



Downs Infant School

Governor Visit Policy

November 2012

Shared with staff.....February 2013.....

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Chair of Governors**

November 2012

Downs Infant School Governor Visit Policy

This policy sets out the purpose and frequency of governor visits to the school, along with guidelines on how they should be conducted.

Purpose of governor visits

1. Governor visits are one of the means by which the governing body fulfills its monitoring role. They are an opportunity for governors to see their policies in action and the practical effects of the decisions made by the governing body. They also allow teaching staff to have contact with governors and help to give both groups a well-rounded view of how the school works.
2. Individual governors come from a variety of backgrounds. Some (including parent, co-opted and LA governors) may also have a professional teaching background; others do not. During visits governors should therefore be observing what they see as a well-informed lay person, not as a professionally qualified teacher.
3. Evaluation and judgment about the quality of teaching and learning are the professional remit the management of the school and inspectors/advisors/consultants.

Frequency and duration of visits

4. Where possible, non-staff governors should aim to complete one visit per year. This should entail spending time with one class for a full 90 minute session. This could include a lunchtime, assembly, playtime or visit from an outside group, as well as a lesson.
5. Visits at the very beginning or end of a term are not suitable.

Preparation for governor visits

6. Governors should arrange visits through the Head Teacher in good time. The classroom teacher(s) concerned should be given adequate notice of the visit, to ensure any necessary preparation can be made.
7. Governors should identify a clear purpose or focus of their visit and communicate this to the teacher(s). For example, governors may wish to focus on topics or subjects addressed by policies which have recently been reviewed or are currently undergoing revision.
8. It is preferable that governors do not arrange visits for classes containing their own child(ren).

Conduct of visits

9. Governors are 'critical friends' of the school and should adopt this role while on visits.
10. In class, governors should behave as the classroom teacher asks them to, joining in with activities or leading a small group if this is appropriate. Governors should ensure that their presence does not disrupt the lesson. 'Involvement' may be more effective than 'observation'.
11. Governors are requested not to conduct an observation armed with a clipboard and pen.

Feedback

12. Immediate thanks and positive feedback should be given to the classroom teacher(s).
13. The governor should complete a brief written report using a proforma available from the school so that the school has a record of the visit. Governors should not use OfSTED descriptors (e.g. Outstanding, Good, Requires Improvement) within their report. Evaluative judgments should not be made.
14. Before presenting the report to the Full Governing Body, the governor should share this report with the Headteacher who will ensure it is shared with the relevant staff.
15. If during a visit a governor sees anything that causes them serious concern they should raise this as soon as possible with the Headteacher, before writing the report.
16. Governors should give brief verbal feedback to Full Governing Body meetings, where governor visits are a standing item on the agenda.

Downs Infant School - Record of Governor Visit

Date and time of visit:

Teacher/Class:

Subject/session being taught:

Focus:

Main impressions:

Name of Governor:

Please use this form to give brief verbal feedback at the next Full Governing Body meeting, having already shared it with the Headteacher/Class teacher.