



GOVERNOR VISITS POLICY

Ratified by Governors Date	4th October 2018
To be Reviewed	Autumn 2021

Context

One of the key roles and responsibilities for the Governing Body is to monitor the progress and performance of the school. Undertaking visits which focus on an aspect of the SDP or one of the Governors' statutory duties demonstrates the Governors' role in the strategic management of the school by helping to hold the school to account and evaluate its progress. Each Governor is encouraged to make at least one visit a year during school time and governors will often monitor an area of the School Development Plan in accordance with the agreed timetable.

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 the 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

Before making a visit Governors will:

- Contact the Headteacher, Assistant Headteacher and/or the subject coordinator to agree a date, time and focus for the visit
- Clarify the expectations for the visit
- Plan which classes will be visited
- The Headteacher, Assistant Headteacher and/or the subject coordinator should ensure that all staff are aware of the visit and the expectations on them.

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

- 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
- Be calm and enjoy the visit!

After the visit the Governor will:

- Meet with the Headteacher to give a verbal report, and to raise any issues that arose
- Complete the Governor Visit Proforma, reporting on the focus. The completed form should be given to the Headteacher and then, after any possible alterations, the feedback from the form will be shared with governors and staff.
- Governors must report without giving opinions and where possible individuals should not be able to be identified.

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

- Inspection
- Making judgements about the professional expertise of the teacher
- Checking on your 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 Headteacher and the staff, and acknowledge that they represent the full Governing Body. If the agreed principles and procedures are followed then 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.

Appendix 1 St John's School**Governor Visit Report**

Name	
Date of Visit	
Focus of Visit	
Classes / Staff Visited	
Summary of activities, eg., observing classes, talking to staff and pupils, looking at resources, had lunch, etc.	
What I learned as a result of my visit	
Positive comments about the focus	
Aspects I would like clarified / questions I have	
Ideas for future visits	
Any other comments	

Signed _____
(Governor)

Signed _____
(Headteacher / Coordinator)

Appendix 2

**St John's School
Governor Visit Report**

Monitoring the School Development Plan

Focus Area in SDP:	
Source of evidence of progress:	Comment and impact

Evaluation and Impact

Signed _____

(Governor)

Signed _____
(Headteacher / Coordinator)

Signed _____

(Governor)

Date: