



Visiting Policy for Governors

Adopted On:	January 2020
Review Date:	January 2023
Review Frequency:	Every 3 Years
Approved By:	Headteacher

Introduction and purposes

Individual governors do not have an automatic right to enter the school whenever they wish. However, they do need to be able to visit to develop their understanding of the school. These visits enable them to fulfil their statutory responsibility for the conduct of the school. Governors should arrange their visits with the headteacher, who has responsibility for the day-to-day management of the school, or subject leader (SL) with responsibility for the aspect of the curriculum if that is what is to be looked at.

The governing body should plan visits to cover a wide range of school work and each visit should have a clear purpose. They do not replace professional inspection or the monitoring and evaluation carried out by the headteacher.

Visits are undertaken to:

- improve the governing body's knowledge of the school and the people that work in it
- assist the governing body in monitoring the implementation of the school development plan
- assist a governor to fulfil a specialist governor role such as health and safety
- assist the governing body in fulfilling its statutory duties
- assist the governing body in making informed decisions

Governors are not expected to pursue any personal agendas or arrive with inflexible preconceived ideas nor make any judgements about pupil's work, behaviour, any teacher's classroom practice or issues relating to the day to day running of the school. Those are the responsibility of the headteacher.

Planning the visit

Governors should arrange their visits with the individual SL with whom they are linked for curriculum monitoring. The SL decides the specific purpose and methods to be used and briefs the governor beforehand. In these case/s, send a copy of the briefing sheet to the headteacher "for information" about the planned visit. Other types of monitoring visits to be arranged with the headteacher, who has responsibility for the day-to-day management of the school,

The governor(s) making the visit should make themselves fully acquainted with health and safety procedures, including fire safety, prior to making the visit. Your visit may or may not involve visiting classroom/s. The range of ways to gather information within a subject without watching lessons, include a selection from the following:-

- Work Study – looking at a cross sample of children's work using a guidance sheet/proforma provided by the SL.
- Learning Walks – walking round the school with a clear focus after discussion with the SL. This will involve an open door policy where you can wander in and out of classrooms to get the flavour of what is happening. During this time it would be acceptable to talk to children about their work, as long as it does not disrupt the class.

- Pupil Conferencing – talking to children about their work using a pre-determined set of questions to gather information about aspects of their learning.
- Resource Audit – look at resources used to discuss changes made or requirements.
- Visit School Events – sports day, theme days, productions etc which are subject related.

It is suggested that no more than two or three of the above are undertaken at each visit and are not repeated each time.

During the visit

Governors will at all times report to the office upon arrival and follow the procedure for visitors in order to provide a good example for other visitors. If visiting a classroom, the governor must arrive at the time planned to avoid disrupting the learning process, and follow the agreed purpose of the visit. At the end of the visit thank everyone concerned including the children. Governors should be aware of their behaviour and avoid any implication that they are inspecting.

The visit can take the form of...

- Meeting with staff
- Pupil interview
- Looking at pupils work
- Meeting with selected staff groups

If at any time either party feels it would be unhelpful for the visit to continue the governor may choose to /or be asked to leave the classroom by the teacher.

Following the visit

After visiting the school the governor(s) should write a note of thanks to all staff visited, complete a visit feedback sheet outlining the purpose and results of the visit (see below) and raise any issues, sensitively, with the SL. The feedback text of the visit should be completed to cover the following points (see appendix for format):

- Purpose of the visit. The purpose as previously agreed with the governing body and the SL or headteacher.
- Links with the School Development Plan. How does the visit relate to a priority in the SDP?
- Comments on the focus of the visit
- Any key issues arising for the governing body in relation to the focus of the SDP
- Action following governing body meeting. Make a record of any action agreed by the governing body with regard to this visit in the official minutes of that meeting.

Protocol for Curriculum Visits

Each Governor linked to a SL to make at least one curriculum visit per school year.

	ALWAYS	NEVER
BEFORE	Agree purpose of visit. Agree how much time (a timetable is a good idea). Agree when you will discuss the visit with the SL. Consider practicalities (dress, parking, time of arrival, who to report to, how to make notes, breaks and lunch). Find out how each teacher wants you to contribute (or not).	Turn up unannounced.
DURING	Introduce yourself to staff and pupils. Note and praise the positive. Ask questions to increase understanding. Remain focused on the purpose of the visit.	Walk in with a clipboard. Arrive with preconceived ideas. Interrupt the teacher. Make professional judgements about staff expertise (governors are not inspectors). Pursue your own personal agenda/focus on the progress of your own child. Monopolise the children's or the staff's time.
AFTER	Thank the teacher and pupils. Discuss visit with the SL. Write a thank you note to teacher and pupils. Complete a feedback sheet. Raise any issues sensitively with the SL.	Leave without a word.

MOSS LANE SCHOOL - GOVERNOR VISIT TO SCHOOL: FEEDBACK SHEET

Name of Governor/s	
Date and time of visit	
Purpose/s of visit and links to School Development Plan and/or as agreed with the SL or other priorities	
Date of Governing Body meeting receiving feedback sheet	
Comments on the focus of the visit and agreed procedures used	
Key findings and any points discussed with SL after the visit	
Action(s) or issues to highlight to the Governing Body	
Signature of visiting Governor:	
Date:	