

# WEST DEAN C OF E PRIMARY SCHOOL

## GOVERNORS VISITS POLICY

### Policy Review Information

<b>Reviewed By</b>	<b>Head Teacher, Staff and Governor Working Party</b>
<b>Ratified By</b>	<b>Governing Body</b>
<b>Review Frequency</b>	<b>5 years</b>
<b>Policy Reviewed and Agreed</b>	<b>March 2014</b>
<b>Next Policy Review Due</b>	<b>Spring 2019</b>



# West Dean CE Primary School

## Governor Visits

We believe that a visit to the school by Governors during the school day gives them insights that they can acquire in no other way. If Governors are to carry out their strategic and monitoring roles they need to have an understanding of how the school works, and a feel for the dynamics of this school. There is no better way of gaining this information than by visiting the school when it is in operation.

There are two kinds of Governors' visits - formal and informal. This guidance is mainly concerned with formal visits in which Governors act as representatives of the Governing Body. This guide has been discussed with the Head Teacher and staff.

**The purpose of Governors' visits is to:**

fulfil their legal duties and responsibilities **"to conduct the school with a view to promoting high standards of educational achievement"** (Section 21, Education Act 2002), whilst maintaining the aims and values of the school;  
to contribute to the Governing Body's monitoring role;  
to get to know the children of the school and to develop further their working relationship with all staff respecting their professional integrity;  
to help governors understand the teaching and learning process;  
to demonstrate to staff and children that governors are interested in knowing what goes on in school;  
to enable individual Governors to make an informed contribution at Governing Body meetings;  
to give Governors an enhanced sense of identity with the school and the people who work in it.

### **Formal visits**

Governors will make formal visits to the school on behalf of the Governing Body as part of a planned programme. Formal visits will have a clearly identified focus, agreed in advance with the Head Teacher, and linked to the priorities in the School's Self Evaluation Form (SEF) or the monitoring and development of the Curriculum.

The programme of visits will be designed to link in with the schedule of meetings of the Governing Body and arranged prior to or at the beginning of each term.

At West Dean School we aim to achieve at least one formal visit per academic year by each member of the Governing Body.

The visit may include:

- Individual visits to the classroom.
- Paired visits-experienced Governor partners a less experienced one.
- To work with children on a specific task.
- Shadowing a member of staff or child/ren.
- Looking at a range of children's work.
- To check the effective implementation of Governors' key policies.
- Attending staff training days.

**Written reports**

Governors' visit reports should aim to be quite simple, merely giving an account of what was seen and learnt. Generally, a format for this feedback will be provided in order to focus comment and maximise its impact. Where feedback sheets are not provided, Governors should aim to produce brief written reports, not exceeding more than one side of A4. They should not identify individual teachers or pupils by name.

Reports should be feed back to the Head teacher initially, before the teaching staff and governing body if appropriate.

**Informal visits**

Governors on informal visits attend in a more personal capacity, much as a parent might do, but always with the knowledge and approval of the Head Teacher. Such visits add to a Governor's knowledge and understanding of the school, and can strengthen relationships and foster trust and respect between Governors, children and staff. Informal visits can take many forms, e.g. attending a play, concert or sports day, helping on school trips, sharing a pupil's reading or running a stall at the school fair. Informal visits should be seen as a valuable complement to formal visits - not an alternative.

Governors are requested to sign the "Governors Visit Record" book which is held in the school office each time they visit.