




# Ensuring Your Office Creates a Great First Impression with Ofsted

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# Ofsted Inspections:

- past
- present
- context
- school visit

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- First impressions
  - Front of house
  - Looking after the team
  - Who? When? Where?
  - What are your strengths?
  - Organisation is key!
  - Proactive rather than Reactive.
  - Drainer or radiator?

# Preparation

- Ofsted conversation with SLT
- Understand the process
- What do they need?
- How can I help?
- Be on the front foot and be prepared.
- Is your data accurate? Who checks it?

# Safeguarding

- SCR
- Personnel/HR records
- Records of training

# Single Central Record

- What should be on it?
- Who maintains it?
- Regular checks by SLT and the governing body.



# Personnel Records

- Where are they kept?
- Who organises them?
- Appointment and application process.

# Safeguarding

- Records of training (KCSIE)
- Who are the DSL(s) in school?
- Who is the Safeguarding Lead?
- What are the correct procedures if you receive a safeguarding complaint?
- Complaints about staff, governors and the SLT?
- Are you involved in the training?



# Safeguarding

- What are the emergency evacuation procedures?
- Emergency lockdown procedures?
- Records of First Aid/ Paediatric First Aid (What/ Where/ Who?)

# Websites

- Presentation
- Statutory Information
- What should be on it?
- Who does what?
- Who checks the website?
- Whose responsibility is it?
- Who updates the policies?

# Pupil Premium Statement

- Who writes it? Is it updated on a regular basis?
- Costings- correct?
- PP%, updated- especially post Covid
- The 'so what' questions

# PE Funding Statement

- tracking spending
- PP vs non-PP attendance on school trips and extra curricular activities. Who encourages attendance of different groups?

# Social media

- linked to the website?
- Who monitors it?
- Reporting mechanism
- Managing negativity and criticism
- Social media policies (Key)



# Attendance Information

- General attendance data
- Persistent absenteeism
  - Monitoring trends
  - Tracking individual pupils
- What are the procedures?
  - Discussion with SLT
  - Timings
- Correct register symbols/categories- who monitors this?
- Specific groups analysis
- Who is responsible for home visits etc?

# The link between the SLT, SBL and Governance

- Strategic role of Governing body/trustees
- Operational role of SBL/SLT
- Governor meeting minutes
- Importance of the role of the GB in Leadership and Management
- SBL link with the GB in the financial management of the school