

# Worthington Primary School

## Governor Visits Policy

### REVISION HISTORY

Document Version	Date of Release	Changes Made
1.0		Document created
1.1	October 2019	Minor changes

## 1. Introduction

The governing body of Worthington Primary School has a strategic role and is responsible for monitoring and evaluating the effectiveness of the school. To contribute to the governing body's monitoring role governors will conduct formal school visits following the guidelines laid out in this policy.

## 2. Aim

This policy aims to provide a framework for governor visits, which will allow governors to fulfil their role without disrupting the work of the school and in a manner that will support both staff and learners.

Through our programme of visits we aim to:

- To *contribute* to the governing body's monitoring role
- To develop governors' understanding of the school's strengths and weaknesses and the priorities for development.
- To see evidence of the progress being made in the school, and evaluate this within the governing body.
- To build and enhance positive relationships between staff, pupils and parents
- To support the school's work.

## 3. Visits

All governors will be expected to visit the school at least once per academic year.

A schedule of visits will be agreed annually by the governing body and in consultation with the headteacher. Purposes and individuals will be identified. The date and duration of specific visits will be arranged by the governor concerned, in consultation with the headteacher and other staff involved

Visits will have a clear pre-agreed focus linked to a curriculum subject, a school policy, an aspect of the School Development Plan, the induction of a new governor or some other specific area of the management of the school. 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.

All new governors are offered an introductory visit to get to know the school and staff as part of their induction programme.

Governors are welcome to informally visit the school (with prior notice to the headteacher) during the school day, taking into account the needs of all concerned and the appropriate timing of visits.

Visits to talk to the headteacher or curriculum co-ordinator can also be made by appointment.

Specific invitations are sent for some occasions.

## **4. Guidelines for planning and conducting a monitoring visit to school**

### **Prior to the visit**

Governors conducting a visit should be clear on the purpose of their visit and prepare questions for staff in advance. The headteacher will be able to guide governors on this.

They should discuss with the headteacher the agenda in advance and should confirm that the date chosen is suitable for the purpose identified. Governors will, under normal circumstances, visit the school by appointment with the headteacher or other member of staff as agreed.

Governors will gather and read in advance any relevant information. The headteacher will advise governors about any sources of supporting information that is available.

It will be the Governor's responsibility to contact the co-ordinating teacher for a pre-visit discussion. This is a useful opportunity to establish how they want governors to integrate into the lesson.

### **During the visit**

Governors will arrive on time and observe the school policy for visitors.

Governor will stay focussed on the purpose of the visit and will keep to the agreed timetable but be flexible.

The teacher will welcome the governor and introduce them to the class

Governors will observe, make notes discreetly and get involved with the children if the teacher has agreed that this would be appropriate.

Governors will not distract the teacher from his/her work, questions to the staff concerned should not interfere with teaching but be noted until an appropriate time for discussion.

### **After the visit**

At the end of each visit, the governor(s) will discuss what they have observed with the teacher and headteacher and clarify any points they are uncertain about. The focus of the visit should be central to the observation or the dialogue. They will consider with the teacher whether they achieved the purpose of the visit.

Governors will write up a report (appendix 1) and circulate a draft to the visit co-ordinator to include their comments. A written report should not name individuals and will be available to all members of the governing body.

Once the report is agreed the governor will arrange for it to be circulated to the governing body prior to the next meeting for inclusion as an agenda item.

Feedback on the visit should also be presented to the relevant committee/working party as appropriate.

Governors will evaluate the effectiveness of the visit by considering the following questions:

- Were the objectives of the visit fulfilled?
- Was everyone involved properly prepared?
- Did you see what you wanted to see?
- What would you do differently next time?
- Were there areas you would like to know more about?
- What effect has the visit had on you, the school and the governing body?

## **5. Who was consulted**

All governors and staff have reviewed this policy and will be consulted for each review.

## **6. Monitoring and evaluation**

Governors' visits will be an agenda item at the termly meeting of the governing body.

This policy will be monitored through feedback from governors and staff reported to the governing body or a committee.

A review of the governing body's policy will be conducted on an annual basis.

## Appendices

Appendix 1 - Governor Visits Report Pro-forma

# Governor Visit Report

<b>Name</b>	
<b>Date of Visit</b>	
<b>Purpose of Visit</b>	
<b>Links with School Improvement</b>	
<b>Classes/staff visited</b>	
<b>Summary of activities e.g. observing classes, talking to staff and pupils, looking at resources.</b>	

<b>Discussion with pupils or visit a lesson</b>	
<b>Questions Asked</b>	<b>Comments</b>

<b>Comments and Recommendations</b>
<b>Teachers Comments</b>
<b>Points requiring further discussion at full governors</b>

Signed \_\_\_\_\_  
(Governor)

Signed \_\_\_\_\_  
(Headteacher / Co-ordinator)

Date: \_\_\_\_\_