



LANESEND PRIMARY SCHOOL  
LOVE LANE, COWES  
ISLE OF WIGHT PO31 7ES  
TEL & FAX: 01983 293 233  
E: ADMIN@LANESENDPRI.IOW.SCH.UK  
WWW.LANESENDPRIMARY.IK.ORG

# Lanesend Primary School

## Trustees in School Policy 2020

### School Trustees Policy

Signed: ..... Date:  
(Headteacher)

Signed: ..... Date:  
(Chair of Trustees)

**Review Date:** January 2023 (Every 3 Years)  
**Reviewed By:** Board of Trustees

# Lanesend Primary Trustees in School Policy

## 1 Introduction

1.1 The Board of Trustees has a crucial role to play in the life of our school. Many statutory responsibilities in relation to the school lie with the Board of Trustees, and the effectiveness of Trustees in carrying out their responsibilities is a central part of the overall effectiveness of the leadership and management of the school.

1.2 Their key roles are to oversee the strategic development of the school, through the school improvement plan. This involves monitoring and evaluating the school's effectiveness, and offering support and challenge to the school. However, Trustees do not involve themselves in the day to day management of the school.

1.3 Trustees are volunteers and many will have full time jobs of their own and may be unavailable during the school day. Nevertheless, in order for Trustees to properly fulfil their role, it is essential that they understand and experience the life of the school.

## 2 Aims and objectives

2.1 We aim for Trustees to be able to fully carry out their responsibilities outlined in the introduction above. To this end, the school welcomes the Board of Trustees' active involvement in its life. Trustees are encouraged to visit the school during the working day, with the aim of:

- being able to advise the whole Board of Trustees on aspects of the fulfilment of its statutory role;
- meeting with the Headteacher, Progression Team, external advisers or local authority officers;
- improving Trustee understanding of the ethos of the school and the curriculum;
- observing school policies in action;
- carrying out specific responsibilities on behalf of the Board of Trustees, e.g. health and safety checks;
- observing, in order to become familiar with classroom practice;
- developing Trustee links with staff, new staff, children and families;
- attending school functions;
- carrying out specified monitoring responsibilities in relation to the school improvement plan;
- monitoring whether the budget decisions of the Board of Trustees are enabling the school to provide value for money;
- gaining an enhanced level of understanding of aspects of the school's work so that the Board of Trustees is sufficiently well informed for its decision-making

and policy development;

- assisting the Headteacher in staffing organisation, job descriptions, person specifications and selection interviews;
- ascertaining the need for particular resources.

2.2 The role of a Trustee on a school visit does not include making qualitative judgements on professional, educational matters, for example, the quality of teaching in individual lessons.

### **3 Timetable of visits**

3.1 We hope that all Trustees will be able to visit the school during the working day at least once a year, to observe the school in session, in addition to any other incidental visits.

3.2 We offer all new Trustees an introductory visit as soon as possible after their appointment.

3.3 We recognise that pre-planning is essential if the Trustee's visit is to be worthwhile, and that professional courtesies are to be observed. Visits will always be discussed and arranged through the Headteacher. Staff will always be notified of the purpose of the visit in advance, if it is intended that Trustees will visit classrooms or observe learning activities.

3.4 Trustees who hold meetings at the school should inform the school office of the time and date of the meeting and request a room booking in advance of the meeting. Particular consideration must be made during the school day, as many of the rooms are pre-booked several weeks in advance.

### **4 Visits to classrooms**

4.1 The school welcomes Trustees' presence in lessons. The school will prepare for such visits by providing visiting Trustees with information about the purpose of the lesson and suggestions for the role a Trustee might play, for example, a sample list of questions that children might be asked during their independent work.

4.2 The Board of Trustees agrees that any report, written or oral, made to the Board of Trustees following classroom visits, will have been discussed with the Headteacher and member(s) of staff beforehand. The Board of Trustees recognises that no teacher or other member of staff should be identifiable through the report, and that no qualitative judgement about a professional matter, for example, the quality of teaching in individual lessons, will be made.

4.3 The Board of Trustees recognises that any information about any individually named child's attainment or progress should not form part of the visit or be communicated in any subsequent report.

4.4 Trustees recognise that no comment about the lesson, its content or the children should be made within the hearing of any child.

4.5 Trustees agree that visits to classes, of which their own children are members should be avoided where possible.

## 5 Activities away from classrooms

5.1 Trustees are encouraged to attend all events at which families are present. They should wear a visitors badge and be available to families. Any feedback received from families should be discussed with the Headteacher and, if appropriate, reported to the Board of Trustees in such a way that they cannot be identified.