



Saint Edmund's Catholic Primary School

'Together we learn and grow through worship and celebration'

Governors Visits and Guidelines

Committee responsible for policy	Community
Approved by Committee /FGB	May 2018
Statutory/Non-statutory	Non- STATUTORY
Frequency of Review	Free to determine – every 4 years or earlier if appropriate
Date of last review	May 2018
Date of next review	May 2022
Purpose of policy	To provide an agreed framework within which governors will plan and carry out school visits.
Consultation	Working Party FGB All staff
Links to other policies	Accessibility Equalities,

St. Edmund's Catholic Primary School

'Together we learn and grow through worship and celebration'

Governor Visits - Policy and Guidelines

School visits by members of the governing body are a key component to being an effective school governor. Visits allow the governors to get to know the school better and to gather information which will inform the governing body's decision making.

The governing body is a corporate body and every governor should visit the school as a representative of that body, not as an individual. There must be an effective partnership between governors and staff, based on mutual understanding and trust.

Governors are welcomed into school by the staff and must remember to respect the staff as professionals. Governors must adhere to the highest standards of confidentiality, and nothing that is viewed as part of a visit should be discussed outside the remit of the governing body. It is vital that governors use a Visit Record Form as a first means of informing the rest of the governing body of their visit.

Governors are not school managers and should make sure they do not interfere in the day today running of the school, this is the role of the head teacher. Governors operate at a strategic level, not an operational one.

To avoid any conflict of interest, governors should not be linked to year groups where they have children or other family members. This is for the protection of all involved.

School visits must always be prearranged at a time suitable for all and governors must always be punctual. Subject and year group visits should ideally last no longer than 30 minutes. All parties should have a clear understanding of the purpose of each visit.

This policy will provide an agreed framework within which governors will plan and carry out school visits.

The purpose of a school visit is to:

- acknowledge and celebrate success
- develop relationships with staff & children
- understand the environment in which teachers and other staff work
- see policies in action
- see the curriculum in action
- inform decision making of the governing body
- identify if further resources are needed

The purpose of a school visit is NOT to:

- inspect the school
- make judgements on the quality of teaching
- quiz pupils
- check on individual children
- pursue a personal agenda

Subject linked school visits

There should be a meeting with the subject coordinator in the autumn term to look at the action plan for the year ahead, followed by a review meeting in the summer term to look at what has taken place during the year and the impact of these activities on the progress/attainment in the subject area.

Questions to be asked during a subject linked school visit:

- What is the progress in this subject area?
- What is planned for the next 12 months and what impact will it have?
- What are the main challenges and how are they being approached?
- What has been successful in promoting the subject area?
- Is there need for additional resources?

Year group linked school visits

There should be a meeting in the autumn term with the Assessment Coordinator and class teachers to look at the targets for the school year ahead, followed by a review meeting in the summer term with the same staff members to look at attainment and progress for the cohort. It is also expected that the year group linked governors will be invited by the class teachers to attend various other activities during the year such as trips and class assemblies.

Questions to be asked during a year group linked school visit:

- What are the levels of the children in this year group against Age Related Expectations?
- What are the year group targets?
- Are there any particular difficulties in this year group?

Things to take note of if visiting a classroom:

(Agenda will be pre-set with the governor and relevant member of staff.)

- How engaged are the pupils?
- Are the pupils friendly and relaxed?
- Do the pupils understand what they are doing?
- Is the environment varied and interesting?
- How are pupils working on a particular task – individually or in a group?
- We are there to observe learning not teaching.

Please remember:

- There is no such thing as a silly question and as the teachers are the professionals, please ask them to explain anything you don't understand (within the time frame available).
- It is advisable to take notes during your visit but please explain to the member of staff that this is purely for the purpose of completing a Governor Visit Form as a means of informing the governing body of the visit.
- To be aware of and adhere to the school's Child Protection Policy.
- To thank the staff you have met for their time and their support.

After your visit:

Please complete a Governor Visit Form as soon after your visit as possible with all relevant information. It should contain information that will inform and assist in decision-making by the governing body as part of its monitoring role. A draft of this document should be sent to the members of staff involved in the visit so that they can support/agree findings, and the head teacher must be copied in. When all parties are satisfied with the account of the visit, then the form should be sent to the clerk and the rest of the governing body.

Review of this policy

The views of the staff on Governor Presence within the school will be sought as part of the governors' annual review process. The governing body will consider if the current visit programme is contributing to the information that the governing body has about progress towards school priorities and targets as identified in the School Development Plan. This policy can be reviewed as determined by the FGB – every four years or sooner if appropriate.