local Education Committee (LEC) which is demonstrable to outside agencies, i.e. Ofsted.
- 2.2 It is not the role of those governing to form judgements about the performance of school staff during visits and individuals will make every effort to avoid this impression.

3. Conduct

- 3.1 Those governing will comply with the school and LEC's codes of conduct and the standards of presentation expected of staff. They will be mindful that they are representing the whole Trust Board through their words and actions.

4. Follow Up

- 4.1 Those governing will have the opportunity to discuss the visit, including any concerns, with the CEO/Headteacher immediately or soon after the visit.
- 4.2 The Trust's 'Trustee Visit Report' will be completed after each visit. A draft will be shared with the CEO/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 board meeting (this may be full Trust Board or a LEC, as appropriate).

5. Confidentiality

5.1 Confidentiality should be adhered to regarding visits. Comments should be limited to the CEO/Headteacher or senior or middle leader with who the visit was arranged but not with other staff or with parents. Individual children or staff members (other than the member of staff involved in the visit) should not be identified in school visit reports.

6. Frequency

6.1 Trustees will undertake a minimum of one visit per year but no more than three visits per year, in addition to attending each LEC meeting.

7. Review

7.1 This protocol should be reviewed by the Trust Board every academic year.