✅ Ofsted Inspection Checklist for Governors

🔍 1. Know Your School

- ☐ Can clearly explain the school's **strengths and areas for development**
- ☐ Understand the **School Self-Evaluation (SEF)**
- ☐ Know key **School Improvement Plan priorities**
- ☐ Aware of **recent changes or challenges** (e.g. staffing, attendance, results)

📊 2. Understand the Data

- ☐ Confident navigating school data (not just the data governor)
- ☐ Familiar with **IDSR** (Inspection Data Summary Report)
- ☐ Can explain:
  - ☐ **3-year trends**
  - ☐ Performance of **disadvantaged / SEND / bottom 20% pupils**
  - ☐ **Attendance patterns**
- ☐ Able to answer: **"What is the story behind the data?"**

🛡️ 3. Safeguarding (Top Priority)

- ☐ Know how safeguarding is **monitored and reviewed**
- ☐ Regular contact with **DSL (Designated Safeguarding Lead)**
- ☐ Assured that:
  - ☐ Staff training is up to date
  - ☐ Policies are implemented
  - ☐ Culture is strong and visible
- ☐ Can answer: **"How do you know safeguarding is effective?"**

🌍 4. Understand Key Inspection Themes

- ☐ Inclusion (especially SEND & disadvantaged pupils)
- ☐ Curriculum ambition & adaptation
- ☐ Early reading (especially primary)
- ☐ Attendance & behaviour
- ☐ Staff and pupil wellbeing

🤷 5. Be Clear on the Governor Role

- ☐ Confident in **strategic role** (NOT operational)
- ☐ Can demonstrate:
  - ☐ **Challenge and support** to leaders
  - ☐ Oversight of **performance and priorities**
- ☐ Evidence available in:
  - ☐ Meeting minutes
  - ☐ Visit reports

📁 6. Evidence & Documentation Ready

- ☐ Governing board **minutes** (showing challenge)
- ☐ **Visit notes / monitoring reports**
- ☐ Access to:
  - ☐ SEF
  - ☐ School Improvement Plan
  - ☐ Safeguarding records (overview level)
- ☐ Evidence aligns with what leaders will say

👥 7. Plan the Governor Meeting

- ☐ Agree **who will attend** (confident, informed governors)
- ☐ Allocate key areas, e.g.:
  - ☐ Safeguarding
  - ☐ Data / outcomes
  - ☐ SEND / inclusion
  - ☐ Finance / pupil premium
- ☐ Bring **notes or prompts** (don't rely on memory)

💬 8. During the Inspection

- ☐ Be **confident, honest, and authentic**
- ☐ Expect key question: **"How do you know?"**
- ☐ Use evidence:
    - ☐ Data
    - ☐ Visits
    - ☐ Discussions with leaders
- ☐ Stay **strategic (not operational)**
- ☐ Ask for clarification if needed

🎯 9. Key Messages to Convey

- ☐ We **know our school well**
- ☐ We **use data to challenge and support**
- ☐ We **prioritise safeguarding and inclusion**
- ☐ We **hold leaders to account**
- ☐ We support **staff wellbeing and improvement**

💡 10. Final Preparation Tips

- ☐ Align messaging with headteacher and SLT
- ☐ Avoid jargon unless you understand it
- ☐ Be ready to share **real examples**
- ☐ Stay calm—inspection is about the **school, not individuals**

✔ **Bottom line:**
If you can clearly explain what is happening in your school, why, and how you know it's working—you are well prepared.