

BOARD OF TRUSTEES' MONITORING FRAMEWORK

KIP Area	<i>Record here</i>		
Academic Year	2023 / 2024	Date of visit / virtual meeting	<i>Record here</i>
Linked Trustee(s)	<i>Record here</i>		
KIP Lead & staff members involved in the KIP area / meeting	<i>Record here</i>		
Plume Academy Vision	Please see: https://www.plume.essex.sch.uk/academy-vision		

Part 1: Plan the Visit

Pre-agreed information required prior to the meeting:

- *Agreed area of focus*
- *Relevant academy objective or priority [may be linked to the Whole Academy Strategy Priorities - WASP]*
- *Relevant supporting documentation / reports / relevant links to the Education Inspection Framework¹*
- *Brief rationale for the supporting documentation provided.*

- *Record here*

Questions to ask

- *Note specific questions you want to ask based on the WASP, or points to follow up on from a previous visit.*
- *Share these questions with the staff member you are visiting in advance, so they can prepare.*

- *Record here*

Part 2: In the KIP Meeting

Meeting notes and observations - What is the academy doing with this area of focus?

Tips:

- *Ask open questions beginning with 'what', 'how', 'when', 'how often', 'why', 'who' and 'where'*
- *Do not be afraid to clarify any terms or acronyms you are not familiar with*
- *Remember you are not there to pass judgement on staff or inspect them – you remain an observer*
- *When writing the report, use neutral language and do not name individual teachers and/or students*

- *Record here*

How do you know the academy's actions are having an impact?

Remember:

- *Include specific evidence that demonstrates the positive impact the academy is having in this area.*

¹ <https://www.gov.uk/government/publications/education-inspection-framework/education-inspection-framework-for-september-2023>

<ul style="list-style-type: none"> • <i>Reference to progress in relation the relevant Whole Academy Strategy Priorities [WASP].</i> • <i>Where a positive impact has not been made yet, note down why that is and what steps are being taken to make progress.</i> • <i>Are any potential challenges raised e.g., linked to the strategic direction of the KIP area, operational management, relevant policy, relevant budgeting, educational outcomes, staffing / HR.</i> • <i>Add any further evidence you would like to see to help you make a better assessment of the impact.</i>
<ul style="list-style-type: none"> • <i>Record here</i>
What actions/outcomes stood out as being particularly successful and why?
<ul style="list-style-type: none"> • <i>Record here</i>
Proposed next steps / areas of improvement/focus
<ul style="list-style-type: none"> • <i>Record here</i>

Questions and clarifications to follow up with the Joint Heads of Academy or Chair of the Board of Trustees.
<ul style="list-style-type: none"> • <i>Record here</i>

Part 3: Next Meeting	
Future reports or evidence required ahead of next KIP meeting	
<ul style="list-style-type: none"> • <i>Record here</i> 	
Agreed date for the next KIP Meeting	<i>Record here</i>

Lead Trustee signature	<i>Record here</i>	Date	<i>Record here</i>
SLT KIP Lead signature	<i>Record here</i>	Date	<i>Record here</i>