



Together we can make a difference

Governor Visit Policy

Name of school: Bexton Primary School

Date of review: Spring 2016

New review date: Spring 2018

Context

One of the key roles and responsibilities for the Governing Body is to monitor the progress and performance of the school. Undertaking visits demonstrates the Governors' role in the strategic management of the school by helping to hold the school to account and evaluate its progress. The Governors visits are an integral part of the school's yearly monitoring calendar and allow governors to understand how the school operates. Each Governor is encouraged to make at least one visit a year during school time and most governors monitor an area of the School Development Plan.

Reasons for Governor Visits

School visits enable governors to:

- See the school at work and observe the range of attitudes, behaviour and achievements
- Get to know the staff and demonstrate their commitment to the school
- Give active support to the staff and activities of the school
- Be aware of the effect of change and different approaches to teaching and learning
- Evaluate resources and discuss with staff further requirements
- Gain first-hand information to assist with policy making and decision taking
- Work in partnership with the staff
- Be aware of the way in which Governing Body decisions and actions impact on staff morale and workloads

Types of Visits

Informal Visits

Governors are welcome to visit the school on a more informal basis to help them to gain a good understanding of how the school operates on a day to day basis. An informal visit may involve meeting with the staff during a coffee break or going for a walk around the school with a member of staff. If any governors would like to visit the school then they should make the necessary arrangements with the Head Teacher to do so.

Formal Visits

When governors are visiting the school to monitor an area of the School Development Plan then this is classed as a formal visit. When governors undertake a formal visit they should follow the agreed procedures.

Before a Visit

Before a visit, Governors will:

- Contact the link teacher and agree a date, time and the focus for the visit. The focus should be in line with the school's strategic priorities.
- Once this is agreed then the link teacher will inform the Head Teacher of the time, date and focus of the visit.
- Plan which classes will be visited (if necessary)
- The link teacher will ensure that all staff are aware of the visit and the expectations on them

The Day of the Visit

On the day of the visit, the Governor will remember to:

- Arrive on time and clarify the focus of the visit with the link teacher
- Act as an observer and only participate in the class at the invitation of the teacher
- Respect the professionalism of the teacher, supporting but not interfering

After the Visit

After the visit the Governor will:

- Aim to meet with the Head Teacher to give a verbal report, and to raise any issues that arose

- Complete the Governor Visit Proforma, reporting on the focus. A copy of the completed form should be given to the Head Teacher and the link teacher. After any possible alterations, the form will be circulated to the Governing Body through the relevant committee.
- The link teacher will report back to staff the main findings of the visit
- Governors must report their findings in a factual manner, and where possible, individuals should not be identifiable

It is important to remember that visits are a snapshot in time, and judgements should not be made arbitrarily. **Visits are not about:**

- Inspection
- Checking on Governors' own children
- Pursuing a personal agenda
- Arriving with inflexible pre-conceived ideas

Governors are an important part of the school team and are welcomed into the school by staff. It is important that Governors remember to respect the professionals and the children, support the Head Teacher and the staff, and acknowledge that they represent the full Governing Body. If the agreed principles and procedures are followed the Governor visits will be an enjoyable experience for all involved, and will result in effective monitoring by the Governing Body, which will contribute to school improvement.

Review of Policy

This policy will be reviewed every three years, or sooner if necessary.

Agreed at a meeting of the Full Governing Body of Bexton Primary School on 24/03/16

Signed (Chair of Committee)

Signed (Head Teacher)



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Governors Visit Report

Name	Area of Responsibility	Date
Objectives of Visit:		
Brief Notes		
Positive Comments:		
Questions:		
Further Actions:		