

SHIRLEY COMMUNITY PRIMARY SCHOOL



GOVERNORS SCHOOL VISITS POLICY

Update appendix C annually

Signed.....Iain Smith.....

Chair of Governing Body

Date: 14th February 2019

Introduction

The Governing Body of a school has a statutory responsibility to establish and monitor its school's policies and evaluate the effectiveness of the school and its curriculum. Governors have a duty to hold the school to account based on its performance, by providing support and challenge to improve or maintain high standards.

One of most effective ways in which a Governor can monitor school improvement, and confirm information that is presented to the Governing Body in reports, is to visit during the school day and see it at work, talking to staff and pupils and finding out what happens in the school.

Visits which are done well add immeasurably to Governors' understanding of the school, its staff and its pupils.

The governors and staff of Shirley Community Primary School recognise the above points and believe that governors should visit school in a structured way.

The process for these visits is set out in this policy.

Before the visit

The Governing Body in conjunction with the Headteacher and staff will agree an annual programme of visits during the end of the summer term/beginning of the Autumn Term for the forthcoming academic year. These visits will fit in with the priorities in the school's Improvement Plan.

Regular visits for Safeguarding, Data, English, Maths and Headteacher's Appraisal also take place.

This programme will identify

- Who will make the visit
- The specific purpose of the visit
- The areas which need to be included in a report to the Governing Body
- Period and dates the visit is to be made in

This programme will be set at the beginning of the academic year, based on the priorities from the school's Improvement Plan. Governors, Senior Leaders and other key staff will agree dates for visits prior to the visit taking place. All dates for the year will be set by October half term at latest.

Governors will be responsible for

- Ensuring the visit is made
- Making the arrangements for the visit in advance with the Headteacher and appropriate staff

The school will be responsible for

- Providing appropriate paper work
- Making the arrangements for the visit with the appropriate governor

Aims of the visit

The aims of the visit will be to explore latest developments in relation to the school's Improvement Plan and to identify and discuss any barriers which are inhibiting improvement and which are relevant to the Governing Body's responsibilities. In general terms other areas which may be covered are:

- The ethos and atmosphere of the school
- The character of the curriculum and its implementation
- The application of policies and procedures
- Staff and pupil voice to find out the impact of actions in school
- The motivation, behaviour, attainment and wellbeing of pupils
- The adequacy and availability of resources
- The condition and suitability of the premises
- School integration with the local community

In addition the visits will help promote and develop governor relationships/reputation with staff, as well as giving governors a better understanding of what the school is achieving and thereby making them more confident in carrying out their role effectively.

During the visit

Governors should

- observe the school rules for visitors, which includes signing in and out and wearing a visitor's badge
- be sensitive to any unforeseen issues that may arise during their visit and be prepared to shorten their stay if necessary
- remember that the role is of observer and of 'critical friend'
- not cause any disruption or interruption to the normal running of the school or classroom
- be punctual

Staff should

- use the opportunity to develop relations and engage with governors
- inform governors via a selection of means such as: documentation, conversations, presentation, pupil interviews, learning walks or whatever means is agreed prior to the visit

After the visit

Governors should

- respect rules of confidentiality at all times
- thank relevant school staff
- discuss the visit with the relevant staff/Headteacher
- complete a report of the visit and send to the Chair of Governors and Headteacher to forward to school staff for comment
(school will then agree content with governors)
- finalise the report and share with relevant staff and governor committee

Ground Rules and Protocols

<i>Before the visit</i>	<ul style="list-style-type: none">- Agree the purpose of the visit with key staff and Headteacher linked to the Improvement Plan- Agree with the member of staff about timings and purpose of visit- Ensure any supporting paper work has been agreed with staff
<i>During</i>	<ul style="list-style-type: none">- Be prepared, organised and punctual- Report to the school office and sign in- Fulfill the agreed purpose of the visit- Observe school/class guidelines- Escalate any safeguarding concerns to the Headteacher or other Designated Senior Staff for Child Protection <p><i>(NB - If a governor is going to spend time in a classroom this will be discussed with the staff supporting the visit and/or the class teacher so that both are clear how long the governor is coming for, what they are going to look at and what they are going to do)</i></p>
<i>After</i>	<ul style="list-style-type: none">- Thank the member(s) of staff and pupils- Debrief with the member of staff/Headteacher- Report back to the GB on the visit

Shirley Community Primary School - Governor Visit Monitoring Report



Date	
Name of Governor	
Name of lead staff	
School Priority	
Action from IP to be monitored	
Summary of Visit	
Agreed Actions/next steps	
Feedback to GB (Date of meeting)	

Appendix B

Pre and post-Visit Checklist for the School and Governor

School		Governor	
Is the focus of the visit a governor responsibility or a priority identified in our Improvement Plan?		Is this an appointment made with the key member of staff/Headteacher, which aligns with key governor responsibilities or IP priorities?	
Do we know why the governor is visiting and the specific purpose of the visit?		Have I agreed the specific purpose of the visit?	
Have we drawn up a timetable for the visit? Is the appropriate documentation emailed in advance or ready and available?		Have I arranged my time so that I will be punctual and give enough time to value input?	
Do individual governors or staff know that they are going to be visited?		Have I prepared for the visit in advance and have I thought about what I will be doing during the visit?	
Have other key governors or staff been informed?		How will I give feedback to the Headteacher/SLT/staff and the Governing Body?	
Have the staff and the visiting governors been reminded of the protocols for governor visits?		Have I remembered that what I see or hear or might find out is confidential?	



SCPS – Governor Visits 2019

<i>Focus of Visit</i>	<i>Governor/s</i>	<i>Member of staff</i>	<i>Month</i>	<i>(Confirmed Date)</i>
<i>Keeping in Touch Data Visit (with LA)</i>				
<i>HT Appraisal*</i>				
<i>English</i>				
<i>Maths</i>				
<i>Data/Pupil Premium*</i>				
<i>Inclusion</i>				
<i>E-Safety</i>				
<i>Safeguarding*</i>				
<i>Others</i>				

*Termly Visits