



# Governor Visit Policy

Date	October 2018
Review	October 2020

## **Context**

At Earley St. Peter's Primary School we believe one of the key roles and responsibilities for the Local 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.

The Governors visiting programme is an integral part of the school's yearly monitoring calendar. Governors are usually allocated to a specific year group which changes annually. Governors are encouraged to make at least two visits a year during school time. The visit will focus on ensuring school policies are fully implemented and visit reports are evidence of the school's policies in practice.

### **Visits enable Governors to:**

- Recognise and celebrate success
- Consider how the school ethos and vision is embedded in to the daily life of the school
- Develop a closer relationship between the staff and the Local Governing Body
- Enable staff to understand the roles and responsibilities of Governors
- Give staff a greater opportunity to share ideas with Governors
- Enable Governors to understand the range of school activities and the impact of different approaches to teaching and learning
- Observe pupil behaviour and attitudes towards learning in the light of the Key Code
- See policies and schemes of work in action
- Find out more about resource needs within school and how the learning environment can be developed
- See what progress is being made towards targets set out in the School Development Plan (SDP)

### **Possible activities for a governor during school visits**

- Tour of the school (arrange beforehand if needed)
- Meeting with a particular member of staff e.g. subject coordinator
- Attendance at a staff meeting or inset training
- Visiting individual classes
- Observing a specific lesson
- Supporting in a lesson
- Involvement in or watching a school assembly
- Visiting or supporting a school performance or event

### **Prior to visits**

- The Governor will confirm an appropriate date and time for the visit with the class teacher or subject leader
- Discuss with the staff member the focus of the visit and the governor's participation in the session as appropriate
- Discuss their role on the Governing Body

### **During visits**

It is important that Governors:

- Observe any class guidelines/rules and fulfil the agreed purpose of the visit.
- Be prepared to become involved with class activities and perhaps work with a small group of children if appropriate and as directed by the member of staff.
- Spend time with the class teaching assistant to gain an insight into how they are working with the group of children to which they have been assigned.
- Remember that visits are a snapshot in time

### **After the visit:**

- Governors should formally thank the teacher and pupils
- Discuss observations with the teacher where possible
- Complete a governor visit form and send it to the Clerk to the Governors as soon as possible.

Governor's visits are **not a form of inspection**. It is not the role of Governors to make judgements on the professional expertise of the staff. Judgement on the effectiveness of the teaching and learning will be made by senior school staff through a programme of regular observation and feedback with teachers.

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 Local Governing Body.

## **Confidentiality**

- Confidentiality should be adhered to regarding school visits. Observations and comments should be shared with the teacher concerned, and with the headteacher, but not with other staff or with parents.
- The approach of a governor should be to ask for explanations of anything not understood, not to make assumptions.
- Reports to the Governing Body should not identify individuals in a critical manner. Any concerns should only be shared with the Headteacher.

## **Monitoring and review of this policy**

Governors will review the policy at the Child Development Committee who will agree any change in the focus of the visits. School staff will have the opportunity to feed into this review through the Teacher Governor, using feedback from staff meetings. This policy will be reviewed every two years.