



GRAYSWOOD PRIMARY SCHOOL  
Church of England (Aided)

# Governor Visits Policy

Policy schedule	
Written	October 2021
Reviewed	September 2023
Date ratified by Governors	September 2023
To be reviewed	September 2025

Version history- version 2- the following was adapted/added/changed on 17/9/23

Section	Changes made	By whom
<b>Visit Programmes All Governors</b> Page 4	Taken out 'All Governors are invited in and encouraged to attend an open morning during the Autumn Term' and 'Each Governor should aim to make at least one visit per school year'. Added in 'Each Governor should aim to make one visit per term.'	Hannah Cole
<b>Visit Programmes Safeguarding Governor</b> Page 4	Removed 'Ad hoc but regular communication with Head Teacher on safeguarding issues' and 'February: Annual Safeguarding Review'. Replaced with 'Half termly reviews, including monitoring of the Single Central Record.'	Hannah Cole
<b>Reporting Guidelines</b> Page 5	First bullet point 'as soon as possible' changed to 'within 2 weeks'	Hannah Cole

## **The purpose of this policy**

The core strategic functions of a Governing Board include a) ensuring that the vision, ethos and strategic direction of the school is clearly defined; b) ensuring that the head teacher performs his or her responsibilities for the educational performance of the school and its pupils; and c) ensuring the sound, proper and effective use of the school's financial resources.

The Governing Board, as a corporate body, has additional responsibilities in relation to areas such as Health and Safety and Child Protection. Additionally, it has an important role in monitoring the effectiveness of the curriculum and understanding the progress that is being made towards targets set out in the School Development Plan (SDP).

Visiting the classrooms and speaking to staff is one way in which this can be achieved. Governors are an important and integral part of the school community and are welcome in school. Governors are expected to be involved in a formal way through their governorship and are also encouraged to be involved in an informal way through attending at school community events for example.

There must be an effective partnership between governors and staff, based on mutual understanding and trust, which benefits the whole school community.

This policy will provide an agreed framework within which governors will plan and carry out school visits.

## **Background**

It is essential that Governors see classes at work and be familiar with the life of the school during the working day. This enables Governors to be good ambassadors of the school and increases their knowledge base, so that they can make wise decisions and provide effective support and challenge at Governing Board meetings.

In addition to visiting the school and attending meetings, Governors should ensure that they undertake appropriate training to support them in their role.

Governors have no automatic right as individuals to visit the school and it is crucial that Governors and the staff understand the Governors' role – in particular that governors do not have an inspectorial role and have no right to go into school without notice.

The Governing Board is a corporate body which means that no Governor can act on her/his own without proper authority from the full Governing Board; all Governors carry equal responsibility for decisions made and the overriding concern of all Governors is the welfare of the school as a whole.

Everyone concerned should understand that Governors go into school primarily to learn and not to judge. Most visits occur because the Governing Body has decided it can be an important way for Governors to measure success and understand the progress of activities and priorities identified in the School Development Plan (SDP).

Governors should be aware of the need for confidentiality and be familiar with the Safeguarding Policy.

Governors should be both sensitive, supportive and positive towards staff, pupils and the school environment.

## **Visit programmes**

The following visit programmes are suggested, but if individual governors can visit more frequently, at the convenience of the SLT and teaching staff, that would be appreciated.

### **All Governors**

- Each Governor should aim to make one visit per term

### **Subject Governors**

- October/November: 1:1 meeting with the relevant Subject Co-ordinator
- November/December: Lesson Visit
- April/March: Lesson visit and short discussion with Subject Co-ordinator
- June/ July: 1:1 meeting with the relevant Subject Co-ordinator

### **SEN Governor**

- 3 1:1 meetings (one per term) with Inclusion Manager

### **Safeguarding Governor**

- Half termly reviews, including monitoring of the Single Central Record

### **Health and Safety Governor**

- Termly meetings with the School Business Manager, Premises Manager and Head teacher

### **Finance Governor**

- 3 1:1 meetings with School Business Manager spread over the school year

## **Meeting Guidelines**

- Governors should arrange a mutually convenient date and time to meet the relevant member of staff; this can be via phone or in person. For Subject Governors, the initial 1:1 meeting will be to discuss the year ahead and include the sharing of their action plan and anything else the teacher feels the Governing Board should be aware of.
- The Subject Governor should then arrange a mutually convenient date and time to visit lessons via the subject co-ordinator.
- Class visits can be for a single lesson (usually around an hour) or for a morning or afternoon session, as required and agreed with the Subject Co-ordinator.
- Consideration should be given to the total number of lesson visits that can take place in a given period without disrupting the work of the school.
- The final 1:1 meeting of the year will be to review the Subject Co-ordinator's action plan and celebrate the achievements during the year.

