

# MEREWORTH COMMUNITY PRIMARY SCHOOL



## Governor Visits Policy

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Chair of Governors <i>Signature and Date</i>	
Head Teacher <i>Signature and Date</i>	

# Mereworth Community Primary School

## Governor Visits Policy



*“Lasting learning experiences for life”*

### **Introduction:**

Governors have a statutory responsibility to monitor and evaluate the effectiveness of the school and its curriculum. This is to enable the Governing Body to fulfil its role of challenging and supporting the School, providing a strategic view and ensuring accountability.

Governors are also held to account for the school's performance. The Office for Standards in Education expects governors to know the strengths and weaknesses of the School and will test this during any school inspection.

As such the governing body has a duty to oversee the direction and policies of the school, to monitor its standards and be held to account for its conduct and performance. Part of this duty will involve making regular visits to school.

Governors should visit the school regularly, to demonstrate to the staff that they take their responsibilities seriously and are genuinely interested in the life of the school. In addition to attending full governing body meetings, all governors may visit the school to undertake monitoring tasks linked to the School Action Plan (SAP).

All new governors will also be offered an introductory visit soon after their appointment to the Governing Body as part of their induction programme.

Governor visits fall into four categories:

1. Regular meetings between the Chair of Governors and the Head Teacher
2. Information gathering visits to deepen governor knowledge about aspects of the School. Examples of these visits would be accompanying senior leaders during learning walks and 'book looks' etc. or gathering pupil views
3. Ad-hoc visits to support the school. Examples of these would be attendance in key assemblies and INSET, supporting the interview process for new staff, volunteering to help with events, trips and in the classroom, attending Local Authority School Advisory Meetings
4. Formal Impact Monitoring Visits - Visits should always relate to the Governing Body's statutory duties or the priorities determined by the School Action Plan. Governors should pre-arrange their visits with the Head teacher or relevant members of staff. The structure and format of visits should be agreed in advance and governors should adhere to the agreed protocols listed within this policy.

## **Policy Aims:**

To enable Governors to:

- Gain insight into the life of the School
- Create and develop relationships with staff, children and, where appropriate, parents
- Better understand the Governing Body's role in raising standards
- Have a better understanding of the school's current performance, practice, strengths and areas for further development
- Celebrate successes with staff

## **What a visit is not about:**

Governors' visits to classrooms are **not a form of inspection** in terms of making judgements about the professional expertise of members of staff, especially with regard to the quality of teaching.

In addition, a school visit is not about:

- Checking on the progress of their own or known children
- Pursuing a personal agenda
- Arriving with inflexible or pre-conceived ideas

## **Annual programme of visits:**

Visits are co-ordinated with relevant events within the school calendar. A calendar of visits is circulated to governors with each School Newsletter and Head Teacher FGB report.

## **Recording of visits:**

It is extremely important to complete a record of your visit as this is evidence that governors are actively and appropriately holding the school to account. Completed forms should be agreed with the staff members involved in the visit and the Head Teacher before being forwarded to the Clerk to the Governing Body.

A report about ad-hoc/informal visits may be written by the governor(s) attending if it would be a beneficial way to share information. In addition, it is useful for the school to have a record of a celebratory occasion/event.

The Formal Governor Monitoring visits are recorded using the agreed school template.

## **Protocols for Governor Visits to School:**

All governors should observe the following simple guidelines for visits:

- Governors are expected to arrange their visit at the start of each term
- Always contact the Head Teacher prior to a visit to arrange a suitable time

- Recognise the time constraints that staff work under and understand that sufficient notice of a visit is required
- Clarify the nature of your visit prior to each visit
- Wear a visitors badge and sign in at Reception
- Remember to thank the class teacher and other staff at the end of any visit
- Sign out at Reception
- Complete a Governor Monitoring Form and be prepared to feed back to the Governing Body

Please remember governor visits are **NOT** about:

- Making judgements about the quality of teaching
- Making judgements about the professional expertise of members of staff
- Checking on the progress of your own or other known children
- Pursuing a personal agenda
- Interrupting, giving ideas or suggestions during teaching time
- The day-to-day operation of the School

**Please note that any concerns following a visit should be raised immediately with the Head Teacher.**

#### **Procedures in the event of concern**

Where concerns exist, it is vital that they are discussed immediately with the Headteacher. If you are not satisfied with the response and remain concerned, your next step should be to talk to the Chair of Governors.

#### **And finally....**

Enjoy your visits to school

Encourage other governors to visit

Remember that as well as being a duty and a pleasure it is a privilege to go into a school

You may observe children's work, health/wellbeing or they may innocently reveal things about their home life – it must remain confidential

A good reputation is very hard to gain and very easy to lose. As a governor, you are part of the team aiming to build this good reputation. It can be extremely damaging if concerns are expressed to the community.

**Mereworth Community Primary School - Governor's School Visit Report**



**Governor Name(s):**

**Date of Visit:**

**Purpose of visit:**

**Links with the School Action Plan/SEF:**

**Observations and comments by the governor:**

**School Policies reviewed and signed off:**

**Any key issues arising for the governing body:**

**Signed:**

**Governor:**

**Date.....**

**Head Teacher:**

**Date.....**