



**South Hiendley Junior, Infant
&
Early Years School**

GOVERNORS VISITING SCHOOL POLICY

Date: June 2016

Next Review: June 2018

POLICY FOR GOVERNORS' VISITS TO SCHOOL



SOUTH HIENDLEY JUNIOR, INFANT & EARLY YEARS SCHOOL

Policy Review and adoption: June 2016

Date for next review (24 months): June 2018

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/Key Stage co-ordinator meetings and visits to the whole school.

Purposes of visits to school

To aid governors to begin;

- To understand the environment in which children learn
- To understand the environment in which teachers teach
- To develop relationships with the staff
- To recognise different teaching styles and the values of each
- 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 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 Head.
- 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 Senior Leadership Team)
- Checking progress of individual children (this is the role of the teachers / Senior Leadership Team)

Protocols to be observed

- After an initial discussion with the Head, classroom visits / meetings with Subject Leaders etc 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 or the Head, 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.
- Please sign in / out on the Governor Visits sheet on arrival and when leaving. Governor ID badges should be worn during visits to school. Alternatively, please obtain a visitor badge as you sign in, which needs to be worn at all times, for Health and Safety / Safeguarding reasons.
- Please do not find yourself left alone with the children for safeguarding reasons.
- Governors should complete a Governor Visit to School Report (attached) following every visit, which should be shared at the next Governing Body meeting. A copy of this report should be given to the Headteacher who will use this to provide feedback to staff about the visit.

Level of commitment

Governors must visit school and classrooms to validate information presented to governors and to collect information first hand. This is an Ofsted expectation. 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, to develop relationships with school staff and monitor aspects of the School Development Plan.

Responsibility for programme of visits

- Individual governors will be responsible for arranging their visits with the relevant member of staff.

Reports of visits

- Governors should aim to provide a written report of visits (using the attached agreed pro forma) within two weeks of a visit.
- 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).
- Reports should also be presented via a concise verbal report at Full Governing Body or Committee meetings, where the visit can be recorded within the minutes.

Monitoring and review

The policy is to be reviewed by the Standards Committee with the Head.

Informal visits

There are other occasions during the school year when we would encourage governors to Visit the school.

These include:

- Whole school assemblies
- School productions
- Open evenings
- Parents evenings
- Church events
- Sporting events
- Celebration events

Governors will receive a weekly newsletter (electronically via Parentmail). This will include updates of events in school and provide a list of dates and times of school activities. Paper copies of the newsletter are also available in the main entrance to school.



Governor visit to school report

Name of Governor:		
Date of visit:		
Planned focus of visit:		
Does the visit relate to the Governing Body's monitoring of the School Development Plan?		Yes / No

What preparation did you undertake before the visit?
(e.g. staff presentation at Full Governing Body Meeting, meeting with Head)

Purpose of the Governor visit
(e.g. to see a new initiative in practice, conduct a safeguarding walk with the caretaker)

Describe what you saw/did during your visit?
(e.g. what were the children doing whilst taking part in a new initiative, reviewed specific safeguarding procedures, ensure school is safe and secure)

How has the visit strengthened governance?
(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)

Name of Governor		Signature:	
Name of member of staff		Signature:	