Concise crib sheet you can take into an Ofsted meeting

📋 Ofsted Governor Crib Sheet (Quick Reference)

🎯 Core Messages

- ✓ We **know our school well**
- ✓ We **use data to challenge & support leaders**
- ✓ **Safeguarding & inclusion are priorities**
- ✓ We provide **strategic oversight (not operational)**

🧠 Be Ready to Answer: "How do you know?"

Use:

- 📊 Data (IDSR, outcomes, trends)
- 📝 Governing board minutes
- 👀 School visits / monitoring
- 💬 Discussions with leaders, staff, pupils

📊 Key Data Talking Points

- Trends over **3 years**
- Performance of:
  - Disadvantaged pupils
  - SEND
  - Bottom 20%
- Attendance (strengths / concerns)
- What's improving? What isn't? Why?

🛡️ Safeguarding (Must Know)

- How governors **monitor safeguarding**
- Regular contact with **DSL**
- Assurance that:
  - Training is up to date
  - Policies are followed
- Culture: pupils feel safe

👉 Always link to evidence: *"I know this because…"*

🌍 Key Inspection Focus

- Inclusion (SEND, disadvantaged)
- Curriculum ambition & adaptation
- Early reading (primary)
- Attendance & behaviour
- Staff & pupil wellbeing

🧑‍⚖️ Your Role (Stay Strategic)

- NOT: day-to-day operations
- YES:
    - Challenge leaders
    - Hold to account
    - Set direction
    - Monitor impact

👥 In the Meeting

- Be:
    - ✓ Confident
    - ✓ Honest
    - ✓ Concise
- If unsure:
    - ✓ Ask for clarification
    - ✓ Refer to notes

⚠ Watch Out For

- Overstepping into **operational detail**
- Making claims without evidence
- Being vague about data
- Inconsistent messages with SLT

💬 Handy Phrases

- “We know this because…”
- “Through our monitoring/visits…”
- “Data over time shows…”
- “Our priority is… and we are addressing this by…”
- “We challenge leaders by…
- ✅ Final Reminder

👉 You don’t need perfect answers—just:

- Clear understanding
- Evidence-backed responses
- Strong strategic focus