

SERVICE SPECIFICATION

Governor Services | 2026 – 2027 Academic Year Governing Board Ofsted Inspection Preparation

This service helps governing boards and senior leaders prepare effectively for an Ofsted inspection. It ensures governors understand their role, know what evidence they may be asked about, and feel confident representing the school by demonstrating they know it well, understand its strengths and can clearly articulate its successes and the difference these make for all pupils.

What will it include?

Two onsite preparation sessions

Delivered by the Royal Greenwich Governor Services Manager.

Session 1: Ofsted briefing

This session covers:

- the role of governors during an Ofsted inspection
- the types of questions Ofsted may ask governors
- key information and evidence governors should know in advance

Session 2: Ofsted rehearsal

This practical session gives governors the chance to:

- rehearse responses to possible Ofsted questions
- identify any gaps in knowledge
- work with senior leaders to strengthen evidence and messaging

Members of the senior leadership team (SLT) should attend the rehearsal session to support governors and provide additional information where needed.



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- Ofsted 'Grab pack' for Governors
- An electronic resource pack that sets out the essential information governors should have ready when the school receives an Ofsted notification.
It supports governors to organise evidence and respond confidently during the inspection.

Target Audience:

- school governors
- chairs and vice-chairs
- senior leadership teams (SLT)
- maintained schools, academies, and free schools

Delivery Model:

Two onsite sessions (1.5 hours each) - session dates agreed with the school

One Ofsted Grab Pack provided electronically

Benefits/impact statements:

By the end of the programme:

- Governors and senior leaders will have a clear understanding of their role during an Ofsted inspection.
- Governors will have time to reflect on the information and evidence they need, based on the needs and context of their school.
- Governors will feel confident talking about school strengths, priorities and areas for development, supporting a fair and accurate leadership and governance judgement.

