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# End of Day 1 Headteacher Update Meeting feedback template

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| School |  | Inspection dates |  |
| Lead inspector |  | Team inspector(s) |  |
| QA (if applicable) |  |

1. Thank the headteacher for their hospitality, welcome and input during the day.
2. Ask if the headteacher is happy with the way the inspection is being carried out and the conduct of the team.
3. Revisit the timetable and what was covered or changed.
4. Share what has gone well/positives from the day.
5. Share where there is agreement with the judgments in the school’s self-evaluation documents and where further evidence or inspection activities are required. Ensure this conversation covers all evidenced judgments.
6. Share update on compliance.
7. If appropriate, share possible Areas for Improvement.
8. Touch on survey response rates, especially if the return rate is low.
9. Review the timetable for day 2.
10. The update should last approximately 10 -15 minutes.

## Notes on lines of enquiry and emerging judgements

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| Compliance |
| Catholic life and mission |
| Religious education |
| Collective worhsip |