



Local Advisory Board Visits to School

Reviewed: May 2021

Next review: May 2024

Policy History

May 2021	Changed LAB Members to LAB Reviewed the policy in line with the trust's Scheme of Delegation and the LAB Terms of Reference	James Bancroft
October 2017	Policy written based on the Doncaster Local Authority Approved Policy	James Bancroft

This policy was reviewed by the Local Advisory Board in the Term 6 meeting, 2020 to 2021



Local Advisory Board Visits to School Policy

Responsibilities

The purpose of the Local Advisory Board is to:

- Monitor the outcomes and experiences of the children
- Monitor safeguarding arrangements
- Monitor Health and Safety arrangements
- Be the link between the academy and the community
- Monitor the work-life balance and wellbeing of academy staff

To achieve their purpose, the members of the LAB may visit the school to:

- Review information and data regarding school performance including GLD, phonics, KS1 and KS2 results and multiplication check and challenge where necessary
- Oversee targets for pupil achievement and progress using FFT
- Monitor the use of Pupil Premium, sports and catch-up premium funding and its impact;
- Ensure that the requirements of children with special needs and Looked After Children are met
- Monitor the effectiveness of the curriculum
- Monitor any safeguarding concerns including bullying, racial incidents, attendance and behaviour
- Monitor the Health and Safety arrangements on the school site
- Develop the relationship with the local community and support the school in their community work

Safeguarding

In addition to the role of either Community or Parent LAB member there is a specific role of a LAB member who is responsible for safeguarding with the specific tasks as follows:

1. Undertake a termly safeguarding audit using the template provided by the trust and report the findings to the LAB and the Trust as appropriate;
2. Engage with the academy safeguarding lead to discuss issues on a termly basis;
3. Visit the academy on a termly basis to physically view how the children and staff are kept safe and to talk informally to members of the staff body regarding how they manage any safeguarding reporting and issues;

Why do we visit the school?

OFSTED assumes that LAB Members know the strengths and weaknesses of the school, and will test that assumption during a school inspection.

One of the best and most effective ways in which a LAB Member can get to know about the school is to visit during the school day and see it at work, talking to staff and pupils and finding out what happens in the school and in the classrooms. LAB Members are welcome to visit school for any non-confidential school-based activity to meet their responsibilities.

This policy includes a sample Monitoring Visit report form which will help provide discussion on the issues raised and also provide a formal record for OFSTED of the LAB Members' structured involvement in the work and life of the school. The report form will not, however, form part of any other evidence base, e.g. a member of staff's performance management. One intention of the policy is to confirm the rationale for monitoring visits to avoid any misunderstandings with staff members.



Visits should be undertaken to help understand the way the school works (bearing in mind that the LAB role is to be strategic and not to become involved operationally), to be a critical friend, to inform a report, to investigate a complaint or for a specific role agreed with the LAB.

By visiting school and becoming better informed, LAB Members will be:

- More aware of the needs of the school
- More able to approach staff to meet those needs
- Well placed to bring to the Trust Directors any matters of concern
- In a good position to support the school in its community
- Able to learn so that the Local Advisory Board's knowledge base is increased so that strategic decision making can be improved
- Able to keep under review the way the school is operating
- Able to experience the impact and progress of the implementation of the school development plan and school policies
- Able to demonstrate to staff that the Local Advisory Board takes its responsibilities very seriously and shows support and encouragement to staff and children

What are Monitoring Visits NOT about?

A school visit is NOT about:

- Inspection
- Staff performance management
- Checking on the progress of your own or known children
- Monopolising staff time
- Arriving with inflexible or pre-conceived ideas
- Pursuing personal agendas or issues
- Observing individual staff members

Arranging visits

- LAB Members should aim to carry out a visit each term and each visit should be scheduled and agreed in advance with the Principal or a member of the Senior Leadership Team
- The school will be flexible, but it may not always be possible to accommodate a visit at the LAB member's preferred time
- Staff members may not be able to meet with LAB Members formally during the visit

Key Principles of Governor Monitoring Visits

- Visits should be focused
- Visits should be arranged in advance
- Visits are to enable LAB Members to understand the school better and improve it further
- Every monitoring visit (not informal visits, or visits to school events, including attending as a parent) should have a visit form completed within two weeks



Wistaston Church Lane Academy LAB Monitoring Visit Report Form

LAB Member's name:	Date of Visit:
Class/Area of school visited:	Staff Member visited:
<i>Focus of visit – please tick all that apply:</i> <ul style="list-style-type: none">• Monitor the outcomes and experiences of the children• Monitor safeguarding arrangements• Monitor Health and Safety arrangements• Be the link between the academy and the community• Monitor the work-life balance and wellbeing of academy staff• Review information and data regarding school performance including GLD, phonics, KS1 and KS2 results and multiplication check and challenge where necessary• Oversee targets for pupil achievement and progress using FFT• Monitor the use of Pupil Premium, sports and catch-up premium funding and its impact;• Ensure that the requirements of children with special needs and Looked After Children are met• Monitor the effectiveness of the curriculum• Monitor any safeguarding concerns including bullying, racial incidents, attendance and behaviour• Monitor the Health and Safety arrangements on the school site• Develop the relationship with the local community and support the school in their community work• Monitor the work-life balance and wellbeing of academy staff	
<i>How does the visit relate to a priority in the School Development Plan?</i>	
LAB Member's Comments	
Any issues arising for the Local Advisory Board to address	

Signed:

Date

LAB Member