

Halterworth C.P. School

Governor Visits to School Policy

1. Rationale

1.1 Many governors are keen to follow protocol for productive and useful visits to school and particularly about visiting a classroom. This policy suggests how a visit should be conducted in a way that allows governors, pupils and staff to gain the most from the visit.

2. Purpose

The purposes of governor visits to school are:

- To gain first-hand knowledge of the school at work
- To develop supportive relationships with staff and pupils
- To help with decision making and self-evaluation
- To be well informed about the progress and effectiveness of a particular subject area

3. Possible Visits

Governors will be encouraged to visit our school.

Visits can take many forms including attendance at the following:

- Lessons/classroom experiences
- Learning Walks
- Work scrutiny
- Pupil Mentoring (by invite)
- Extra curricular activity e.g. choir, football practice
- Musical, sporting events and drama
- Assemblies
- School Council, Pupil Voice Groups and Action Team meetings
- Day trips
- Residential visits
- Inset days
- Parents' evenings
- Meetings with staff or staff groups
- Pupil interviews
- Exhibitions of pupils' work
- H.S.A Events

Each governor will meet with their linked subject leader every term.

Term 1 – review Action Plan

Term 2 – review Position Statement (mid year self evaluation) and related activity from above

Term 3 – Joint self evaluation activity with subject leader

4. Guidance

4.1 New Governors

After the appointment of a new Governor, a Welcome Letter from the Governing Body Chair and the Headteacher will invite the new Governor to make arrangements to visit the school. This general visit would include a tour around the school, an opportunity to meet the staff and collect some of the school documents listed in their information checklist within the Welcome Pack. Parents with children at the school should also make this visit as they are taking on a new role within the school and the visit will provide them with a broader perspective of the school. The new governor should inform the training governor that this visit has taken place.

4.2 What to do before a visit:

Governing Body to identify:

- Areas of focus and reporting arrangements in consultation with the Headteacher
- Clear objectives for visit
- Governor(s) who are involved in the visit (no more than 2 at any one time if classroom based)

Head Teacher to:

- Arrange date, time and duration of visit in conjunction with governor(s) involved
- Brief staff on details of visit
- Prepare for visit
- Inform children of who is visiting in conjunction with the teacher(s) involved
- Delegate responsibility for subject visits to subject leaders

4.3 What to do during the visit

- Dress appropriately for the particular visit (not too formally/ casually if visiting classrooms- jeans, shorts, revealing clothing is not appropriate)
- Sign in and follow school security procedures, as necessary
- Arrive in time to greet teacher before the lesson/activity begins
- Focus on the purpose for the visit and timing
- Listen, observe and talk to children when appropriate, without interrupting the teacher
- Keep notes brief and only if required
- Governors should not voice personal opinions to staff during the visit (or in any subsequent report).
- Thank the teacher and children where appropriate

4.4 What to do after the visit

- Decide on whether any report to the Governing Body should be oral or written (depending on purpose of the visit)
- Individual staff and pupils should not be identified within reports
- Information within any report should as far as possible be objective
- Governors should not criticise or find fault with staff in any report
- Any concerns arising from the visit should be addressed to the Headteacher as soon as possible
- Any written report should be circulated to the Headteacher initially and then to the staff (if appropriate and via a Staff Governor) and GB

4.5 Frequency of visits

- Governors should aim to visit classrooms at least once a year (including more informal visits), meetings with subject leaders can be during PPA or after school by agreement.

5. Monitoring, Evaluation and Review

This policy was approved by the Governing Body and will be reviewed after one year in the first instance and then biennially.

Date policy agreed: October 2015

Signature of Chair of Governors: