

Thackley Primary School
POLICY FOR GOVERNORS' VISITS TO SCHOOL



This policy outlines the purposes, protocols, commitment and reporting arrangements for school visits by governors. It is recognised that visits occur for a variety of reasons and, thus, the policy allows some flexibility. It is intended to cover both classroom visits, subject/Key Stage co-ordinator meetings and visits to the whole school.

Purposes of visits to school

To aid governors to begin;

- To understand the environment in which teachers teach
- To develop relationships with the staff
- To recognise different teaching styles and the values of each
- To get to know the school community, including the children
- To see policies, schemes of work and school procedures in action
- To recognise and celebrate success
- To inform decision making
- To find out what resources are needed and to prioritise them
- To assist Governors in learning more about initiatives / projects / programmes / activities undertaken by the school to address priorities

Governors with particular remit (e.g. literacy, numeracy, special needs) will generally have these areas as a focus for their visits. Other governors will be likely to have wider interests.

To aid staff;

- To ensure governors understand the reality of the classroom
- To get to know governors
- To understand better the governors' roles and responsibilities
- To have an opportunity to reflect on practice through discussion
- To highlight the need for particular resources
- To promote understanding of the roles of governors, teachers, support staff and the Head.
- To demonstrate to governors the approaches taken to address priorities

What it's not about

- Making judgements about the quality of teaching (this is the role of the Executive Head, Head of School or senior staff)
- Checking progress of individual children (Executive Head, Head of School, senior staff or teacher's role)

Protocols to be observed

- After an initial discussion with the Executive Head or Head of School, classroom visits / Co-ordinator meetings should be arranged in advance, with the relevant member of staff, agreeing a mutually convenient time.
- The specific requirements for a visit will depend on the purpose of the visit, but most visits will benefit both governors and staff to the greatest advantage if the visit can be arranged to enable governors to see the normal classroom situation.
- Classroom visits may be preceded or followed by discussions with teachers, Executive Head or Head of School, e.g. regarding policies, schemes of work, resources, teaching styles, purpose and success

of visit etc. Arrangements will be made to hold these discussions at a mutually convenient time, and efforts will be made not to disturb normal classroom routines.

- Please sign in using the InVentry system on arrival and sign out when leaving. The office staff will issue you with a visitor badge, which needs to be worn at all times, for Health and Safety / Safeguarding reasons.
- Please do not find yourself left alone with the children at any time.

Level of commitment

Governors must visit school and classrooms to validate information presented to governors and to collect information first hand. This is an Ofsted expectation. Each governor will aim to achieve at least one visit to the school each academic year, to enable them to maintain an awareness of the school in action and to develop relationships with school staff. Governors, linked to a specific subject / aspect area, will endeavour to visit the school three times a year, to discuss standards in the subject / aspect and priorities on the School Improvement Plan.

Responsibility for programme of visits

- Individual governors will be responsible for arranging their visits with the relevant member of staff.

Reports of visits

- Governors should aim to provide a written report of visits (using the agreed pro forma) within two weeks of a visit.
- Reports should be copied to members of staff involved in the visit (they must have had the opportunity to see and comment upon reports before they are copied elsewhere).
- Reports should also be presented via a concise verbal report at Full Governing Body or Committee meetings, when the visit can be recorded within minutes.

Monitoring and review

The policy is to be reviewed regularly by the Standards committee with the Executive Head and Head of School.

Informal visits

There are other occasions during the school year when we would encourage governors to visit but a written Link Governor report is not needed. These include:

- Whole school assemblies
- School productions
- Open evenings
- Parents evenings
- Church events
- Sporting events
- Fundraising events

Date the policy was considered by governors: 25.1.18

Policy Review and adoption: 25.1.18

Date for next review (24 months): 25.1.20

Governor Visit to School Report



Name of Governor:			
Date of visit:			
Planned focus of visit:			
Does the visit relate to the Governing Body's monitoring of the School Improvement Plan? If so, which area?	Yes / No		
What preparation did you undertake before the visit? (e.g. staff presentation at Full Governing Body Meeting, meeting with Head)			
Purpose of the Governor visit (e.g. to see a new initiative in practice, conduct a safeguarding walk with the site manager)			
Describe what you saw/did during your visit? (e.g. what were the children doing whilst taking part in a new initiative, reviewed specific safeguarding procedures, ensure school is safe and secure)			
How has the visit strengthened governance? (e.g. better awareness of an initiative that governors have agreed to fund, seen information presented by staff in practice, strengthened ability to ask questions to senior leaders)			
Name of Governor		Signature:	
Name of member of staff		Signature:	