



## Trustee Visits Procedure

### Context

One of the key roles and responsibilities for the Trustee Body is to monitor the progress and performance of the Academy. Undertaking visits which focus on an aspect of the Academy Improvement Plan or one of the Trustees' statutory duties demonstrates the Trustees' role in the strategic management of the Academy by helping to hold the Academy to account and evaluate its progress. Each Trustee is encouraged to make at least one visit a term during Academy time and Trustees will often have a specific focus for their visit, preferably linked to the AIP.

Classroom visits will only be conducted with the Principal. These visits must be arranged with at least one week's notice and must have a focus that is directly linked to the AIP. The Principal will discuss with the relevant Trustee the protocol for being in the classroom environment. These visits are encouraged, however, as they could potentially impact on the learning within a classroom the Principal will directly oversee these visits and retains the authority to curtail or extend these classroom visits as deemed necessary.

### Visits enable Trustees to:

- See the Academy at work and observe the range of attitudes, behaviour and achievements
- Be aware of the effect of change and different approaches to teaching and learning
- Gain first-hand information to assist with policy making, decision taking and strategic planning
- Work in partnership with the staff
- To monitor the implementation of the AIP
- Hold staff to account – including the Principal
- Increase their knowledge about the Academy
- To demonstrate support and encouragement to both staff and students

### Before making a visit Trustees will:

- Contact the relevant member of staff and agree a date, time and focus for the visit
- Clarify the expectations for the visit

### On the day of the visit the Trustee will remember to:

- Ensure they comply with all safeguarding requirements
- To ensure that they wear their ID badge at all times

### After the visit the Trustee will:

- Remember to thank the teachers and children
- Notify the Principal of any issues that arose
- Complete the Trustee Visit Pro-forma, reporting on the focus.
- Trustees must report without giving opinions and where possible individuals should not be able to be identified.
- Trustees will respect confidentiality arising from any visit to the Academy

**Appendix A**

**The Boulevard Academy  
Trustee Visit Pro-forma**

**Trustee's name:**

**Date of visit:**

**Focus of visit:**

**Link to Academy Improvement Plan:**

**Classes visited:**

**General comments:**

**Summary of what was learned:**

**Points to take forward for discussion at the Trustee Body meeting:**

**Signed:**

**Date:**

**Received and discussed with Principal:**

**Received by the Trustee Body:**