



Fourlanesend Community Primary School

GOVERNOR MONITORING VISITS POLICY

Ratified by the Governing Body: 10th December 2015

Review date: Sept 2017

Context

One of the key roles and responsibilities for the Governing Body is to monitor the progress and performance of the school. Undertaking visits demonstrates the Governors' role in the strategic management of the school by helping to hold the school to account and evaluate its progress.

Each Governor is encouraged to make at least one visit per term and one visit per year during school time in order to see the school in operation.

Visits enable Governors to:-

- Monitor progress being made against the key priorities set out in the SDP
- Ensure that the school is meeting its statutory requirements
- Triangulate information from the heads reports
- To know the strengths and weaknesses of the school
- Communicate with the pupils, staff and parents of the school
- Give active support to the staff and the activities of the school
- Be aware of the effect of change and different approaches to teaching and learning
- Evaluate resources and discuss with staff further requirements
- Gain first hand information to assist with policy making and decision taking

Before making a visit Governors will:

- Contact the Head and Chair to agree a date, time, staff contact and focus for the visit
- Remember that we are in school by invitation and that the head has the right to refuse us entry if it is not convenient.
- Prepare a visit report sheet and a list of questions, share with the member of staff if appropriate

During the visit Governors will:

- Arrive on time and sign in to school
- Display a visible ID badge
- Be aware of and adhere to all safeguarding requirements
- Be polite and supportive at all times, remember that your presence may bring additional stress to staff and you should therefore take any appropriate steps to put people at ease.
- If in class, act as an unobtrusive observer and only participate in the class at the invitation of the teacher
- Stick to the focus of the visit.
- Always say thank you and offer a positive comment on departure.



- Enjoy the visit, it is a privilege

| Types of question Governors can ask that provide challenge | Types of questions that governors can ask the children |
|--|---|
| <ul style="list-style-type: none"> • What impact does this have on the children's learning? • Can you show me the impact of.....? • How effective was this? How do you know? • What are our strengths/weaknesses in this area? • What do we need to do next to improve? • Why? • What would happen if we didn't.....? • What are the cost implications? • What support do you need? • Can you tell me about....? • What else would you like to tell me? | <p>Remember to smile, get down on their level and say thank you.</p> <ul style="list-style-type: none"> • What are you working on? • What do you enjoy about school? • What did you learn today? • Can you show me a piece of work you're proud of? • What do you do when you're stuck? • What do you enjoy about coming to school? |

After the visit the Governor will:

- Remember to thank the teachers and children
- Feedback as soon as possible to the Head to discuss any issues that arose
- Complete a Governor Visit Report, checking accuracy with the head and staff member. The completed form should be circulated to the governing body.
- Keep reports factual, stating observed events and facts rather than giving opinions.
- Individuals should not be able to be identified. It is important to remember that visits are a snapshot in time, and judgments should not be made arbitrarily.
- Ensure that the report contains balanced and positive statements
- Maintain confidentiality. No anecdotes to parents about their children, or discussions about individual teachers.

The visit is not about:

- Inspection
- Making judgments about the professional expertise of the teacher
- Checking on your own children
- Monopolising teachers time
- Pursuing a personal agenda
- Arriving with inflexible pre-conceived ideas

Governors are an important part of the school team and are welcomed into the school by staff. It is important that Governors remember to respect the professionals and the



children, support the Headteacher and the staff, and acknowledge that they represent the full Governing Body. If the agreed principles and procedures are followed then Governor Visits will be an enjoyable experience for all involved, and will result in effective monitoring by the Governing Body, which will contribute to school improvement.