



the *King's* school

# Governor School Visits Policy

Governor Committee: Personnel

## GOVERNOR SCHOOL VISITS POLICY

### INTRODUCTION

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 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 get to know the school community, including the children;
- To see policies and Schemes of Work 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 Educational 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 Headteacher(s);
- 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 Headteacher or senior staff).
- Checking progress of individual children (teacher's or Headteacher role).

### What it is about

- Ensuring clarity of vision, ethos and strategic direction;
- Contribution to the School's Self Evaluation and understanding of its strengths and weaknesses;
- Supporting and strengthening school leadership;
- Providing challenge and holding the Headteacher and other senior leaders to account for improving outcomes and provision;
- Using Performance Management systems, including those of the Headteacher, to improve teaching, leadership and management;

- Ensuring solvency and probity and that financial resources made available to the school are managed effectively;
- Operating in such a way that statutory duties are met and priorities approved;
- Engaging with key stakeholders.

#### Protocols to be observed

- After an initial discussion with the relevant member of staff, classroom visits and 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, support staff or the Headteacher(s), 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.
- Governors must sign in using the electronic system, sign the Governor Attendance book on arrival and sign out electronically when they leave. Governors should ensure they are wearing their Governor identity badge, which needs to be worn at all times, for Health and Safety/Safeguarding reasons.
- Ensure all visits comply with the both the schools safeguarding and code of conduct policies.
- 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 who visit departments in school (particularly on aspects and priorities linked to the School Improvement Plan) should aim to provide a written report of their visit (using the agreed proforma - Appendix A) on the day of the visit or as soon after as possible.
- 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).
- A copy of the completed Appendix A should also be given to the Headteacher' P.A. for use at Governor meetings.
- 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.
- There are other occasions during the year when Governors would be encouraged to visit these would include:
  - Whole School Assemblies.
  - School Productions.
  - Open Evenings.
  - Parents Evenings.
  - Church events.
  - Sporting events.

<b>Governor Visit to School Report</b>			
<b>Name of Governor:</b>			
<b>Date of visit:</b>			
<b>Planned focus of visit:</b>			
<b>How does the visit relate to the Governing Body's monitoring of the School Development Plan?</b>			
<b>What preparation did you undertake before the visit?</b> (e.g. staff presentation at Full Governing Body Meeting, meeting with Headteacher(s))			
<b>Purpose of the Governor visit</b> (e.g. to see a new initiative in practice, conduct a safeguarding walk with the Caretaker)			
<b>Describe what you saw/did during your visit?</b> (e.g. what were the children doing whilst taking part in a new initiative, reviewed specific safeguarding procedures, ensure school is safe and secure, resources, conflicting pressures, Health and Safety issues)			
<b>How has the visit strengthened Governance?</b> (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). Include any action points/notes below and continue on the reverse if necessary.			
<b>Actions - Who /What /Where /When (H &amp; S issues etc..)</b>			
Name of Governor		Signature:	
Name of member of staff		Signature:	