

Inspection – Governor Checklist

(a suggestion to run through as a governing body each term)

Bolton Governor Services Team

- ✓ Read SEF and School Development Plan.
- ✓ Agree what the school's strengths and weaknesses/priorities are with the Head Teacher.
- ✓ State the **outcomes for pupils** first when talking about strengths with inspectors and know pupils' achievement well.
- ✓ Understand the school's assessment procedures that ensure at least good achievement.
- ✓ Ask and check safeguarding policies, training and the Single Central Record are up-to-date.
- ✓ Know who the safeguarding governor is and governors' procedures for safeguarding.
- ✓ Ask, check and know about different groups' (particularly SEN, More-able and PPG), achievement, attendance and exclusion rates each term.
- ✓ Know how the school promotes 'British Values'
- ✓ Ask to see some teaching directly each school year to 'test' the SEF and to inform your strategic decision-making. *Put the date in the diary now!*

(Also, arrange to take part in some monitoring and self-evaluation activities such as a book scrutiny with staff. Meet some co-ordinators to talk through their monitoring and evaluation of their subjects/areas – make notes!)

- ✓ Ask the Head how the school knows pupils' behaviour is good-are patterns and trends known?
- ✓ Ask the Head for an evaluation of spending the Pupil Premium. *Read it and make notes. Check any queries with the Head Teacher*
- ✓ Ask the Head for an anonymised summary of staff performance linked to salary progression
- ✓ Know the training you have had as governors and understand the impact on the school
- ✓ Make a crib sheet so you can remember key issues and follow up on these next meeting!