

## Ofsted Inspection School Based/GB Example checklist “What do we do first?”

The purpose of this example school based/governing body/governing board checklist is to support the school’s internal organisation systems in prioritising tasks when the Head teacher receives “the call” from the Lead Ofsted Inspector. The example checklist is a suitable support tool for maintained schools and academies. It is not exhaustive and will need to be adapted to suit individual school/academy circumstances.

Head teacher /Principal will:	Done	To do	Action/Tasks -Information to be shared/discussed (some examples)	Further/follow-up actions identified (what, who, when)
Contact Chair of Governors			Dates, number and names of inspectors, possible timetable, establish availability of chair to meet inspectors, discuss which other governors might be needed, identify and arrange support programme (HT/Chair) (Governors and School Staff) for duration of inspection, ensure chair (and any other governors likely to meet inspectors) have same copy of school self evaluation as one to be sent to inspector, check chair has any documents needed to support their preparation e.g. Improvement Plan, Raiseonline, etc.	
Inform and reassure all School Staff:			Try to make sure all staff have support they need (especially those for whom it is their first inspection)	
Teachers and Teaching Assistants			Dates, number of inspectors, timetable, Assessment data, Planning documentation, Senior Leadership team specific agreed tasks	
Administration staff			Check Central Record File (CRBs) Accident Book Attendance data Pupil contact details Security/Safety procedures – signing in book – badges Health and Safety audits/reports/action plans	
Lunchtime supervisors			Dates, number of inspectors, names of inspectors, inspection timetable, indicate if inspectors will meet/observe lunchtime supervision	
Inform Parents			Letter	
Inform Local Authority/Trust/ Academy Board of Directors/School Improvement Partner			Phone	

Check school events calendar			Make decisions if necessary on Staff meetings, Visitors to school, Class excursions/visits, school concerts/plays/other events. Inspectors are usually keen for the school to proceed with any planned events.	
Practicalities			Arrange who will meet and greet the inspectors and clarify where they will be taken first. Sort parking arrangements for inspectors Organise room/refreshments for inspectors for duration of inspection	
<b>Chair of Governors/Governing Board will:</b>	<b>Done</b>	<b>To do</b>	<b>Action/Tasks -Information to be shared/discussed (some examples)</b>	<b>Further/follow-up actions identified (what, who, when)</b>
Contact GB Ofsted inspection working/focus group			Dates, number and names of inspectors, timetable, date and time set for meeting governors, confirm availability, ensure that all evidence/documentation in portfolio is in place and up to date	
Contact all governors			Dates, number and names of inspectors, timetable, date and time of end of inspection feedback meeting, agree the identified arrangements for support programme during inspection (Governors and Staff) Check the current arrangements/programme of governor visits to school during inspection dates	
Contact Clerk to Governing Body/ Company Secretary			Dates, inspection timetable, date and time of end of inspection feedback meeting, Gathering GB Agendas, minutes and committee meeting minutes for the last year. Inform Clerk that the school admin team are checking Central Record File (CRBs) Check governor details – committee structure, membership, designated governor roles Support GB Ofsted working group/focus group	
<b>Governing Body/Governing Board Ofsted working group or focus group will:</b>	<b>Done</b>	<b>To do</b>	<b>Action/Tasks – Information to be shared/discussed (some examples)</b>	<b>Further/follow-up actions identified (what, who, when)</b>
Prepare personally			Check inspection date and timings of the scheduled end of inspection feedback meeting  Check date, timings of scheduled meeting with Lead Ofsted Inspector – and location in school/academy	

			<p>Check all school based data/evidence/docs and information is complied and up to date in the portfolio – clarify who is leading on each specific aspect – for example performance data, communications with stakeholders, etc</p> <p>Discuss and decide if the group considers it appropriate to meet prior to the Inspector scheduled meeting</p>	
<b>Governors will:</b>	<b>Done</b>	<b>To do</b>	<b>Action/Tasks -Information shared/discussed (some examples)</b>	<b>Further/follow-up actions identified (what, who, when)</b>
Prepare personally			<p>Check inspection dates. (diarise dates/times)</p> <p>Check date and timings of scheduled end of inspection feedback meeting</p> <p>Implement agreed school staff support plan – prior to, during and post Ofsted Inspection period</p>	
<b>Clerk/Company Secretary will:</b>	<b>Done</b>	<b>To do</b>	<b>Action/Tasks - Information to be shared/discussed (some examples)</b>	<b>Further/follow-up actions identified (what, who, when)</b>
			<p>Gathering GB Agendas , minutes and committee meeting minutes for the last year, including policies and GB self-evaluation information/documentation</p> <p>Check governor details – committee structure, membership, designated governor roles</p> <p>Support GB Ofsted working group/focus group</p> <p>Support the Chair of Governors/Chair of Governing Board</p>	
<b>School's Administrative team will:</b>	<b>Done</b>	<b>To do</b>	<b>Action/Tasks -Information to be shared/discussed (some examples)</b>	<b>Further/follow-up actions identified (what, who, when)</b>
			<p>Check Central Record File (CRBs)</p> <p>Accident Book</p> <p>Attendance data</p> <p>Security/Safety procedures – signing in book – badges etc</p> <p>Pupil contact details</p> <p>Health and Safety audits/reports/action plans</p>	

			<p>Identify any additional administrative support needs for the HT/Principal/Senior Leadership team/staff – prior to, during and post inspection period</p> <p>Clarify process for morning of inspection – who will be in school early to meet the inspector? Which room will they be taken to? Who will organise refreshments? etc</p>	
<b>School Teaching staff will:</b>	<b>Done</b>	<b>To do</b>	<b>Action/Tasks -Information to be shared/discussed (some examples)</b>	<b>Further/follow-up actions identified (what, who, when)</b>
			<p>Support each other – know when inspectors will observe lessons –know how inspectors will feedback to individual staff post observation</p> <p>Share individual experiences with colleagues and senior leadership team and HT/Principal</p> <p>Remain calm and positive throughout the process</p> <p>Be alert to colleagues needing additional support (NQT's, inexperienced staff, Supply and Cover Staff etc)</p>	