

Wednesday 17 May 2023

Meeting Inspectors – a guide for Governors

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What governors should expect when meeting inspectors. The training will include discussions around possible questions, lines of enquiries, deep dives and useful preparation. As well as when to hold the meeting and who should attend.

Polite Request

**Please do not record any of the sessions. We want
leaders to be able to speak freely about their
schools**

**An edited recording of the session will be made
available**

Introductions:

- **Jason Hughes - Primary School Advisor (presenting)**
- **Michael Hawkins - Interim Service Manager (supporting)**
- **Richard Woodfinn - Primary School Advisor (supporting)**
- **Nicki O'Flanagan - Education Improvement Officer (supporting)**

Introductions:

Jason Hughes - Primary School Advisor

- **Former Lead OFSTED inspector**
- **Former Chair of Governors (Primary)**
- **Current Safeguarding Governor (secondary)**

Suggestions

- **Please use the 'chat' option to ask questions, all questions will be answered, some by a follow up email**
- **The slides will be made available to you, please make notes as you see fit**

This session is part of a suite of training offered to support Hillingdon Schools in preparation for inspection.

Previous sessions included:

Session 1: Phone Call Preparation

Session 2: Curriculum Leader Preparation

Session 3: Subject Leaders Meeting Inspectors

**Session 4: Preparation for Deep Dives, Subject Leaders
Looking at Books**

Session 5: Preparation for Deep Dives for Teachers

Session 6: Bringing Everything Together

Videos of the training and discussions are available here:

[Inspection Training: The Questions Inspectors Will Ask - Spring 2023 - Leap \(hillington.gov.uk\)](https://www.hillingdon.gov.uk)

Further Training

This training is also linked to a session on DATA which will be delivered on Tuesday 27 June 2023 – if you are attending this session you will need your Inspection Data Summary Report (IDSR)

Plans are also in place for a suite of sessions on reading

Agenda

- 1. The Self Evaluation Form**
- 2. The School Development Plan**
- 3. Challenge and support**
- 4. DATA**
- 5. OFSTED and the deep dive methodology**
- 6. Safeguarding**

QUESTIONS

Self Evaluation Form (SEF)

- **Does your school complete a SEF? If so, how often?**
- **What does the latest one say?**
- **Acronym**

School Development Plan (SDP) or School Improvement Plan (SIP)

- The SDP/SIP should be the driving force for school improvement
- The self-evaluation (SEF) needs to be accurate and give a clear picture of where the school is. For example, which subject area requires the most support? Why?
- The SEF should link seamlessly to the SDP

Governor self evaluation

- When did the last skills audit for your governors take place?
- Have you addressed those areas that need improving in your governing body?

Local and National issues

The fall out from COVID

Reading

Disadvantaged/FSM (particular issue in borough)

BME – best performers – positive changes

Black Caribbean – not improving

EAL

Asylum and refugees

Agenda

Challenge and support

Challenge & Support

- **How do governors balance appropriate challenge and support?**
- **How do you walk this fine line?**
- **Where does trust come into this?**

Challenge & Support

- **Begins with knowledge of the school. How do governors obtain their information SEF?**
- **Pupil voice? Teacher voice?**
- **Are governors 'allowed' to do exit interviews?
Or ask staff their opinions?**

Challenge and support

Does this mean asking difficult questions?

Recently a school told me that they are going to share some staffing issues with governors - as this was affecting the development of a particular subject.

Why so late, not so that the governors should necessarily get involved but why did they not know?

Challenge & Support

- **Has the school addressed the areas identified for improvement at you most recent OFSTED inspection?**

Challenge & Support

- **What questions have you asked recently?**
- **What documents have you scrutinised?**
- **What discussions have you had with senior leaders on improving areas identified for development?**

Agenda

Data

Data

Governance Handbook

- It is a clear expectation of the Governance Competency Framework that all Governors, and not just the nominated Data Governor, are able to navigate and understand the data the school presents.

