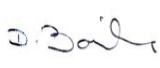





# Policy for Governors' Visits to School

<b>Policy Date:</b>	June 2021	<b>Version: 1.1</b>		
<b>Policy Review Date</b>	June 2024	Headteacher Debra Bailey		28/06/2021
<b>Ratified by Governing Body:</b>				
Sue Welford (Chair of Governors)				28/06/2021

## **POLICY FOR GOVERNORS' VISITS TO SCHOOL**

All governor visits are to be made in accordance with the school's risk assessments.

Governing boards have three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the headteacher to account for the educational performance of the school, its pupils and the performance management of the staff;
- Overseeing the financial performance of the school and making sure its money is well spent.

Governor visits to the school are enormously helpful in enabling governors to get to know the school and in providing a source of evidence to enable them to carry out their role. It is essential that governors and those they are visiting in the school are clear at the outset of the purpose of the visit.

School visits are a useful way of seeing policies in action; of increasing understanding of the school, the pupils and their needs and in enabling governors to ask questions based on first-hand knowledge of the school. They also provide opportunities for getting a feel of the school and its culture and to build positive relationships with staff.

A governor must not in any way attempt to inspect or make judgements as to the quality of anything they may see, neither must they use a visit to investigate any concern or complaint on their own or others' behalf. Governors do need to have a good understanding of the quality of teaching in the school, but this is not and should not be assessed by governors.

Visits enable governors to get to know the school in a way that no meeting or document can ever do. There will be formal visits that are attached to the governor's responsibility for holding the school to account; there will be visits by new or less experienced governors just to see the school in action and to be introduced to staff and other visits for performance and celebrations to which governors have been invited. Some governors will also visit the school in other capacities such as parents or members of staff.

All governors are welcome to visit the school frequently, but always with the knowledge of the headteacher, phase leader or other senior leader. Governors may not just pop into see something or someone.

Visits are a vital part of the work of governors and a way developing effective professional relationships between staff and governors. They are also a means by which the staff may gain confidence in the governing body and the work that they do by not only challenging but also understanding and supporting the school in their drive to improve the quality of education for all pupils.

It is important that visiting governors have a clear focus and are well prepared in order to make the visit worthwhile for all involved.

### **Purpose of visits:**

All school visits will:

- Have a clear focus, linked to strategic priorities, which is agreed by the full governing board.
- Be arranged with adequate notice through the headteacher and agreed with the relevant members of staff.
- Be of value to the governing board and its aims.

It is not the role of governors to form judgements about the performance of school staff during visits. Governors will make every effort to avoid giving this impression.

Governors will have the opportunity to discuss the visit, including any concerns, with the headteacher immediately or soon after the visit. They are asked to complete the attached Visits Record form after each visit. A draft of the form is to be shared with the headteacher and any other members of staff involved in the visit and, when agreed, will be tabled at the next full governing board or relevant committee meeting.

### **Conduct:**

Those governing will comply with the school and the governors' codes of conduct, health and safety policy and the standards of presentation expected of staff. They will be mindful that they are representing the whole governing board through their words and action. Governors will be well prepared for their visit to the school.

Confidentiality should be adhered to regarding visits. Comments should be limited to the headteacher and the senior/middle leader with whom the visit was arranged, but not with other staff or with parents. School visit reports should not identify individual members of staff or children.

### **Frequency:**

It is expected that all governors will visit the school during the school day at least once per year.

### **Governor checklist:**

- Be very clear about the purpose of the visit and what you want to get from it.
- Arrange it in advance and ensure all those you are meeting know that you are coming and the purpose of the visit.
- Make sure everyone involved is clear about your role during the visit.
- Report on your visit using the attached template.
- If, as result of your visit, there are questions/things that need to be addressed, make sure these are taken forward and placed on the governing board/relevant committee agenda.
- Send a note to thank all those involved in the visit.

*This policy will be monitored through feedback from governors, the headteacher and staff to termly full governors' meetings and will be reviewed at least three yearly.*

**RUSHEY MEAD PRIMARY SCHOOL**  
**GOVERNOR SCHOOL VISIT RECORD**

<b>Name of governor:</b>	<b>Date of visit:</b>
<b>Purpose of visit.</b> <i>(Previously agreed by the governing body and arranged with the headteacher. E.g literacy, numeracy and inclusion, implementation of a school policy, subject governor, class governor. Please attach programme to these notes)</i>	
<b>Links with School Improvement</b> <i>(How does the visit relate to strands of the 3 year strategic plan and/or the post OFSTED action plan?)</i>	
<b>Observations and comments</b> <i>(What did you see? What did you learn? Is there anything you would like more information on?)</i>	
<b>Strengths and possible issues to share with the headteacher.</b> <i>(Ensure the positive aspects of the visit are given as much attention as any concerns)</i>	
<b>Any issues arising for the governing body?</b> <i>(E.g. allocation of resources, communications, policies, etc.)</i>	
<b>Action following report back to the governing body.</b> <i>(Record any action agreed by the governing body with regard to this visit.)</i>	