



Policy:	Governors' Visits to School policy
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Governors' Visit to School Policy

Context

The governing body is the 'accountable body' in a school – accountable to parents, pupils, the local authority and Central Government through Ofsted. It is responsible for everything from Health and Safety and Child Protection to the school budget, Teaching and Learning and Pupil Progress. Governing bodies have a statutory responsibility to monitor and evaluate the effectiveness of the school and its curriculum, therefore, governors need to know what progress is being made towards targets set out in the School Improvement Plan (SIP). Visiting the school and speaking to the staff and children of the school can help to support this process.

Ofsted inspection assumes that governors know the strengths and weaknesses of the school. This depends on governors assessing performance data presented to them by the Headteacher and Assistant Headteacher. All governors, through the Governor Monitoring/Visit Plan are responsible for ensuring that progress in Teaching and Learning is reported on and shared with all members of the Full Governing Body.

It is also important to OfSTED that the Governing Body is strategic; supporting and challenging the Headteacher and Assistant Headteacher. It is, therefore, imperative that the Governing Body supports school improvement through monitoring and visits to the school to see operational aspects, developing an awareness of standards and progress towards each milestone of the SIP.

Purpose of the visit

Visits are undertaken to:

- improve Governing Body knowledge of the school and the staff that work in it
- assist the Governing Body in monitoring the implementation of the School Improvement Plan
- assist a governor in fulfilling a specialist governor role such as Safeguarding, SEN or a specific area of the curriculum
- assist the Governing Body in fulfilling its statutory duties
- assist the Governing Body in making informed decisions regarding the strategic direction of the school

'Let all that you do, be done in love.' 1 Corinthians 16:14

*'Be strong and **courageous**; do not be frightened or dismayed, for the Lord your God is with you wherever you go.'* Joshua 1: 5-9

*'If we walk in the light as He himself is in the light, we have **fellowship** with one another...'* 1 John 1-7

Planning the visit

Visits should be undertaken as part of the Governor Monitoring Visit Plan devised with the Headteacher. A copy of this is kept on governor hub and updated regularly. The Governing Body should take responsibility for the writing and organisation of the monitoring plan in line with the SIP and its' milestones.

The governor(s) making the visit should make themselves fully acquainted with Health and Safety procedures, including fire safety, prior to making the visit. The Headteacher needs to be kept informed of all organised meetings with staff and children and should be copied into any correspondence.

During the visit

Governors must wear their governor lanyard when signing in at school and follow the procedures for visitors, as shared by a member of the Admin Office, in order to follow all safeguarding procedures and to provide a good example for others.

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. The format for governor visits is kept on the governor hub. When in the lesson, you may be asked to support individual, or groups of, children. This will provide the opportunity to find out about the learning opportunities the children are presented with and support you in answering the focus question/s from the monitoring/visit plan. Most children enjoy sharing their work with adults and they will be able to explain what they are doing and why.

Following the visit

After visiting the school the governor(s) should:

- thank the staff, and or children, visited
- give some time and thought to reflection, focusing on the School Improvement Plan (SIP) questions from the monitoring/visit plan, safeguarding and the school values and vision
- share the findings and report with the Headteacher, or Assistant Headteacher, initially
- complete a visit report outlining the purpose and results of the visit (the visit report will be shared with all appropriate staff involved) as well as safeguarding procedures seen in action during the visit
- send the visit report to the Headteacher in the first instance, and then share the visit report more widely with all appropriate staff
- add the finished report to the required folder on governor hub, ready for discussion
- report back at the next governors' meeting

