

# **GOVERNING BODY VISITS POLICY**



## **1. Introduction**

This policy is sent to all new Governors when they join our Governing Body and update annually.

The Governing Body has three main roles; they are strategic direction, critical friend and accountability. Visiting the school in session helps to develop and understand the roles and is the best way to learn how the school functions so that you can increase the Governing Body's first-hand knowledge and inform strategic decision making.

Visits should generally relate to the priorities determined by the School Improvement Plan and cover a wide range of activities. Each visit should be agreed in advance and have a clear purpose. Governors should arrange these visits with the Headteacher who has the responsibility for the day-to-day management of the school.

## **2. Potential Benefits**

### **To Governors:**

- recognise and celebrate success
- develop relationships with staff
- get to know the children
- recognise different teaching styles
- understand the environment in which teachers teach – this includes internal and external environment, Health and Safety related aspects
- monitor policies in action
- find out what resources are needed and prioritise them
- deepen understanding and increase confidence and knowledge
- inform decision making

### **To teachers:**

- ensure governors understand the reality of the classroom
- get to know governors
- understand better the governors' roles and responsibilities
- have an opportunity to reflect on practice through discussion
- highlight the need for particular resources.

### **Governor visits are not:**

- a form of inspection to make judgements about professional expertise of the teacher
- an opportunity to check on the progress of own children
- an opportunity to pursue a personal agenda
- the chance to monopolise school/teacher time

## **3. Roles and responsibilities of Governors, Headteacher and other Staff**

Our Governing Body will, with the help of the Headteacher and staff, organise an annual schedule of school visits throughout the year. The Headteacher will guide the Governing Body on the areas of the curriculum; policies and school improvement plan priorities and targets to be covered each term. Individual governor or pairs of governors will, with the guidance of the whole Governing Body, identify an aspect of the school's work to focus on in order to deepen their understanding.

#### **4. Monitoring and Review of Governors' School Visit Policy**

This policy should be monitored and reviewed in line with all school policies:

- visits are achieving the potential benefits we identified?
- what unexpected benefits have there been?
- practice is reviewed regularly.

#### **5. Preparing for a Visit – please refer to Appendix 2 Annual programme of Visits**

- 5.1** Clarify the purpose of the visit. Is it linked to the School Improvement Plan? What are the relevant school policies? How does this determine the activities I am interested in?
- 5.2** Discuss an agenda with the Headteacher and/or subject leader/co-ordinator well in advance. Make sure that the date chosen is mutually agreed and convenient.
- 5.3** The Headteacher will share the agenda with staff involved. Governors may visit a class, or undertake a learning walk and it may be helpful to see relevant documents beforehand.

#### **6. During the Visit**

- 6.1** Use the agreed proforma (**Appendix 1**) as the basis for your report.
- 6.2** Whilst in the school, the Governor should respect the teacher and the pupils. The Governor should never interrupt the teacher but should aim to make the visit relaxed whilst observing the school's guidelines.
- 6.3** Any observations should be discussed briefly with the teacher whilst bearing in mind that the Governors should not make judgements about the professionalism of the staff.
- 6.4** Before leaving, the Governor should thank both teachers and pupils.
- 6.5** The Governor should be aware of the abilities of primary school age children and have an awareness of the National figure.
- 6.6** After a visit, the Governor should make time to see the Head and Class Teacher to discuss any issues arising from their visit to Tow Law Millennium Primary School.

#### **7. Reporting your Visit**

- 7.1** All governor visits should be recorded and shared (a proforma has been attached as Appendix 1 to assist you). This helps demonstrate the involvement governors have in the life of the school and how they support their own learning.
- 7.2** Governors should use the agreed Governor Monitoring Report proforma as a template to provide a written/typed report.
- 7.3** You must circulate a draft to the Headteacher and staff involved for them to check the accuracy and clarity. Be prepared to amend it. Aim to achieve a report that is agreed by all those involved.
- 7.4** Have the report added to the next available agenda of the Governing Body and be prepared to answer questions from other governors.

**Signed:**

**Date: 1 June 2022**

**Review Date: Summer 2022**

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**Appendix 1**

<b>Governor Monitoring Report</b>			
Name:		Date:	
Governor area of responsibility:			
Focus of visit:			
Member(s) of staff involved:			
Link to SIP/SEF:			
Sources of information used:	Viewed/ undertaken ✓	Information type	Comments
		School Improvement Plan	
		Policies	
		Data	
		SEF	
		Classroom observations	
		Discussion with pupils	
		Pupil books	
Summary of activities:			
Key findings:			
Impact and questions for Governors to consider:			
Key questions for next visit:			
Date of next visit:			

**Appendix 2**

**Governor Monitoring Schedule 2022 – 23**

Monitoring Area	Lead Governor	Link to SIP	Link Teacher	Monitoring Date Scheduled	Date reported to Governors <small>This should be the first meeting following the scheduled date.</small>
SEN (online questionnaire)	Lisa Croft & Jenny Mountain		Helen Dobson & Alex Marr	Summer 2 2022	
Reading & phonics	Lisa Croft & Kirsty Duffy		Nicola Mawson	Summer 2 2022	
Website Audit	John Hart & Steven Matthews		Nicola Mawson & Helen Dobson	Summer 2 2022	
Reception baseline/ provision & possible 2 year fully funded places	Lisa Croft & Kirsty Duffy		Nicola Mawson & Laura Boulton	Autumn 1 2022	
Attendance	Jenny Linsley & Nicola Mawson		Lisa Jackson	Autumn 1 2022	
GTT	Richard Manchester & Clare Ritson		Lisa Jackson	Autumn 2 2022	
Health, Safety & Wellbeing	Jenny Mountain & Stephen Hall		Helen Dobson	Autumn 2 2022	
Attendance	Jenny Linsley & Nicola Mawson		Lisa Jackson	Spring 1 2023	
Health, Safety & Wellbeing	Jenny Mountain & Stephen Hall		Helen Dobson	Spring 1 2023	
SEN	Lisa Croft & Jenny Mountain		Helen Dobson & Alex Marr	Spring 2 2023	
GTT	Richard Manchester & Clare Ritson		Lisa Jackson	Spring 2 2023	
Attendance	Jenny Linsley & Nicola Mawson		Lisa Jackson	Summer 1 2023	
Health, Safety & Wellbeing	Jenny Mountain & Stephen Hall		Helen Dobson	Summer 2 2023	
GTT	Richard Manchester & Clare Ritson		Lisa Jackson	Summer 2 2023	
Reading & phonics	Lisa Croft & Kirsty Duffy		Nicola Mawson	Summer 2 2023	

	Summer	Monitoring is a mix of formal and informal. It is a triangulation (what you are advised, see & evaluate). <b>Formal Monitoring requiring a written report is highlighted above.</b> Informal may take the form of question and answer session at a FGB meeting.
	Autumn	
	Spring	