



## POLICY: GOVERNORS VISITS TO SCHOOL

---



Science

School or County Policy	School
Staff Reviewer	Headteacher/Chair of Governors
Governors Reviewing Committee	SICC
Date Reviewed	Dec 2015
Review Period	DCC Guidelines
The date this policy was adopted	13 January 2016



ITT Partner



Committed to Learning



INVESTOR IN PEOPLE

1. If there are any 'Safeguarding' issues that arise from the implementation of this policy then they should be dealt with in accordance with the school's Safeguarding policy. This policy may be found on the school website or accessed via the school office. Any emergency should be referred directly to the school by telephone or in person for the attention of the Designated Senior Person for Child Protection.
2. This policy should be read in conjunction with the Single Equality Policy. The general equality duty requires that, in the exercise of their functions, schools must have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010. This school endeavours to advance equality of opportunity and foster good relations for all.

## **GOVERNORS' VISITS TO SCHOOL**

### **Context**

Individual governors do not have an automatic right to enter the school whenever they wish. However, they need to be able to visit from time to time to develop their understanding of the school. These visits enable them to fulfil their statutory responsibility for the conduct of the school. Governors should arrange their visits with the Headteacher, who has responsibility for the day-to-day management of the school.

The governing body should plan visits to cover a wide range of school work and each visit should have a clear purpose. They do not replace professional inspection or the monitoring and evaluation carried out by the Headteacher.

A Guide to the Law for School Governors (September 2008)

Governors are welcome to visit All Saints School as long as this is arranged through the Headteacher beforehand. The purpose of the visit must be made clear, and any expectations must be discussed with the Headteacher.

### **Purpose of the visit**

Visits are undertaken to:

- improve governing body knowledge of the school and the people that work in it
- assist the governing body in monitoring the implementation of the school development plan
- assist a governor to fulfil a specialist governor role such as inclusion
- assist the governing body in fulfilling its statutory duties
- assist the governing body in making informed decisions

Governors should not pursue any personal agendas or arrive with inflexible preconceived ideas.

Governors are not to make any judgements about pupils' work, behaviour, any teacher's classroom practice or issues relating to the day to day running of the school. Those are the responsibility of the Headteacher.

### **Planning the visit**

The Headteacher should be consulted and approve of the details of the planned visit.

If the visit is to involve any member of staff, then that member of staff must be fully involved in the planning through the Headteacher.

The governor(s) making the visit should make themselves fully acquainted with health and safety procedures, including fire safety, prior to making the visit.

### **During the visit**

Governors will at all times report to reception upon arrival and follow the procedure for visitors in order to provide a good example for other visitors.

If visiting a classroom, the governor must arrive at the time planned to avoid disrupting the learning process, and follow the agreed purpose of the visit. Governors must be aware that some teachers may feel nervous or stressful about having a visitor in the classroom. At the end of the visit thank everyone concerned including the children.

Governors should be aware of their behaviour and avoid any implication that they are inspecting, such as by using a clipboard.

### **Following the visit**

After visiting the school the governor(s) should:

- give some time and thought to reflection
- write a note of thanks to all staff visited
- complete a visit report outlining the purpose and results of the visit (the visit report will be shared with all appropriate staff involved)
- raise any concerns sensitively with the Headteacher
- consider what went well and what did not go so well with respect to your involvement in the visit
- consider what you would do differently in a future visit

Following completion of the agreed monitoring programme the governor should report back to the governing body or committee as appropriate.

Governors should maintain appropriate confidentiality regarding any personal, academic or work related information that they may have learnt about any pupil or member of staff during their visit.

Related documentation:

Appendix 1 - Notes for governor report form.

Appendix 2 - Protocol for visits.

## APPENDIX 1

Before the visit, prepare notes covering these points

<b>Notes for Governor Report</b>	
<b>Name of Visiting Governor:</b>  <b>Name of Staff/Department being visited:</b>	<b>Date</b>
<b>Purpose of visit</b> Previously agreed by the Governing Body with the Headteacher	
<b>Links with the School Improvement Plan</b> How does the visit relate to a priority in the School Improvement Plan?	
<b>Comments on the focus of the visit</b>	
<b>Any key issues arising for the Governing Body in relation to the focus of the SIP</b>	
<b>Action following Governing Body meeting</b> Record any action agreed by the governing body with regard to this visit	

## APPENDIX 2

### Protocol for visits

Governors visit their school to enhance their understanding of the school's work and to help fulfil their responsibilities of monitoring and evaluating the school.

We have an agreed schedule of governors' visits to the school, reflecting the priorities in the school development plan and the specific interests and responsibilities of governors, and we keep notes of visit reports within Committee Minutes.

	<b>ALWAYS</b>	<b>NEVER</b>
<b>BEFORE</b>	<p>Agree purpose of visit</p> <p>Agree how much time (a timetable is a good idea)</p> <p>Agree when you will discuss the visit with the Headteacher</p> <p>Consider practicalities (dress, parking, time of arrival, who to report to, how to make notes, breaks and lunch)</p> <p>Find out how each teacher wants you to contribute (or not)</p>	<p>Turn up unannounced</p>
<b>DURING</b>	<p>Introduce yourself to staff and pupils</p> <p>Note and praise the positive</p> <p>Ask questions to increase understanding</p> <p>Remain focused on the purpose of the visit</p>	<p>Walk in with a clipboard</p> <p>Arrive with preconceived ideas</p> <p>Interrupt the teacher</p> <p>Make professional judgements about staff expertise (governors are not inspectors)</p> <p>Pursue your own personal agenda/focus on the progress of your own child</p> <p>Monopolise the children or staff time</p>
<b>AFTER</b>	<p>Thank the teacher and pupils</p> <p>Discuss visit with the teacher</p> <p>Write a thank you note to teacher and pupils</p> <p>Compile a report (use framework if appropriate)</p> <p>Raise any concerns sensitively with the Headteacher</p> <p>Maintain appropriate confidentiality</p>	<p>Leave without a word</p>

