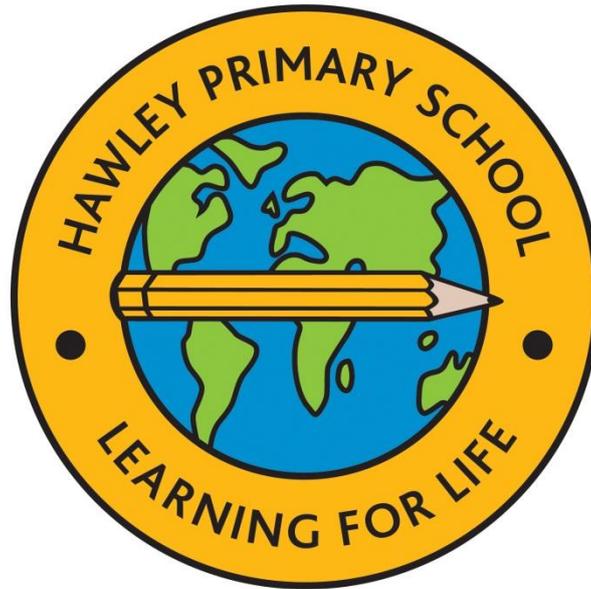


HAWLEY PRIMARY SCHOOL



GOVERNOR VISITS POLICY

AGREED BY GOVERNORS: Autumn 2025

LATEST REVIEW: Autumn 2025

NEXT REVIEW: Autumn 2028

AIMS

This policy aims to set and maintain standards of conduct that we expect all governors to follow when making visits to the school.

This policy sets out the procedure that all governors are expected to follow when visiting Hawley Primary School and how they are expected to report back on that visit to the governing board.

By creating this policy, we aim to ensure that all governors understand their role and purpose, so school visits are a productive and enjoyable event for all involved.

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 understand the environment in which all staff work
- ✓ To see policies and schemes of work in action

Benefits to Staff

- ✓ To find out which resources are needed and prioritise them within the SIP
- ✓ To inform decision making

- ✓ To help Governors understand the realities of the classroom
- ✓ Quality relationships with Governors
- ✓ To understand the Governors roles and responsibilities and feel supported, not judged
- ✓ To have an opportunity to reflect on practice through discussion
- ✓ To highlight where Governors can better support the school

GUIDANCE & SCOPE

This policy takes account of best practice and guidance from the [maintained schools governance guide](#) (section 3.3.3).

2.1 Occasional visits (e.g. learning walks)

Governors will visit the school on an occasional basis as such visits enable governors to:

- Fulfil their statutory responsibility for the conduct of the school
- Observe whether the school is implementing its policies and improvement plans
- Observe how its policies and improvement plans are working in practice

Individual governors do not have an automatic right to enter the school whenever they wish.

2.2 Focused visits (e.g. formal monitoring visits)

Governors will also take part in focused governor monitoring visits, which should be:

- In line with school improvement plan (SIP) priorities
- For a specific purpose linked to the governing board's responsibilities, such as safeguarding
- Pre-arranged with the headteacher

2.3 Governors are not inspectors

Governors:

- Will not assess the quality of teaching and learning in the classroom
- Will not manage the school or interfere in the day-to-day operations of the school

For those governors who wish to spend time in a classroom, they will make their purpose in doing so clear and have an agreed upon time with staff.

VISITS TO 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 information and get to know the school, phase or subject area
- To develop relationships with the staff
- To monitor specific subject areas, policies, activities or staffing identified on the Governors' Annual Monitoring Plan and/or the School Improvement Plan.
- To look at school premises to monitor aspects of Safeguarding and Health and Safety
- 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.

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. It is good practice to send questions in advance to the staff member, so everyone can feel properly prepared.

DURING THE VISIT

Governors should know how to conduct themselves appropriately during visits to minimise disruption for staff and children, and to receive the maximum benefit from the time spent.

Governors will:

- Be on time and meet with the headteacher ahead of the visit
 - Always wear a visitor's badge
 - Use the agreed recording method for the visit.
 - Remain as observers; they are not there to pass judgement on staff or inspect them
 - Ensure all parties are clear about why a governor wishes to spend time in the classroom, if they wish to do so
- Check with staff before speaking to children
- Pass on any concerns the staff raise with the relevant people
 - Be friendly but professional, and dress appropriately, bearing in mind the standards of dress set for teachers and pupils

Governors will not:

- Pass comment on classroom practice or any specific incidents that happen, judge teaching methods, assess the quality of teaching, or comment on the extent of learning
 - Interfere with the day-to-day running of the school
 - Behave in a manner than would make staff feel that they are there to inspect, e.g. sit at the back of the classroom with a clipboard
- Raise concerns in the moment. Governors should note down any concerns they may have and raise them with the chair of governors or headteacher after the visit, (unless it is a safeguarding concern, in which Governors will follow the safeguarding policy and procedures)

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.

Each Monitoring Form should contain statements about:

- what was discussed/observed, using neutral language
- contain information to assist decision-making and evaluation by the whole governing body
e.g. when reviewing the impact of a particular policy.
- Remain observational and describe only what they see.
- Focus closely on the agreed reasons for the visit and its strategic role
- 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, 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/discussed at the next 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 made available to governors to read (on the Hub) and can be presented or discussed at 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 reception</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 relevant members of staff.</p> <p>Report any concerns in relation to Safeguarding to the DSL (Headteacher) or Safeguarding Governor (Chair of Governors).</p>	<p>Turn up unannounced, without the express permission of the Headteacher</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> <p>Behave in a manner than would make staff feel that they are there to inspect,</p>

