



Essex Clerks Association Annual Clerks Conference Workshop Presentation Ofsted Inspection from a Clerks Perspective May 11th 2023

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The Focus of this Workshop

1. The role of governors during the inspection process
2. The three core functions and strategic versus operational
3. Statutory Compliance to support Governors in fulfilling their roles and responsibilities
4. Safeguarding
5. Five steps to prepare governors for the meeting with inspectors
6. Reflection and questions





Activity

We do not always see things the same.
So, what do **you** see on the following slide?



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WHAT DO YOU
SEE?

“Supporting Governors, Supporting Governance”

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Ofsted Inspection 2023





What is the Role of the Governors during the Inspection Process?

- The Lead Inspector will wish to **meet with the Chair** and as many Governors as possible. Inspectors increasingly want to also meet with the Trustees if you are within a MAT
- Inspectors will make judgements about the **overall impact of governance** on the school and its provision
- Documents about the work of Governors will be requested, especially the **minutes of meetings**
- All Governors are entitled to attend the feedback meeting at the end of the inspection and know the outcome as soon as possible. **Recommended that this is clerked by the school.**
- Outcomes must be kept **confidential** until the final inspection report is published



Ofsted Expectations, Evaluation and Governance Inspection Handbook September 2022

Line 313.

The leadership and management judgement is about how leaders, managers and those responsible for governance ensure that the education that the school provides has a **positive impact** on all its pupils.

320. Inspectors will seek evidence of the impact of those responsible for governance.

321. In a maintained school, those responsible for governance are the school governors. In a stand-alone academy, it is the trustees.

Inspectors will explore how governors carry out each of the 3 core functions For example, the clarity of the school's vision, ethos and strategic direction will have a **significant impact on the decisions** that leaders make about the curriculum.

Inspectors will consider whether **the work of governors** in this respect is supporting the school to provide a high-quality education for its pupils.

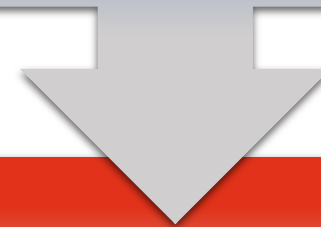


THE THREE CORE FUNCTIONS OF GOVERNANCE

Vision, ethos and strategic direction



Holding to account



Value for money



Does the Governing Board Understand the Roles and Responsibilities of Clerking?

Strategic leadership that sets and champions vision, ethos and strategy.

Professional clerking supports and challenges the chair to **ensure the board focuses** on **strategic** rather than **operational** decisions and flags up where the board is overstepping or deviating from its role.

This enables the board to focus on its strategic role and to exercise its functions effectively and confidently.

Accountability that drives up educational standards and financial performance.

- **Professional clerking** plays a crucial role in supporting the board **to hold executive leaders to account**.
- It provides guidance to the chair and board to help them identify the information they require and the questions they should ask of senior leaders.
- It works with senior leaders to provide the information and data that the board requires about education standards and financial performance in a timely manner.

Linking the 3 core Functions of Governance with Clerking Competencies



Strategic Versus Operational Roles and Responsibilities are these Understood?

- **Parent governors** are not as a spokesperson for the views of parents. They are the same as any other governor on the board, providing a '*parental viewpoint*' i.e., representative parents rather than representatives **of** parents.
- **Co-opted governors** act in the best interests of the school and wider community, but should not be required by others, such as the appointing board or community, to take a particular stance on issues discussed at board meetings.
- **LA governor** is a representative of the local authority. The role of a LA governor is the same as any other governor, including providing a '*LA viewpoint*'
- **Staff governor** is the same as any other governor, strategic leadership and holding the Headteacher to account, but also includes providing a '*staff viewpoint*'.



