



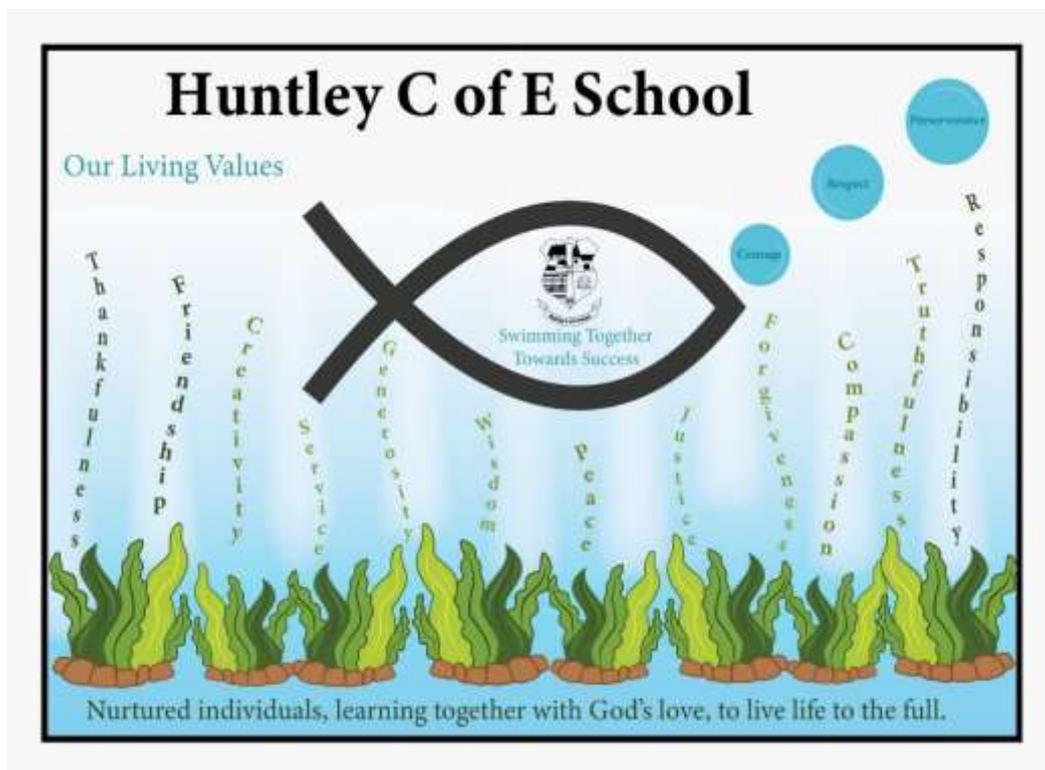
# Huntley C of E Primary School

## Governor Visits Policy

September 2020

To be read in conjunction with:

Governor Code of Conduct Policy



## Contents Page

Contents	Pages
Rationale	2
Objectives	3
Visits enable Governors to:-	3
Before making a visit Governors will:-	4
On the day of the visit the Governor will remember to:-	4
After the visit the Governor will:-	4
The visit is not about:-	5

## Document Reviews and Amendments

Amendment Date	Change to Document	Date of Approval
January 2018	Scheduled review	Spring 2018 FGM
September 2020	Updated in line with current practice and format changed	Sept 2020

## **Rationale**

One of the key roles and responsibilities for the Governing Body is to monitor the progress and performance of the school and the pupils. Undertaking visits demonstrates the Governors' role in the strategic management of the school by helping to hold the school to account and evaluate its progress. It is also important that Governors have an understanding of the practicalities of teaching. Meeting children, talking to staff and seeing lessons underway will help members of the Governing Body to understand some of the issues they are required to discuss and make decisions about with greater clarity.

The Governors' visiting programme is an integral part of the school's yearly monitoring calendar. At the School Improvement Planning meeting held on 6th October 2016 it was agreed that each priority area of the SIP would be allocated at least one Governor who should make a minimum of two visits a year in order to monitor the progress and outcomes effectively. Governors are also encouraged to make visits during school time outside of the specific SIP remit, for example to take a look at lunchtime activities, celebration an assembly, church services, generally observing the school in action.

## **Objectives**

The Governing Body should aim to:

- Inform their decision-making by having visited at least one lesson during the year.
- Be aware of the feelings of members of staff and the issues they face by having had a more lengthy discussion with at least one member of staff during the year.
- Read and keep up-to-date with school newsletters and other documents that are set out.
- Monitor, evaluate and report back on the progress and impact of the School Improvement Plan
- Spend time discussing the school with children

## **Visits enable Governors to:-**

- See the school at work and observe the range of attitudes, behaviour and achievements
- Get to know the staff and demonstrate their commitment to the school
- Give active support to the staff and the activities of the school

- Be aware of the effect of change and different approaches to teaching and learning
- Evaluate resources and discuss with staff further requirements
- Gain first- hand information to assist with policy making and decision taking
- Work in partnership with the staff

**Before making a visit Governors will:-**

- Contact the Headteacher or staff member and agree a date, time and focus for the visit
- Clarify expectations for the visit
- Plan which classes will be visited
- Draw up a timetable for the visit

**On the day of the visit the Governor will remember to:-**

- Arrive on time and clarify the timetable as necessary with staff members or Headteacher
- Act as an observer and only participate in the class at the invitation of the teacher
- Respect the professionalism of the teacher, supporting but not interfering
- Be calm and enjoy the visit

**After the visit the Governor will:-**

- Remember to thank the teachers and children
- Meet with the Headteacher to give a verbal report, and to raise any issues that arose
- Complete the Governor Visit Proforma, reporting on the focus.
- The completed form should be given to the Headteacher and then, after any possible alterations, the form will be circulated to the governing body and staff
- Governors must report without giving opinions and where possible individuals should not be able to be identified

- It is important to remember that visits are a snapshot in time, and judgements should not be made arbitrarily.

**The visit is not about:-**

- Inspection
  - Making judgements about the professional expertise of the teacher
  - Pursuing a personal agenda or checking on your own children
  - Arriving with inflexible pre-conceived ideas
- 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 children, support the Headteacher and the staff, and acknowledge that they represent the full Governing Body. If the agreed principles and procedures are followed then Governor Visits will be an enjoyable experience for all involved, and will result in effective monitoring by the Governing body which will contribute to school improvement.