



Governor Visits Policy

Rationale

Governors have a responsibility for monitoring standards in school. The best way to acquire an understanding of how Horsley school works is to visit during the school day. Visits to undertake classroom observations, along with other types of visit, are a useful tool in fulfilling the governors' role in the strategic management of the school. This policy sets out who will visit, with what purpose, how often, how visits should be conducted, recording the visit and feeding back.

We recognise that the role of a governor on a school visit is not to assess the quality of teaching provision or to pursue issues that relate to the day-to-day management of the school other than as agreed with the Head Teacher.

It is hoped that staff will develop relationships with governors, understand governors' roles and responsibilities, talk to governors about classroom life and feel supported by governors.

Who, Why and How often

We recognise that it may not be possible for every governor to be available during the day – this will depend on personal and work commitments. However, all governors should do some visits; the frequency and type of visit will vary according to availability and role.

Purpose of visits may be to

- Observe a specific priority within the School Development Plan
- Develop relationships with staff, pupils and parents/carers
- Improve governor knowledge of the school
- Attend school functions
- Carry out specific responsibilities on behalf of the governing body, e.g. SEND responsibility, health and safety checks
- Observe school policies in action

Governors will plan visits with the headteacher/teacher and identify an aspect of the school's work to focus upon. This will be dependent upon the priorities within the School Development Plan (SDP).

How to conduct a visit

- Arrange a date, time and focus with the headteacher or teacher

- Ensure you are familiar with health and safety procedures, including what to do in the event of a fire
- Fulfil the purpose of the visit
- Observe obvious courtesies
- Confidentiality is very important and any concerns should be addressed to the Head Teacher
- Governors recognise that no comment about the lesson, its content or the pupils should be made within the hearing of any pupil

After the visit

- Write up the visit on the relevant visit report form (see appendices 1 and 2)
- Provide feedback to the relevant governor committee or the governing body

Monitoring

The headteacher and governors will monitor the effectiveness of the policy through verbal feedback from staff and governors, as well as visit reports.

Evaluation

Using data from monitoring activities, the headteacher and governors will review and update the policy on a 2 year cycle.

Name _____ Signature _____ Date: _____
 (Chair of Governors)

Name _____ Signature _____ Date: _____
 (Headteacher)