

## **Director Visits Policy**



St Francis of Assisi  
CATHOLIC ACADEMY TRUST

**St. Francis of Assisi Catholic Academy Trust**

**Signed off by: Trust Board**

**Date from: November 2024**

**Review Date: November 2027**

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## **1. Introduction**

This policy outlines the procedures in place for all Director Visits. This policy aims to set and maintain standards of conduct that we expect all Directors to follow when making visits to the St Francis of Assisi Catholic Academy Trust Academies.

## **2. General Principles**

- Directors need to be involved in the life of the Trust and its' Academies.
- Their visits should enable them to take well-informed decisions about strategic issues.
- Directors will endeavour not to make judgements on what they see – though they may ask for clarification of what they see from members of staff.
- The organisation of visits should be engineered to provide an even coverage across all staff and curriculum areas as well as all Trust Academies.
- The Trust has a line management structure and issues should be reported accordingly. Therefore, with the exception of Whistleblowing and Child Protection or Safeguarding, Directors should refer issues raised directly with them back to the CEO and Executive.

## **3. Procedures for Director Visits**

- i) A Director must express an interest to the Chair of the Trust Board and CEO, and will need to provide a number of possible dates, and, if they wish, a particular focus for their visit.
- ii) The Chair of Trust Board and the CEO agree a date and activities to be undertaken during any visit.
- iii) Where appropriate, the CEO/PSIEH's would provide brief informal feedback to those who had been involved in the visit.

## **4. Other Visits for Directors**

Directors can also take part in:

- Trust INSET day
- Academy Mass and Enrichment activities
- Open Evenings
- Presentation Evenings
- Learning walks

## **5. Monitoring of Policy**

The application of this policy will be monitored by the Trust Board.

This Policy is to be reviewed every 3 years unless there are exceptional adjustments required that must be approved and passed up to the Trust Board.