Data

Governance Handbook

- Despite the shift in focus of the Education Inspection Framework, in order to both understand their school's strengths and areas of development, particularly at this point in time, and ask those constructively challenging questions that are expected of them, Governors still need to understand and interrogate their school's data

Data

How are leaders sure of the accuracy of internal data?

What moderation has taken place/planned?

Data

How are leaders sure of the accuracy of internal data? **Moderation**

What moderation has taken place/planned?
Exam board, working with other schools, national bodies, internal moderation, local authority

Data

When talking about data schools need to consider and discuss the year groups coming through from
KS1 and KS2 with no external data
Current year 5 and 4 (no KS1 data)
and Current year 8 and 9 (no KS2 data)

OFSTED

“We want to see the assessment information you use as a school to identify how well your pupils are progressing in your curriculum and, crucially, how you use that information to improve pupils’ achievement.” Sean Harford HMI

Attendance

Possible questions:

- How do attendance figures compare to schools nationally?
- What about punctuality, do Governors receive this information?
- Are attendance figures improving?
- Who are the weakest attenders? Which groups?

Agenda

OFSTED

Types of Inspection

- **Section 5 inspection is graded**
- **Section 8 inspection checks to see if the school is still good or outstanding and is ungraded**

OFSTED

- **The intention was to increase the number of inspections that Ofsted conducts from the beginning of the academic year 2022/23.**
- **As a result, Ofsted says it plans to inspect every school in England by the end of July 2025.**
- **During 2022/23, Ofsted will inspect schools about three terms (12 months) behind their ‘window’.**

OFSTED

Following this session you will receive some possible OFSTED questions and a prompt sheet, that will help you think about your own school and what you need to know.

Possible questions

- OFSTED will ask what Governors know about what is happening in the school and how they ensure the reliability of that information.

Possible questions

- For example, have the subject areas that underperform been identified prior to the underperformance, and how well do governors know their school? What does internal data tell you? How have you, as a governing body, reacted to internal data? How can you trust internal data?

OFSTED

Suggestions for preparing for an OFSTED visit and discussion.

- 1) Choose which governors will meet inspectors**
- 2) Meet soon, go through the questions and prompts – get some support from school leaders in answering the questions**

OFSTED

Suggestions for when you are being inspected:

The governing body are only available on DAY TWO, but why?

- **Because you want to have another rehearsal**
- **Because you want to know what inspectors have found so that you can both further prepare yourselves but also mitigate against them**

OFSTED

Deep Dives

- **The methodology around how Inspectors review the Quality of Education**
- **Is broader and allows inspectors to see the bigger picture and identify systemic issues**

OFSTED

Deep Dives

INTENT

IMPLEMENTATION

IMPACT

Deep Dives

- 1) Discussions with the Curriculum Leader
 - 2) Discussions with the Subject Leader
 - 3) Lesson Visits
 - 4) Book Looks
 - 5) Discussions with Pupils
 - 6) Discussions with teachers
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OFSTED

Deep Dives

Do governors understand the school at such a level?

Do school leaders understand your school this deeply?

**What is the most important area that OFSTED
inspect?**

SAFEGUARDING

Agenda

Safeguarding

Safeguarding

Discussion on responsibilities for Safeguarding and governors will be discussed.

1. Safeguarding audit
2. Compliance checks
3. School bus/The key

Safeguarding

1. Safeguarding audit

Is there a governor responsible for safeguarding?

Does the school conduct a safeguarding audit? Is this completed annually?

Are the outcomes of the audit shared? Is an in-house audit sufficient?

Safeguarding

2.1 Compliance checks

Do governors conduct a review of the Single Central Record?

Is the safeguarding governor a trained Designated Safeguarding Lead, (DSL)?

Are all governors familiar with the document 'Keeping Children safe in Education 2022'? For example, do they refer to it? Does the DSL?

Safeguarding

2.2 Compliance checks

Referring to Keeping children safe in education 2022 (KCSIE 2022)

For example, what does your safeguarding policy say about school visitors?

Does it say 'schools and colleges should check ID' as directed by KCSIE? **In my experience ID is rarely checked.**

Safeguarding

3. School bus/The key

Where do governors get their information from, how do they keep up to date?

Any Questions?