



Getting started: ideas for building your evidence base

If you're anything like most leaders, the evidence is already there, it's just spread across folders, inboxes, shared drives and meeting minutes.

This document includes a set of prompts to help you think about the kinds of documents **you already produce** day to day that demonstrate the work happening in your school.

You won't need all of it. Some items will feel more relevant than others. The aim is to help you spot what you already have, upload it, and begin to see how it fits together.

Over time, this becomes less about "inspection prep" and more about building a clear, shared picture of your school's strengths, priorities and impact as part of normal leadership.

Start small - upload what you have already and build from there.

Suggested documents	Achievement	Attendance and Behaviour	Curriculum and Teaching	Early Years	Inclusion	Leadership and Governance	Personal Development and Wellbeing
Autumn term							
Attendance results from previous year/s		✓				✓	
School self-evaluation documents	✓	✓	✓	✓	✓	✓	✓
School development plan	✓	✓	✓	✓	✓	✓	✓
CPD plans for the year			✓		✓	✓	
Staff meeting plans	✓	✓	✓	✓	✓	✓	✓
Medium-term curriculum plans	✓		✓			✓	
Sports Premium reports						✓	✓
School improvement / Trust reports	✓	✓	✓	✓	✓	✓	✓
School categorisation letter						✓	
SEND report to governors					✓		
Collective worship / RSE information							✓
Vision / mission statement						✓	
HT targets						✓	
Pastoral / attendance information		✓			✓	✓	✓
Pupil progress meeting minutes	✓				✓	✓	
Anonymised case studies	✓	✓	✓	✓	✓	✓	✓
Staff meeting minutes / plans	✓	✓	✓	✓	✓	✓	✓

Suggested documents	Achievement	Attendance and Behaviour	Curriculum and Teaching	Early Years	Inclusion	Leadership and Governance	Personal Development and Wellbeing
Half-termly attendance		✓					
Head's report to governors	✓	✓	✓	✓	✓	✓	✓
Governing body minutes	✓	✓	✓	✓	✓	✓	✓

Suggested documents	Achievement	Attendance and Behaviour	Curriculum and Teaching	Early Years	Inclusion	Leadership and Governance	Personal Development and Wellbeing
Spring term							
Lesson observations			✓	✓	✓		
Subject / curriculum monitoring			✓	✓	✓		
Book looks			✓	✓	✓		
Pupil voice		✓					✓
Staff survey						✓	
Parental surveys	✓	✓	✓	✓	✓	✓	✓
Performance management updates						✓	
Pupil Premium impact reports	✓	✓		✓	✓	✓	
EAL report					✓		
Pupil Premium plan	✓				✓	✓	
Statutory policy reviews							
Website compliance reviews							
Half-termly attendance		✓					
Head's report to governors	✓	✓	✓	✓	✓	✓	✓
Governing body minutes	✓	✓	✓	✓	✓	✓	✓

Suggested documents	Achievement	Attendance and Behaviour	Curriculum and Teaching	Early Years	Inclusion	Leadership and Governance	Personal Development and Wellbeing
Summer term							
Statutory outcomes - KS2	✓				✓		
Statutory outcomes - EYFS	✓			✓	✓		
Statutory outcomes - Phonics	✓				✓		
Statutory outcomes - Multiplication check	✓				✓		
Statutory outcomes – Broken down by key groups	✓				✓		
Assembly lists							✓
Visitors and trips that have been in school							✓
Behaviour analysis over year – groups		✓			✓		
Community engagement						✓	✓
Parental workshops						✓	
Club attendance by groups					✓		✓
LAC summary report to governors					✓		
Community engagement information						✓	
Governor monitoring and training records						✓	

Suggested documents	Achievement	Attendance and Behaviour	Curriculum and Teaching	Early Years	Inclusion	Leadership and Governance	Personal Development and Wellbeing
Throughout the year							
Complex case studies	✓	✓	✓	✓	✓	✓	✓
Half-termly attendance		✓					
Head's report to governors	✓	✓	✓	✓	✓	✓	✓
Governing body minutes	✓	✓	✓	✓	✓	✓	✓
Improvement Partner reviews – additional awards documentation (e.g. Artsmark)						✓	
Any policies							