



Governor Visits to School			V1.2
	Date	Name	Notes
Drafted	22 <sup>nd</sup> Jun 2009	D.Robinson	
Adopted	23 <sup>rd</sup> Nov 2009	PPC	
Reviewed	18 <sup>th</sup> Jun 2013	B. Haynes / PPC	
Reviewed	11 <sup>th</sup> Apr 2016	B. Haynes / PPC	
Reviewed			
This policy will be reviewed every 3 years			

## Context

Individual governors do not have an automatic right to enter the school whenever they wish. However, they need to be able to visit from time to time 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.

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.

A Guide to the Law for School Governors (September 2008)

## Purpose of the visit

Visits are undertaken to:

- improve governing body 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 inclusion
- assist the governing body in fulfilling its statutory duties
- assist the governing body in making informed decisions

Governors should not pursue any personal agendas or arrive with inflexible preconceived ideas.

Governors are not to 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

Visits should be undertaken only as part of a strategic programme formally organised by the governing body or one of its committees and with approval of the headteacher.

If the visit is to involve any member of staff, then that member of staff must be fully involved in the planning through the appropriate member of the leadership group.

The governor(s) making the visit should make themselves fully acquainted with health and safety procedures, including fire safety, prior to making the visit.

## **During the visit**

Governors report to reception upon arrival and follow the procedure for visitors in order to provide a good example for other visitors.

The Governor's supplied Badge and lanyard should be worn at all times.

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. Governors must be aware that some teachers may feel nervous or stressed about having a visitor in the classroom. At the end of the visit the Governor should thank everyone concerned including the children.

Governors should be aware of their behaviour and avoid any implication that they are inspecting, such as by using a clipboard.

## **Following the visit**

After visiting the school the governor(s) should:

- Complete a visit report if appropriate outlining the purpose and results of the visit (the visit report will be shared with all appropriate staff involved)
- Raise any concerns sensitively with the headteacher

Following completion of the agreed monitoring programme the governor should report back to the governing body or committee as appropriate.

## **Related documentation**

Appendix 1 – Notes for governor report form.

Appendix 2 – Protocol for visits.

Appendix 3 – Governor Involvement and Monitoring Form.

## **Appendix 1 Notes for governor report**

Before the visit, prepare notes covering these points

- Purpose of the visit. The purpose should be as previously agreed with the governing body and the 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
- Make a record of any action agreed by the governing body with regard to this visit

## Appendix 2 Protocol for visits

Governors visit their school to enhance their understanding of the school's work and to help fulfil their responsibilities of monitoring and evaluating the school.

We have an agreed schedule of governors' visits to the school, reflecting the priorities in the school development plan and the specific interests and responsibilities of governors, and we keep a file of visit reports.

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

**Appendix 3**

<p><b>LYTCHETT MATRAVERS PRIMARY SCHOOL</b></p> <p><b>Governor Involvement and Monitoring</b></p>	
<p><b>Purpose:</b></p>	
<p><b>Governor Activity:</b></p>	
<p><b>Involvement:</b></p>	
<p><b>Actions:</b></p>	<p><b>Timescale:</b></p>
Empty space for content	
<p><b>Date:</b></p>	<p><b>File Section:</b></p>