



The Crypt School Trustee/Governor School Visits Policy

Lead Person:
Governing Body:

Finance Director
Board of Trustees

Policy aims

1. This policy aims to ensure that all Governors/Trustees understand:
 - the purpose of monitoring visits
 - the expectations for carrying out visits including preparation, expected conduct and reporting back to the Board.

Purpose of visits carried out by Trustees/Governors

2. Visiting school on a planned, regular basis allows Trustees/Governors to:
 - better understand the Trust's or 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
 - see the school at work and experience the culture and ethos of the school.
3. Monitoring visits should focus on:
 - strategic priorities and key policies agreed by the 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)
4. It is not the role of Trustees/Governors to assess the quality or method of teaching or extent of learning, nor to interfere in the day-to-day running of the school.

Frequency of visits

5. The annual programme of governance visits should be established by the governing board before the start of each school year and agreed with school leaders and relevant staff. Visits should be scheduled to allow Trustees/Governors to see relevant activities and strategic milestones.

Arranging and preparing for visits

6. Visits should be arranged through the Headmaster (for Governor visits), with adequate notice. The identified lead member of staff will be responsible for:
 - drawing up the specific review objectives and programme (for agreement with the visiting Trustee/Governor)
 - arranging meetings as required with other staff and students (with support from the Clerk to the Governors or other identified supporting staff).
7. 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
8. Trustees/Governors are encouraged to prepare for their visit. This may include:
 - 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
 - confirming the visit objectives, schedule and activities.

Conduct on visits

9. When visiting the school in a governing capacity, Trustees/Governors 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
10. Trustees/Governors are also expected to behave in line with the Board's code of conduct, being aware of the need to maintain confidentiality.

Expectations following a visit

11. A report should be completed as soon as possible after each visit. A draft should be shared with the Headmaster (who will share the final report with other staff involved in the review) and, when agreed, a final version will be included in the papers for discussion in the next governance meeting (this may be the full board or a committee, as appropriate).

Date policy agreed by Full Board of Trustees: May 2026

Review cycle: 2 years

Date for review: May 2028