



## **Denefield School Trustee's Visits Policy**

Approved by Trust Board on	22 October 2025
Date of next review	October 2028
Review cycle	Triennial
Policy control sheet updated	Yes
Type of policy	Statutory
Policy owner	Chair of Trustees
Location of policy	Website



## **Trustee's Visits Policy**

### **Purpose**

The purpose of this policy is to set out how school visits are to be conducted and to explain what trustees should do prior to, during, and after a visit. This policy should be read in conjunction with the Trustee's Visits Protocol.

### **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 visit**

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

- Better understand the 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 we are interested in the life, work and achievements of the 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 visits should be in accordance with the schedule established by the trust board in the trustee's visits protocol.

Visits should be scheduled to allow trustees to see relevant activities and strategic milestones.



### **Arranging and preparing for visits**

Visits should be arranged by trustees with the relevant member of school staff with adequate notice.

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

Trustees are encouraged to prepare for their visit. This may include:

- Reading and familiarising yourself with the trust board's protocol for visits and the expected conduct
- Reading and familiarising yourself with the school's policy for visitors (this is different from the trustee visits policy) that includes relevant health, safety and safeguarding instructions
- 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 your capacity as a trustee, 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 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. The draft report will be shared with all members of staff involved in the visit, the head of faculty and if appropriate, the headteacher. Once the report has been agreed by all parties, a final version will be sent to the Governance Professional ([GovPro@Denefield.org.uk](mailto:GovPro@Denefield.org.uk)) to be included in the papers for discussion at the next trust board meeting (this may be the full board or a committee, as appropriate). Trustees will record the details of their visit on GovernorHub and upload a copy of their report once approved.