



# **Governor Visit Policy**

## **December 2015 – December 2018**



## **Introduction**

This policy is to aid Governors and academy staff to ensure that governor visits are structured, productive and help governors to fulfill their role.

## **Aim**

Visits by members of the governing body are a key component to being an effective school governor and have potential benefits to both governors and staff.

## **Benefits to governors**

- To recognise and celebrate success
- To develop relationships with the staff
- To gain an understanding of the curriculum
- To recognise different teaching styles
- To understand the environment in which staff work
- To see policies and schemes of work in action
- To inform decision making
- To find out how resources are used
- To help governors to challenge the work of the school

## **Benefits to staff**

- To help governors understand the reality of the classroom
- To get to know governors
- To understand governors' roles and responsibilities
- To have the opportunity to reflect on practice through discussion
- To have the opportunity to share expertise
- To highlight the need for particular resources

## **Benefits to Students**

- To enable students to get to know governors
- To give students an understanding of governors' roles and responsibilities
- To highlight the work of the governors
- To give students the opportunity to share their learning
- To give students the opportunity to share their particular needs

## **Guidelines**

It is important to remember that visits are a snapshot in time. The visit is not about

- Inspection
- Making judgements about the professional expertise of the teacher
- Checking on individual students
- Pursuing a personal agenda

In order to undertake their role objectively, governors will not visit classes containing their own children. 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 students, supporting the headteacher and the staff, and acknowledge that they represent the local Governing Body. As such, all governors must adhere to the highest standards of confidentiality.



**Visits should have a clear purpose and can be used to:**

- Observe
- Evaluate resources and environment
- Gather information to assist in decision making
- Become known by the staff and demonstrate commitment
- Monitor the work of the school

**Governor Commitment**

Each of the governors is assigned to a designated area.

Governors should make at least one visit per school year, wherever possible.

**Curriculum Visit Guidelines**

What to do before the visit.....

- Contact the nominated person who has responsibility for Governor visits and discuss the purpose, plans for the visit, a date, time and the duration
- If this is a visit focusing on a particular area of work it is absolutely essential that both parties are explicit about the purpose of the visit. Building a trusting and professional relationship are key to ensuring visits are a valuable experience for all concerned.
- Get to know more about the subject. Is there any literature you can read?
- Ofsted Action Plan
- School Improvement Plan
- OFSTED report
- Data analysis

**The visit can take the form of;**

- Meeting with staff
- Learning Walk
- Meeting with selected staff groups

**What to do during the visit.....**

- Do what you agreed in the initial discussions
- Get involved in the lesson(if appropriate)
- Keep an open mind, be flexible and 'go with the flow'
- On arrival remember to follow the school's security and safeguarding procedures and wear an identity badge.
- Avoid getting drawn in to any discussion on personal or general staff issues.

**Written feedback report**

This report helps to focus on what was actually learnt about the school and should be passed to the nominated person this report will form part of the governors monitoring role, therefore it should contain statements of fact on what was observed or what was not observed. It should contain information to assist decision making and evaluation by the whole governing body e.g. when reviewing the impact of a particular policy. It may be appropriate to give some recommendations. Please remember that the Headteacher is responsible for ensuring the quality of teaching, so you do not make professional judgements when observing lessons.

A copy of the form also needs to go to Chair of the LGB and the clerk of the Governors as she needs to have an overview of the visits.



### **Monitoring and review**

This policy will be monitored to ensure a reasonable distribution of visits through the year and across subjects, classes, year groups and teachers. Governors will also consider the plan for a programme of visits and renew this policy at the first meeting of the academic year.

### **Informal Visits**

Governors are actively encouraged to participate in the life of the school and are always welcome to attend school events, the dates of which are published regularly in the school newsletter and sent out to school governors. These visits are not included as part of this policy.



<b>Name of school</b>	
<b>Visit made on:</b>	<b>Visit made by:</b>
<b>Purpose of visit:</b>	
<b>Areas visited:</b>	
<b>Links with School Improvement Plan/Ofsted Action Plan:</b>	
<b>Observations/comments, including evidence:</b>	
<b>Key issues arising for the governing body:</b>	
<b>Follow up action:</b>	
<b>Signed:</b>	
<b>Governor:</b>	<b>Staff:</b>
<b>Date:</b>	<b>Date:</b>