Statutory Compliance

Documents to support Governors include;

DfE Governance Handbook

DfE Competency Framework for Governance

DfE Academy Trust Handbook

Trust Governance Handbook if within a MAT Structure





- **Compliance with statutory and contractual requirements**
- **Professional clerking provides knowledgeable and confident support to the board to ensure compliance (and an understanding of the consequences of non-compliance) with the relevant legal frameworks, contractual obligations and governance requirements of the organisation.**
- **This includes ensuring that proper processes are followed, decisions are correctly made,**
- **statutory policies are in place and that a record of policies; along with copies of policies and procedural documents approved by the board are maintained and accessible as required.**

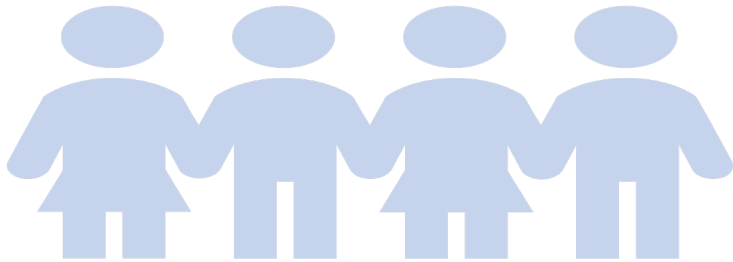
Question-

How do governors access school information and documents?

What systems are in place?



SAFEGUARDING



Please ensure that you are using the most up to date version of Keeping Children Safe in Education(KCSiE)

The latest Keeping Children Safe in Education

here: <https://www.gov.uk/government/publications/keeping-children-safe-in-education—2>

EYFS Ofsted has published an updated version of 'Inspecting safeguarding in early years, education and skills' to be read alongside the Education Inspection Framework - <https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills>



Boards responsibilities for safeguarding

(EIF) Governance Line 328.

Governors are also expected to exercise **strategic oversight** of all aspects of safeguarding.

When inspectors consider whether governors are fulfilling this responsibility, they are not expected to construct or review a list of duties.

- **Leadership:** Boards must ensure a designated safeguarding lead has been appointed from the senior leadership team to manage safeguarding issues. A Lead Safeguarding Governor must be appointed.
- **Policy setting:** Boards must ensure there is an effective child protection policy describing the school's procedures and how it works with other agencies. It should be updated after the publication of KCSIE.
- **Monitoring:** there should be regular reporting to Governors. Boards should consider safeguarding and child protection issues at a strategic level and understand any local community issues.



Safeguarding and Governors Accountability

Evidence that this has been completed

- **There is a requirement for all board members to receive regular training about safeguarding in order for them to have the knowledge and information needed to perform their functions, understand their responsibilities and assure themselves that the school's safeguarding arrangements are robust.** (KCSiE September 2022)

Example question for governors could be;

How can governors assure themselves that the child protection policy is being followed and delivered at the point of need?



Impact of Effective Governance





What impact should governors have?

- We use our knowledge of our school to direct and monitor school improvement so that our school continues to improve and provide the best possible education and care for our pupils
- We ensure adults in our school are held to account to deliver the best possible education and care for our children
- We ensure we maximise the impact of the funding available to us



