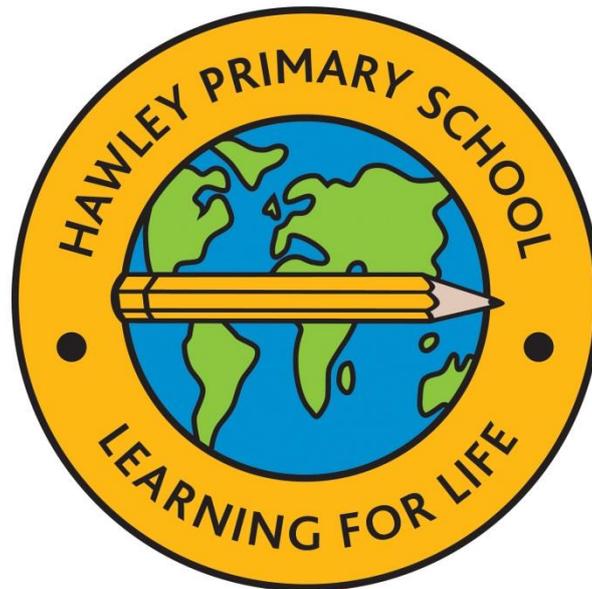


HAWLEY PRIMARY SCHOOL



GOVERNOR VISITS POLICY

AGREED BY GOVERNORS: Summer 2022

LATEST REVIEW: Summer 2022

NEXT REVIEW: Summer 2025

Governor Visits Policy and Guidelines

INTRODUCTION

This policy is for Governors and school staff to ensure that Governor school visits are structured, productive and enjoyable for all concerned.

AIMS

School visits by members of the governing body are a key component to being an effective school governor and have potential benefits to both Governors and Staff.

Benefits to Governors

- ✓ To recognise and celebrate success
- ✓ To develop relationships with the staff
- ✓ To get to know the children
- ✓ To recognise different teaching styles
- ✓ To act as a “researcher” for the teacher
- ✓ To understand the environment in which teachers and other staff work
- ✓ To see policies and schemes of work in action
- ✓ To find out which resources are needed and prioritise them within the SIP
- ✓ To inform decision making

Benefits to Staff

- ✓ To help Governors understand the realities of the classroom
- ✓ To get to know the Governors
- ✓ To understand the Governors roles and responsibilities
- ✓ To have an opportunity to reflect on practice through discussion
- ✓ To highlight the need for particular resource needs

VISITS TO THE SCHOOL

Informal ways of getting to know the school

Governors are actively encouraged to participate in the life of the school and will be informed of all school events and activities, either by personal invitation or via the School Newsletter. This communication may also include inviting Governors to volunteer to accompany classes on educational trips or attend specific events related to their linked roles in school. Information about all events and activities are published regularly in the School Newsletter sent out to all Governors and available to view on the school’s website.

Where informal visits contribute to a Monitoring Focus, a short report should be made using the Governor Focus Area Monitoring Form.

Governors should always plan the visit in advance to ensure that they are clear about its purpose and can provide sufficient notice to the Headteacher and staff. Any of the following are valid reasons for visiting the school:

- To gain background information and get to know the school, class or subject area
- To develop relationships with the staff
- To monitor for specific subject areas, policies, activities or staffing identified on the Governors’ Annual Monitoring Plan
- To look at school premises to monitor aspects of Health and Safety or find out about resources that may be needed
- To inform decision making

It is important that the visit has a specific focus. This might be about an area of school life that they would like to find out about or linked to their identified area of the School Improvement Plan. It could be an area that a Governor is particularly skilled in, for example IT, DT, Art, Finances.

The Governor should contact the Headteacher, Subject Leader, Class Teacher or staff member, as appropriate to arrange a convenient time and agreed focus for the visit.

WRITTEN REPORTS

A governor Monitoring Form has been created for governor visits. This form helps to focus on finding out about the specific aspect and to pass this information on to the governing body.

A Monitoring Form should be completed directly following each focused visit to the school. Blank copies are available on the Governors' Hub: Documents

Each Monitoring Form should contain statements about:

- what was discussed/observed
- what was not observed focusing on the positive and linked to the visit objective
- contain information to assist decision-making and evaluation by the whole governing body e.g. when reviewing the impact of a particular policy.
- Recommendations for improvement as appropriate.

To carry out this important function the Governors may work either individually or in teams (usually 2 governors) covering a wide range of aspects including Pupil Progress, Staff Training and Development, curriculum areas identified in the SIP and core areas such as English, Maths, Value for Money, Safeguarding and school ethos.

Governors should visit the school twice per term and visit classes or other relevant areas to assess and discuss the area of their focus. This should include Pupil Conferencing to receive the children's perspective on life at Hawley.

A full visit report should be updated following each visit and the finalised report should be completed in time to be presented to the relevant Committee meetings or FGB meeting each term.

The Headteacher is responsible for ensuring the quality of teaching. Governors therefore should not make professional judgments when observing lessons or practice.

Should any Governor have an issue or concern during their visit to the school, this should be brought to the attention of the Headteacher, who will decide on any action to be taken.

All reports should be sent to the Chair of Governors, Clerk to Governors and Headteacher for information. Once this is done reports can be uploaded onto the Governors' Hub. The finalised reports should be presented to the relevant Governors' Committee and FGB each term.

GOVERNORS' COMMITMENT

Governors are expected to commit to a minimum of two visits per term. To ensure that each Governor familiarises themselves with school life and get to know the staff and the children, they are also encouraged to arrange to visit at other times to observe and/or speak to children at work or at play.

MONITORING AND REVIEW

The Chair of Governors and/or Vice Chair of Governors will monitor this policy to ensure that all the agreed areas are being implemented and all reports are provided for the benefit of the school

APPENDIX 1

THE DO'S AND DON'TS OF A GOVERNOR VISIT	
Do	Don't
<p>Arrange details of your visit well in advance</p> <p>Observe the school's procedures and systems for Safeguarding Children.</p> <p>Agree level of confidentiality</p> <p>Agree purpose of visit</p> <p>Dress appropriately for the visit observing the school's Dress Code – smart/casual</p> <p>Be punctual</p> <p>Wear a Governor's badge</p> <p>Sign in and out using the Electronic System at the Reception desk</p> <p>Discuss the context of the lesson observed</p> <p>Observe any class guidelines or rules that the teacher and the pupils have in place</p> <p>Discuss observations with the teacher</p> <p>Report any concerns in relation to Safeguarding to the DSL (Headteacher) or Safeguarding Governor (Chair of Governors).</p>	<p>Turn up unannounced</p> <p>Interrupt the teacher</p> <p>Leave without speaking to the teacher and/or support staff you have been working with.</p> <p>Use your mobile phone whilst on the school site</p>