

GOVERNOR SCHOOL VISITS POLICY

Approved by Governing Body: 2 February 2021

Next Review: February 2023

RATIONALE

Every Governing Body has a statutory responsibility to establish and monitor its school's policies and evaluate the effectiveness of the school and its curriculum. Governors are also held to account for their own school's performance. The Office for Standards in Education (OfSTED) expects that Governors know the strengths and weaknesses of the school and will test that expectation during a school inspection.

One of the best and most effective ways in which a Governor can get to know about their school is to visit during the school day and see it at work. The Governing Body has appointed link governors to facilitate the liaison between the governing body and specific subject/curriculum areas or aspect of the work of the school.

The role of a link governor is to be a source of support to the school and a source of information for the governing body. An integral part of the link governor role is to view lessons in particular subject/curriculum areas and to learn about the general running of the school. It is not an inspection, but a fact-finding and observational opportunity.

This policy includes a sample Governor Visit report form which will help guide discussion on the issues raised and provide a formal record for OfSTED of the Governors' structured involvement in the work and life of the school. It does not, however, form part of any other evidence base, for example a member of staff's performance management.

PROTOCOLS

All visits are to be by prior arrangement with the Subject Leader and Headteacher. Feedback, either verbal or written, is to be given to the member of staff and the Headteacher following the visit.

ROLES AND RESPONSIBILITIES

The Governing Body is responsible for ensuring this policy meets the needs of Lillington Nursery and Primary School and is regularly reviewed and monitored for its effectiveness.

The Headteacher is responsible for ensuring all staff, pupils and parents are aware of the policy and that the policy is fully implemented.

MONITORING AND EVALUATING THE POLICY

The Governing Body will review this policy every two years. The review should consider:

Are we doing what we set out to do?

Are our visits achieving the potential benefits identified in the policy?

Are we better-informed and enabled to make sensible decisions?

Have we developed a further method of direct communication with staff?

Do the staff feel affirmed and valued?

Have there been any unexpected benefits?

How can we make the policy and practice even better?

APPENDICES

Appendix 1 - Governor Visits Objectives and Responsibilities

Appendix 2 - Record of Governor Visit

Governor Visit Objectives

To establish and develop effective relationships with the staff
To have a greater understanding of pupils' needs
To recognise and celebrate success
To monitor the implementation of the School Development Plan
To increase first-hand knowledge of the school which will inform strategic decisions
To understand the environment in which staff work and teachers teach
To see policies and schemes of learning in practice
To find out what resources are used, and what resources are needed.
To show support and encouragement to staff and students
To show that the Governing Body is contributing to the school's self-evaluation process
To develop links with a class, year group or subject area
To develop individual Governor's roles in terms of their specific responsibilities, eg Special Needs, Literacy etc

Responsibilities of Visiting Governors

- (a) Governors will listen carefully to staff and pupils and will offer positive feedback whenever possible.
- (b) Governors will provide written or verbal feedback to the Subject Leader and Headteacher at the conclusion of a visit and raise any points of concern.
- (c) Governors will submit a written report to the Governing Body (see Appendix 2).
- (d) Information which appears to be confidential will be respected as such, unless a safeguarding policy requires it to be shared with the designated lead.
- (e) The Governing Body will consider each visit report and agree appropriate action.
- (f) Governors will avoid negative judgements about the effectiveness of teaching they observe and will not pursue a personal agenda or seek to take advantage of their position, but will act always in the best interests of the whole school.

RECORD OF GOVERNOR VISIT

Governor's Name	Date of Visit
Focus of visit	
Areas/classes visited	
Sources of information: <i>e.g.: Headteacher, class teacher, display work, pupils' workbooks, talking to pupils, looking at resources</i>	
General comments:	
Summary of what was learned:	
Points to take forward for discussion at the Governing Body meeting:	
Signed:	Date:
Received and discussed with Headteacher:	
Received by the Governing Body:	