

# *LANGDON PRIMARY SCHOOL*

## **Governor Visit Policy**

*Reviewed Autumn 2019*

*Agreed by the Governing Body 10.12.19*

*Due for review Autumn 2021*

## **GOVERNOR VISIT POLICY**

***The governing board provides strategic leadership and accountability in schools. It has three key functions:***

- ***Overseeing the financial performance of the school and making sure its money is well spent***
- ***Holding the headteacher to account for the educational performance of the school and its pupils***
- ***Ensuring clarity of vision, ethos and strategic direction***

Governors draw on a range of evidence in order to carry out these functions and one source of information is their own visits to their school.

Although visiting the school is not a statutory obligation for members of the Governing Body, it can be the best way to learn how the school functions. It is also a way to keep under review how the school operates in order to increase the governing body's first hand knowledge which will in turn inform strategic decision making.

This protocol applies to school visits made for the purpose of governance and not to visits to the school site that individual may make in other capacities e.g. as parents or members of staff.

The governing body should plan visits to cover a wide range of school work and each visit should relate to the priorities determined by the School Improvement Plan. Governors should arrange their visits with the Headteacher.

There are many potential benefits from governing body visits to school. For example, to governors:

- Recognition and celebration of successes
- Developing relationships with the staff
- Getting to know the children
- Recognition of different teaching styles
- Understanding the environment in which teachers teach
- Monitoring policies in action
- Understanding how well the school is doing in relation to previous performance, other schools and national expectations
- Informing decision making
- Finding out what resources are needed
- Determining how well purchased resources are used and whether they offer value for money

to teachers:

- Ensuring governors understand the reality of the classroom
- Getting to know governors
- Understanding better the governors' roles and responsibilities
- Having an opportunity to reflect on practice through discussion
- Highlighting the need for particular resources

All governor visits to school will have a clear focus, linked to strategic priorities, which have been agreed by the full Governing Board. They must be arranged with adequate notice through the Head Teacher and agreed with the relevant members of staff that they will liaise with. All visits must be of value to the governing board and this value must be demonstrable to outside agencies e.g. Ofsted or the LA.

It is not the role of those governing to form judgements about the performance of school staff during visits and individuals will make every effort to avoid this impression. Governors should also ensure that they do not use their visit to pursue personal agendas, for example, checking on the progress of their own children. All visits that have been arranged with the Head Teacher should be confirmed via email to the Clerk to the governing Board as soon as possible for the purposes of ensuring that records of visits are collated and stored.

### **Protocols or ground rules for visits**

Members of the Governing Body must arrange visits in advance with the Head Teacher. Visits to classrooms can be carried out by Governors on their own but at times they might undertake joint visits with class teachers or the Head Teacher.

Governors visiting the school will comply with the school's codes of conduct for staff and visitors and with the standards of presentation expected of staff. They will be mindful that they are representing the whole Governing Board through their words and actions.

Governors should take the opportunity during the visit or soon afterwards to discuss the visit with the Head Teacher. Any concerns that have arisen during the visit, including issues for improvement or child protection, safety and well being must be communicated immediately with the Head Teacher. Feedback must be robust and honest in order that the Head Teacher is able to make informed decisions about school improvement and pupil and staff safety.

As soon as possible following a visit to school, and within one working week, Governors are required to complete a record of visit feedback sheet (Appendix 1). A draft of this will be shared with the Head Teacher and any other members of staff involved in the visit prior to distribution and, when agreed, a final version will be included in the papers for discussion in the next Governing Board meeting.

### **Confidentiality**

Confidentiality should be adhered to regarding visits. Comments should be limited to the Head Teacher or teacher with whom the visit was arranged but not with other staff or with parents. Individual children or staff members (other than the member of staff involved with the visit) should not be personally identified in school visit reports.

### **Annual programme of visits**

Governors are welcome to visit the school informally for a number of reasons, such as:

- Lending a helping hand with a school event
- Getting information from the office relating to a committee meeting
- Helping in a class
- Speaking to a teacher in relation to their own child
- Attending a school function or educational visit

- Visiting in relation to their position, such as, the local priest or councillor

More formally, there is an expectation that they will undertake observations and discuss aspects of school life with teachers, parents and students at least three times per year.

In addition, the Chair and Vice Chair of the Governing Body will visit the Head Teacher during the year in order to discuss aspects of school improvement, management and well being.

### **Visit Focus**

Formal visits to school will focus on aspects of the School Improvement Plan which influence pupil progress. Although not an exhaustive list visits may focus on:

- Individual subjects, year groups or key stages
- Use of the building and site
- Condition and maintenance of the premises
- Additional educational needs
- Literacy and numeracy
- Religious Education
- Lunchtimes and breaktimes
- Use and condition of resources
- Health and safety of the school site
- Deployment of staff
- Impact on the school of any significant changes
- Vulnerable groups

### **Monitoring and review of the Governor Visit Policy**

This policy should be monitored and reviewed every two years.

## **Appendix 1**



### **Governor's Monitoring Visit Record Sheet**

<b>Name:</b>	<b>Date:</b>
<b>Staff Visited:</b>	
1	
2	
3	
<b>Objective (taken from the School Improvement Plan):</b>	
<b>Three Observations:</b>	
1	
2	
3	
<b>Governor Action Points:</b>	

**Signed (Governor):** \_\_\_\_\_

**Signed (Head Teacher):** \_\_\_\_\_



**.....or's Monitoring Visit – Follow Up Sheet**

<b>Name:</b>	<b>Date:</b>
<b>Date of original Monitoring Visit:</b>	
<b>Objective of original visit:</b>	
<b>Governor Action Points – follow up actions:</b>	

**Signed (Governor):** \_\_\_\_\_

**Signed (Head Teacher):** \_\_\_\_\_