



Governor Visits Policy

Introduction

This document gives guidance to Governors and staff on the purpose and protocol of school visits by Governors.

Governing Bodies have a statutory responsibility under the School Standards and Framework Act (1998) to monitor and evaluate the effectiveness of the school and its curriculum.

OFSTED inspectors assume that Governors know the strengths and weaknesses of the school. This depends on Governors reviewing performance data in the context of an understanding of what happens in the classroom.

Aims

Our aims through Governor Visits are:

- To monitor and evaluate the school's progress in terms of the school improvement plan (SIP)
- To observe and monitor the delivery of the curriculum
- To understand and monitor the daily working of the school
- To understand resource needs and priorities

It is important to note that Governor Visits are not a form of inspection in terms of making judgements about the professional expertise of the teacher. That remains a task for the Head teacher and/or other education professionals.

Governors should not use their visit to

- Judge the quality of teaching and learning
- Check on the progress of their own children
- Pursue personal agendas
- Monopolise teacher's time
- Support inflexible pre-conceived ideas

Formal Visits

The SIP requires the Governing Body to monitor the effectiveness of its measures. This involves visits to the school and the classroom.

The Chair of Governors tasks Governors to visit to directly look at areas identified by the Ofsted Inspection.

Other duties at the school as required by the Governing Body or one of its subcommittees, e.g. SEN and Child Protection.

Informal Visits

The main reason for an informal visit is for an individual Governor to gain further insight into the working of the school.

Procedure

A Minimum of Two Weeks before the Visit:

- The Governor will contact the delegated member of staff to discuss and agree the details of the visit
- The Curriculum Leader will ensure that all teachers involved are informed of the visit and confirm the programme
- The Governor should read the background material in preparation for the visit

During the Visit:

- The Governor should report to the reception, sign in and wear their Governor's name badge
- The relevant teacher should meet the Governor and introduce him/her to the first item on the programme
- The class teacher should introduce the Governor to the pupils and explain the purpose for their presence
- During the lesson the Governor should take part in activities when invited and at other times informally observe the class at work. There should be no need to carry a clipboard. The Governor should be discreet so as not to disrupt the lesson in progress
- Governors should be aware that what they see and hear is confidential
- A final meeting with the Head teacher /member of staff should review the visit and discuss any matters arising
- Thank the teacher and pupils whose class you have visited

Feedback

The Governor should complete a feedback form. **Appendix 1**

Pupils or staff must not be named. All observations should remain in confidence within the Governing Body.

Draft recommendations should be discussed with the curriculum leader and areas for development and any actions agreed.

The final report should be copied to the curriculum leader, teachers involved with the visit, Head teacher and all Governors, who should include it in the papers for the next full Governors Meeting. The visiting Governor should be prepared to make a short verbal introduction to the report and be ready to answer any questions.

References

This policy should be read in conjunction with the relevant passages in:

- The School's Improvement Plan
- The Governors "UK guide to the Law"
- The Governors' Annual Report to Parents
- Covid-19 Risk Assessment available on the website

**Governing Body of Clifford Road Primary School:
Record of Governor Visit**

Governor(s)

Date

Purpose of Visit

This will involve –

Key Priority

School Development Plan (SDP) objectives:

Comment

Recommendations / Conclusion

PURPOSE OF VISITING

1. Observe the range of attitudes, behaviour and achievements of the pupils.
2. Understand the views and values of the staff and pupils.
3. Evaluate the resources and the environment of the school.
4. Gain first hand information to assist policy making and decision taking.
5. Governors are known and demonstrate their commitment to the school.
6. Observe the operation of policies.
7. Give active support to the activities of the school.
8. Be aware of changes and different approaches to teaching and learning.
9. Demonstrate being a critical friend of the school.
10. Holding the school to account, evaluating its progress.

ARRANGING AND PLANNING A VISIT

1. Be aware of the school's policy on Governor Visits.
2. Agree a date and time with the Head.
3. Clarify what you will do:
 - a. Time of arrival
 - b. Time of departure
 - c. Who you will see and the focus of your visit.
4. Remember that you are representing the governing body, and are a guest of the school. Governors do not have an automatic right to enter the school buildings.
5. Remember to respect the professionalism of the teachers and to respect the children.
6. Be supportive of the Head and all staff.
7. You may wish to make a full report of your visit for the Governing Body, using the notes overleaf. Share your observations with the headteacher first.

THOUGHTS IN ADVANCE OF YOUR VISIT

Note down here any questions that you intend to ask or any special focus for your visit.