

GOVERNOR MONITORING VISITS – A QUICK PRACTICAL GUIDE

What visits enable governors to achieve

- Monitor progress being made against the key priorities set out in the SDP
- Ensure that the school is meeting its statutory obligations
- Triangulate information from the headteacher's reports and external sources
- Know the strengths and weaknesses of the school
- Communicate with the pupils, staff and parents of the school
- Be aware of the impact of different approaches to teaching and learning
- Evaluate the use of resources
- Gain first hand information to assist with policy making and decision taking

Before making a visit

- Contact the headteacher and chair to agree a date, time, staff contact and visit focus
- Remember that we are in school at the invitation and discretion of the headteacher
- Prepare and share the visit focus and list of questions with the member of staff

During the visit

- 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.
- Remember to always thank the staff and children and offer a positive comment on departure
- Enjoy the visit, it is a privilege

Types of question that governors can ask	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?

After the visit

- Feedback any issues as soon as possible to the headteacher and Chair
- Complete a Governor Visit Report,
- Check accuracy with the headteacher and staff member prior to circulation tthe GB.
- Keep reports factual rather than giving opinions.
- Ensure that the report contains balanced and positive statements
- Maintain confidentiality

The visit is not about

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

Remember

Governors are an important part of the school team. When visiting, governors must remember to respect the professionals and the children, support the headteacher and keep in consideration that they are representatives of the full governing board.

If the agreed principles and procedures set out above are followed then governor visits will be an enjoyable experience for all involved, and will result in effective monitoring by the governing board that will contribute to school improvement.