



Trafford Alternative Education Provision

# **Management Committee Visit Policy and Guide**

**[2023]**

Policy Name:	Management Committee Visit Policy and Guide
Policy Number:	50
Date of Approval:	April 2019
Review Date:	September 2023
Person Responsible:	Linda Thompson Executive Headteacher
Approved By:	Trafford Alternative Education Management Committee
For Action By	Senior Leadership Team
For Information to:	All Staff
General Data Protection Regulations (GDPR)	This policy document has been reviewed in compliance with GDPR (May 2018) Lynda H Thompson, Executive Headteacher



## **Trafford Alternative Education Provision**

### **Our Mission Statement:**

Trafford Alternative Education Provision is committed to providing....

A 21<sup>st</sup> Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

## **1. Value of Visiting**

1. Observe the range of attitudes, behaviour and achievements of the pupils.
2. Understand the views and values of the staff and pupils.
3. Evaluate the resources and the environment of the school.
4. Gain first-hand information to assist policy making and decision taking.
5. Management committee members are known and demonstrate their commitment to the school.
6. Observe the operation of policies.
7. Give active support to the activities of the school.
8. Aware of changes and different approaches to teaching and learning.

## **2. Value of a Policy**

1. Demonstrate being a critical friend of the school.
2. Holding the school to account, evaluating its progress.

## **3. Frequency of Visits**

1. All Management committee members to make at least one visit each year during school time.

## **4. Arranging and Planning a Visit**

1. Agree date and time with the Head.
2. Clarify what you will do:
  - a. Time of arrival
  - b. Time of departure
  - c. Who you will see
3. Remember that you are representing the Management Committee and are a guest of the school.

4. Remember to respect the professionalism of the teachers and to respect the children.

## **5. Recording a Visit**

1. The record should be completed and given to the Head.
2. It will be stored in the Management committee members' Visiting Folder.

## **6. Conclusions**

1. Be supportive of the Head and all staff.
2. Be calm
3. Ask questions: What? Why? How? Where?
4. Beware of giving opinions
5. Acknowledge that you represent the full Management Committee. As an individual management committee member you are a guest of the school



## Trafford Alternative Education Provision

### VISIT LOG

<b>Name</b>		<b>Date</b>	
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**Purpose of Visit**

**Observations and comments by the management committee member(e.g. what you saw; what you learned; what you would like clarified; how long the visit lasted)**

**Things I liked**

**Things I would like clarified**

**Any key issues arising for the management committee (e.g. the way resources are allocated; the way the school communicates; progress in implementing a key policy)**

**Please return this and discuss with the Head at the end of your visit.  
Signed**



<b>Sources of information consulted</b>		
<b>SEEN</b>	<b>Information Type</b>	<b>Comments</b>
	<b>School Improvement Plan</b>	
	<b>SEF</b>	
	<b>Policies (Statutory &amp; Non statutory)</b>	
	<b>Data</b>	
	<b>Pupil Interviews</b>	
	<b>Stakeholders</b>	
	<b>Pupil Books</b>	