## Lesson visit guidelines

- The focus of the visits will be to ensure the Governors understand how the curriculum is taught at Grayswood CE Primary School. They may also be in conjunction with the School Development Plan and in line with what has been discussed at the 1:1 meetings.
- Governors visit to learn more about the school and to gather information to inform the Governing Board's decision making. It is not their role to judge the quality of teaching: monitoring staff performance is the job of the Head Teacher and the Senior Leadership Team.
- On arrival at the school, we ask that Governors please sign in and wear their Governor badge. Please wait in the office for the relevant member of staff to greet you.
- If possible, we encourage participation rather than observation from the back of the room, however, at a formal lesson observation in the company of the Head or Subject Co-ordinator the latter approach may be more appropriate and should be discussed beforehand.
- Remember that you are a representative of all the Governors: what you say will be understood by the staff to be the views of the Governing Board as a whole.
- Avoid making promises on behalf of the Governors but of course offer to take comments, questions or requests from staff and pupils to the next relevant Governors' meeting.
- If you plan to take notes during your time in the classroom inform the teacher beforehand. Aim to keep note-taking to a minimum and ensure that you make a record of your visit as soon as possible afterwards.
- If you witness something that concerns you please use your discretion and approach the Head Teacher after the lesson.
- There is no specific protocol about parent Governors visiting their own child's class as this may be inevitable. However please ensure that all classes are visited as equally as possible.
- Confidentiality is paramount and nothing that is viewed within the classroom should be discussed outside the remit of the Governing Board.
- Be aware of, and adhere to, the school's Safeguarding Policies.
- Before you leave, remember to thank the member of staff for supporting you in your role as a Governor.

## Reporting Guidelines

- Please ensure you make an accurate record of your visit within 2 weeks
- Send a copy to the Subject Co-ordinator/ Teacher and Head teacher prior to further circulation.
- Each visit record should be sent to the Clerk to the Governors who will forward a copy to the relevant committee. The Chair will then ensure the visits are minuted and feedback from the visits are discussed at the next Full Governing Body meeting.
- There are standard Record Visit templates attached to this policy for your assistance (see Appendix 1). Please complete the relevant one electronically and email it to the Clerk. If this is problematic a paper version can be submitted.

## **Ad hoc School Visits**

All Governors are encouraged to attend ad hoc events throughout the School Year. At these times, even if you are attending on a personal basis as well as representing the Governing Board, please ensure that you sign in as a Governor, wear your badge and make a record of your visit. Some examples of these events are:

- Assemblies
- Church services
- School productions
- Celebration evenings
- Fundraising events (e.g. Christmas fair)
- Subject weeks (e.g. art week, book week, science week)
- Prayer Space
- Annual safeguarding training

## **Review of this Policy**

This policy will be reviewed biannually by the Head teacher and agreed by the Governing Board.



## Appendix 1- Governor Visit Report

<b>Name of Governor:</b>	<b>Date of Visit:</b>
<b>Area of responsibility:</b> (if applicable)	
<b>Classes/staff visited:</b>	<b>Purpose of visit:</b> <ul style="list-style-type: none"> <li>Reference to SDP, delegated responsibilities etc.</li> </ul>
<b>Summary of activities</b> <ul style="list-style-type: none"> <li>E.g. talking to staff and pupils, looking at resources, observed playtime etc.</li> </ul>	
<b>What have I learned as a result of my visit?</b> <ul style="list-style-type: none"> <li>Summary of the key facts you have learned, impressions formed as a result of your visit</li> </ul>	<b>Positive comments about the visit:</b>
<b>Aspects I would like clarified/questions that I have:</b> <ul style="list-style-type: none"> <li>Anything you were unsure about or did not understand</li> <li>Anything you forgot to ask or questions that your visit has raised</li> </ul>	
<b>Ideas for future visits:</b> <ul style="list-style-type: none"> <li>How you would like to follow up your visit (if appropriate)</li> </ul>	
<b>Other comments:</b>	
<b>Staff and Headteacher comments:</b>	
<b>Signed (Governor)</b> _____ <b>Date</b> _____ <b>Signed (Subject Co-ordinator/Teacher/Headteacher)</b> _____ <b>Date</b> _____	