Knowing your school's context



1. Do governors know their school communities?
2. Is this reflected and evidenced in governance documentation?



Evaluation to monitor and improve the quality and impact of governance

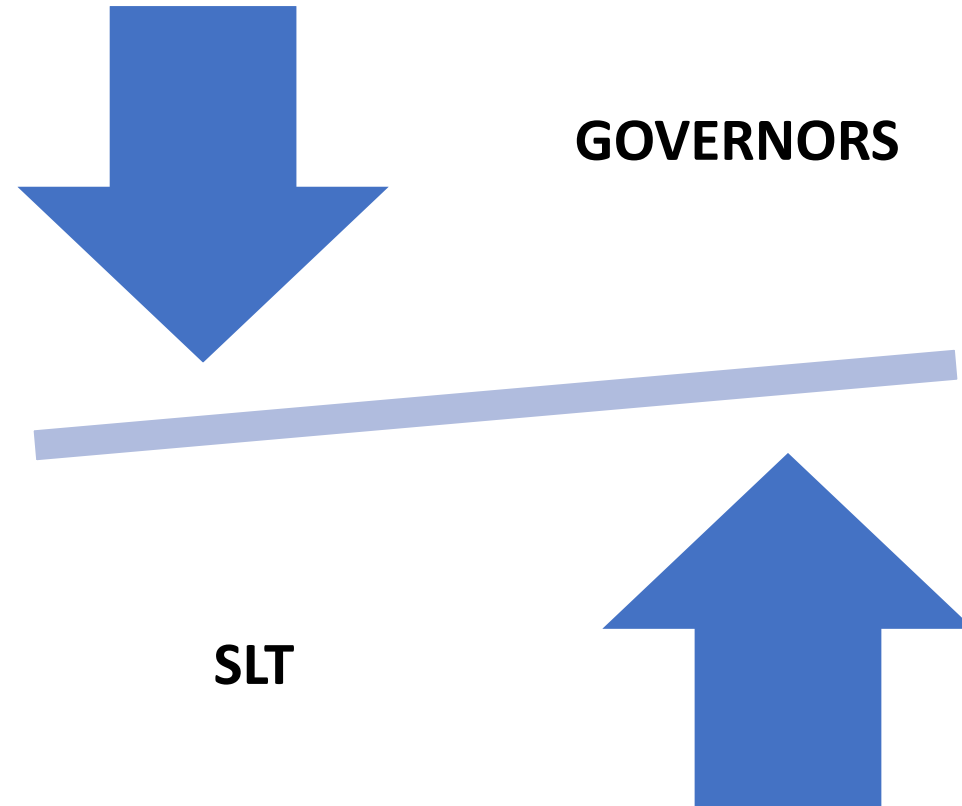
- **Professional clerking provides an audit trail to contribute to any review of the effectiveness of the board's governance.**
- **This includes comprehensive minutes of meetings that record the board's discussions and decisions, and records of individuals' attendance and the actions that have been taken to address any skills gaps.**



Minutes of Meetings

1. Do the minutes of meetings highlight questions asked by governors?
2. Are actions listed and followed up?
3. Do governors list three key decisions they have made during the meeting that will have an impact on pupil outcomes?

A Balance of Support and Challenge





The Curriculum

Governing Boards are responsible for ensuring that their School offers a wide and varied curriculum.

**Example Question for governors could be –
How do you know that your school delivers this?**



The Key Documents for Governors to refer to when Preparing for Ofsted





Five Steps to Support Governors in the Inspection Process





Gathering the Evidence of Effective Governance Practice

1. Support and prepare for **all** governors to speak not just the Chair
2. Prepare a pack of **key documents** to refer to and evidence answers to questions

For example; discussing monitoring activities and example reports, roles and responsibilities, and recent minutes of meetings to demonstrate holding to account and the impact of governance

3. Prepare a list of things that governors want to share with the inspector. **Examples of good practice**. It also provides a checklist to refer to during the conversation
4. The pack can provide answers and link to **examples and evidence** if appropriate.
5. The pack to be left with **the inspector which supports their role** in the process



Top Ten Documents for the Governors Pack

1. Ofsted documents - last Ofsted inspection report, links to Ofsted Website
2. Safeguarding documents including a current copy of KCSiE
3. SEF, Context, evaluation of previous years outcomes
4. School Development Plan
5. Headteacher Report/Report to Governors
6. Minutes of meetings and most recent FGB/LGB meeting
7. Governors Training record
8. FGB/LGB Monitoring Schedule
9. Monitoring reports
10. Delegated Roles and responsibilities



Additional documents for the Governors Pack

1. Curriculum Intent, implementation and impact
2. Pupil Premium and SEND strategic plans
3. Sports Premium
4. School data in year groups if not part of the HT report
5. Wellbeing and CPD if not part of the HT report
6. Performance Management evidence of decisions made and the process
7. Governors skills audit analysis and Governance SEF/SWOT analysis
8. FGB/LGB meeting schedule
9. Scheme of Delegation (SOD) if within an academy trust



Reflection and Questions





**For
Listening
Linda Robinson**

“Supporting Governors, Supporting Governance”
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