

Nominated Governor – External Visits Terms of Reference (2025-2026)

1. The External Visits Nominated Governor is appointed by the Full Governing Body.
2. The External Visits Nominated Governor is responsible for ensuring that the Educational/Off Sites Policy and Guidelines issued by Lancashire County Council (LCC) are followed by the School. This is so the Governing Body can meet its responsibilities.
3. The key contact for the External Visits Nominated Governor will be the Educational Visits Co-ordinator (EVC) who is the Deputy Headteacher.
4. The key responsibilities of the External Visits Nominated Governor are as follows:
 - To be familiar with the Educational/Off Site Visits Policy and Guidelines issued by LCC.
 - Keep the Governing Body informed about changes to the Educational/Off Site Visits Policy and Guidelines issued by LCC.
 - Ensure that the EVOLVE System is being used effectively by the School for both Type A and Type B Visits.
 - Ensure that the internal arrangements and procedures for the approval of the Educational/Off Site Visits used by the Governing Body are “fit for purpose”.
 - Ensure that the internal arrangements and procedures are discussed and approved by the Governing Body on an Annual Basis and that any changes to these arrangements are recorded in the Minutes of the relevant Full Governing Body Meeting.
 - Ensure that Staff are nominated for the required Educational/Off Site Visit positions and that adequate training is in place for them.
 - To provide feedback to the Governing Body on a Termly basis, normally at the Full Governing Body Meeting, on Educational/Off Site Visit activities.
 - To attend Governor Training Sessions to improve their effectiveness as the External Visits Nominated Governor.
 - To represent the Governing Body on matters related to External Visits.
5. It should be noted that it is the role of the External Visits Nominated Governor is to ensure that the Educational/Off Site visits support the strategic direction set by the Governing Body. The Headteacher is responsible for operational matters and as such the External Visits Nominated Governor should not become involved with issues that are the responsibility of the Headteacher.
6. These Terms of Reference will be reviewed annually and be approved at the Full Governing Body Meeting held in the Autumn Term of the Academic Year.